



## **Covid-19 School Response Plan**

***Including Logistics Plan, Risk Assessment, Cleaning Plan / Checklists &  
Addendum Code of Behaviour***

*Board of Management  
St. Michael's School  
Holy Angels, Glenmaroon, Chapelizod,  
Dublin 20.  
Tel/Fax: 01-8201859  
Roll No. 17971H*

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This document has been prepared on the basis of current public health advice and will continue to be updated as further public health advice is received.

***Further information and guidance are provided in the 'Reopening Our Schools- The Roadmap for Full Return' DES publication and the 'School Pathway for COVID-19, the Public Health Approach' HSE, HPSC publication.***

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## **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 St Michael's Special School. It has been revised to ensure that it is in compliance with the Government's Resilience and Recovery 2020-2021: Plan for Living with COVID-19 and the 'Work Safely Protocol' which has been developed by the Department of Business, Enterprise and Innovation and the Department of Health with guidance documents provided by the Health and Safety Authority (HSA). This COVID-19 Response Plan is designed to support the staff and Board of Management

The 'Work Safely Protocol' is a revised version of the 'Return to Work Safely Protocol' and contains many of the elements and features of the original guidance but is updated to reflect the latest advice issued by Government and National Health Emergency Team (NPHE) to reduce the spread of COVID-19 in the workplace.

The COVID-19 Response Plan details the policies and practices necessary for a school to meet the Government's 'Work Safely Protocol', to prevent the introduction and 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 (NPHE).

It is important that school-based teaching and learning and the operation of school facilities complies with the public health advice and guidance documents prepared by the Department. Doing so minimises the risk to pupils, staff and others. The response plan supports the sustainable operation of schools where the overriding objective is to protect the health of staff and pupils while promoting the educational and development needs of the pupils in the school. The COVID-19 response plan is a living document and will be updated in line with the public health advice as appropriate for primary and special schools.

In line with the Work Safely Protocol, the key to maintaining a safe school requires strong communication and a shared collaborative approach between the Board of Management, staff, pupils and parents.

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

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 essential 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: This COVID-19 response plan is a live working document and may be reviewed and amended to take into account new guidance from [www.Gov.ie](http://www.Gov.ie) [www.dbei.ie](http://www.dbei.ie) [www.hse.ie](http://www.hse.ie) [www.hpsc.ie](http://www.hpsc.ie) [www.hsa.ie](http://www.hsa.ie) [www.education.ie](http://www.education.ie); as appropriate for primary and special schools.**



## **St. Michael's School COVID-19 Policy Statement**

St. Michael's 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 and updated the following COVID-19 Response Plan. The BOM and all school staff are responsible for the implementation of this plan and a combined effort will help contain the spread of the virus. We will:

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

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

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

Signed:

Fr. Bernadette Carron

Date:

22.09.2021

## **Planning and Preparing for Return to School**

The Board of Management aims to facilitate the continuation of school based teaching and learning and a safe working environment for staff. The operation of schools 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 reopening of the school facility and the applicable controls are outlined in this document.

This document also details those additional measures required to ensure the continuation of same.

## **School Buildings**

Before reopening the school in the new school year, the following had been completed

- Water systems had been flushed at outlets following low usage to prevent Legionella disease
- School equipment and mechanical ventilation had been checked for signs of deterioration or damage
- Bin collection and other essential services had resumed

## **Signage**

The school has displayed signage outlining the signs and symptoms of COVID – 19 and to support good hand and respiratory hygiene. In line with this St Michael's has put in place appropriate posters throughout the school. The school has also displayed posters which outline the safe and appropriate use of PPE/face coverings/visors.

In relation to social distancing St Michael's School has put in place signage to facilitate traffic management throughout the school. In addition, designated zones have been allocated to individual classes in the yard/field areas.

## **Public Health Advice**

The school will keep up to date and compliant with public health advice, changes to any Government plans for the safe re-opening of society and Department of Education and Skills updates. All arrangements re. group meetings and use of school facilities will be cognisant of the HSE alert level which is currently in place. Appropriate arrangements to pass on this information in a timely manner to staff, pupils, parents and others will be made as required. At present, Ireland is operating within the Level 5 restrictions.

## **Training for Staff**

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 will be updated with any changes to the control measures or guidance available from the public health authorities.

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

All staff will have been afforded an opportunity to review the training materials provided by the Department of Education and are expected to apply the knowledge afforded therein within their work in the school community.

### **Return to Work Form**

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

A RTW form should be completed and returned to the school before returning to work. Schools should request staff to confirm that the details in the Return to Work Form remain unchanged following subsequent periods of closure such as school holidays.

Details of the **Induction Training** for completion by staff 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 are available on [www.gov.ie](http://www.gov.ie).

There are some school staff who may be unable to return to school. Current public health guidelines have identified these people as being in groups who are defined as being at **very high risk**. This will be updated in line with public health advice.

### **People at very high risk (extremely vulnerable):**

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

- are over 70 years of age - even if fit and well
- have had an organ transplant
- are undergoing active chemotherapy for cancer
- are having radical radiotherapy for lung cancer
- have cancers of the blood or bone marrow such as leukaemia, lymphoma or myeloma who are at any stage of treatment
- are having immunotherapy or other continuing antibody treatments for cancer
- are having other targeted cancer treatments which can affect the immune system, such as protein kinase inhibitors or PARP inhibitors
- have had bone marrow or stem cell transplants in the last 6 months, or who are still taking immunosuppression drugs
- have severe respiratory conditions including cystic fibrosis, severe asthma, pulmonary fibrosis, lung fibrosis, interstitial lung disease and severe COPD

- have a condition that means they have a very high risk of getting infections (such as SCID, homozygous sickle cell)
- are taking medicine that makes you much more likely to get infections (such as high doses of steroids or immunosuppression therapies)
- have a serious heart condition and are pregnant

The advice for this group is available from the HSE. Details of the working arrangements that apply to the very high risk school staff, is in accordance with those applying for the public service generally, and is detailed in the relevant Department of Education circulars available on the Department's website.

All staff have been given access to the Return to Work Form.

### **School/classroom layout**

Changes to the school and/or classroom layout necessary to support physical distancing have been made. Unnecessary clutter removed and stored to facilitate cleaning of the school taking into account the importance of having educational materials to create a stimulating learning environment. A range of rooms in the school have been repurposed to meet the school's priority/safety needs.

### **Ventilation**

The DES has recently published '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 classes 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 in cold weather.

Each morning the school caretaker opens the top windows in all classrooms and staff upon arrival open windows in all rooms being used by them. To maintain a flow of air at all times, staff should ensure that windows are at least slightly open during class time. At break times windows should be fully opened and classrooms should be fully aired. At 3.00pm all windows should be left fully opened.

### **Health & Safety Risk Assessment**

A COVID-19 Risk Assessment has been prepared.

### **Visitors to the School**

New arrangements are in place to limit access to the school to necessary visitors. A record of visitors to the school will be maintained.

### **Return to work safely and Lead Worker Representatives**

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 Team.

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



Note: The process for appointment of Lead Worker representatives in schools was agreed centrally between the Department of Education and Skills and the education partners.

### **Lead Worker Representative and Associate Lead Worker Representative**

Miss Maura Jennings has been appointed as Lead Worker Representative, Samantha Fay as Assistant Lead Worker Representative. Where staff note an issue in relation to safety and wellbeing to do with Covid 19 it is their responsibility to bring it to the attention of the Lead Worker, who will subsequently submit details of same to school management.

The role of the worker representatives 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/Board of Management.

| Names of Lead Worker representatives                                 | Contact details  |
|--|--|
| Samantha Fay (Lead Worker Representative)-LWR                        | <a href="mailto:sfsamfay@gmail.com">sfsamfay@gmail.com</a>                                   |
| Ellen McAllorum (Assistant Lead Worker Representative)-Assistant LWR | <a href="mailto:schoolsecretarystmichaels@gmail.com">schoolsecretarystmichaels@gmail.com</a> |

**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.**

Full details of the arrangements which will apply for the LWR in primary and special schools is set out at *Appendices 3 & 8 of the COVID-19 Response Plan for the safe and sustainable operation of Primary and Special Schools.*

### **Safety Statement and Risk Assessment**

COVID-19 represents a hazard in the context of health and safety in the school environment. Risk assessments to identify the control measures required to mitigate the risk of COVID-19 in our school setting are attached at Appendix 2.

St Michael's School is currently reviewing and will continue to update their emergency procedures involving, fire safety, first aid, accidents and dangerous occurrences considering any new risks that arise due to the school's COVID-19 Response Plan. Any changes to the schools existing emergency procedures will be documented.

### **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 our 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 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 parents of pupils who have been identified by the HSE as a contact of a person with COVID19 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 only, should be received at the front hall and their movement in the school be limited.

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. St Michael's will arrange for this advice to be circulated to staff, pupils and visitors in a timely manner.

### **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 sanitisers (when hands are clean).

Hand sanitisers are deployed around 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. Alcohol based hand sanitisers must not be used near heat or naked flame.

#### **Avoid touching Eyes, Nose and Mouth**

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

### **Physical Distancing\Structure of the School Day**

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

Guidance on the physical distancing requirements will be informed by public health advice for schools.

- Maintaining the integrity of the zones, pods and bubbles within the school community is essential.
- Class layouts have been adjusted to try to maintain 1 metre distance between pupils.
- Due to the inability to split classes only one teacher on any given day will be approved for an absence (e.g. attending training or on EPV day).
- Additional break times have been scheduled to minimise the number of pupils/staff interacting
- Whole school/group communication will be through Aladdin.
- Non administrative staff will be limited to one at any one time in the school office.
- Appropriate traffic management systems are in place with clear signage throughout the school.
- There is no stopping or gatherings in the corridors. Pupils and staff will adhere to the traffic management system.
- Pupils and staff travelling on buses daily are in effect operating as bubbles and need to be considered in the event of a confirmed case, in addition to the class bubble for contact tracing and risk assessment.

### **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 the designated tissue bin (foot pedal 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 leukaemia, lymphoma or myeloma who are at any stage of treatment
- are having immunotherapy or other continuing antibody treatments for cancer
- are having other targeted cancer treatments which can affect the immune system, such as protein kinase inhibitors or PARP inhibitors
- have had bone marrow or stem cell transplants in the last 6 months, or who are still taking immunosuppression drugs
- 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.

### **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 at least 3 days 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.

## **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.

It is advised that:

- Hand hygiene can be achieved by hand washing or use of a hand sanitiser (when hands look clean).
- Use of hand hygiene facilities including wash hand basins needs to be managed so as to avoid congregation of people waiting to use wash hand basins and hand sanitisers.
- Paper towel dispensers and pedal bins are installed in every classroom and staff toilet.
- There is a requirement for access to handwashing facilities after activities that are likely to soil hands, e.g. playing outdoors or certain sporting activities as hand sanitiser does not work on dirty hands.
- Hand sanitiser dispensers have been installed at various points throughout the school.

## **Frequency of Hand Hygiene**

Pupils and staff should perform hand hygiene:

- Entering/exiting transport
- On arrival at school
- Before eating or drinking
- After using the toilet
- After playing outdoors
- When their hands are physically dirty
- When they cough or sneeze.

Each classroom will have closed pedal bins solely for used tissues. All students and staff will be asked to have their own tissues for personal use.

Teachers will remind students regularly about good respiratory and hand hygiene.

The sharing of sports/games/art equipment amongst students will be kept to a minimum. Any items shared will be sanitised after each use.

#### **iv. Use of Personal Protective Equipment (PPE)**

Staff will be expected to be aware of all public health guidance with regards to the appropriate and safe use of all PPE. This includes the appropriate use of masks/cloth face coverings and visors and their safe disposal. *The school will provide PPE* in line with the recommendation of NPHET. Staff and Board of Managements' attention are drawn to these guidelines.

**In line with Public Health Guidance, face masks are a requirement for staff. Masks should be worn in schools when 2m social distancing cannot be maintained.**

For a limited number of staff, PPE will need to be used due to the nature of certain work activities or work areas.

Such include roles where:

- Performing 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. Gloves will be worn by staff who administer medication

The use of a face covering will conceal facial expression and can make communication difficult and as such may not be practical in a school setting. *However the wearing of a visor as an alternative to a facial covering may be considered where there is a concern that physical distancing cannot be maintained, there will be prolonged close contact and/or that exposure to fluid/respiratory droplets is likely.*

Each staff member will be provided with a visor or they may use their own if they so wish.

#### **v. Wearing of Gloves:**

The use of disposable gloves in the school setting by pupils or staff is not appropriate (except when administering medication/emptying the dishwasher). 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. 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 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 will be maintained. The school will maintain a log of staff and pupils contacts. In addition, see visitor contact log at Appendix 3.

#### **vi. Cleaning**

Arrangements for more regular and thorough cleaning of areas and surfaces within the school have been made (see Appendix 4 for the school's Cleaning Plan/Checklist).

Regular and thorough cleaning of communal areas and frequently touched surfaces shall be conducted, in particular, toilets, door handles and kitchen/staff 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, during and after use each day.

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

Shower facilities shall not be available for use by staff or pupils due to the increased risk associated with communal shower facilities and areas. This shall be reviewed in line with government guidance.

Staff will wear gloves when emptying the dishwasher.

#### **vii. First Aid/emergency procedure**

The standard First Aid/Emergency procedure shall continue to apply in St Michael's School. The first aid kit will now contain masks, visors and gloves for use by the first aid responder.

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.

#### **Physical Distancing**

Physical distancing can be usefully applied allowing for some flexibility when needed. Where possible staff should maintain a minimum of 1m distance and where possible 2m. They should take measures to avoid close contact at face to face level such as remaining standing rather than sitting beside / crouching down. A teacher's desk should be at least 1m and where possible 2m away from pupils. It is recognised that it is not always possible for staff to maintain physical distance from pupils and it is not appropriate that they would always be expected to do so where this could have a detrimental impact on the pupil, i.e. if a child sustains an injury and requires first aid.

Physical distancing falls into two categories:

- Increasing separation
- Decreasing interaction

#### **Increasing Separation**

In order to increase separation teachers will:

- Reconfigure class spaces to maximise physical distancing
- Utilise and reconfigure all available space in the school in order to maximise physical distancing.

#### **Decreasing interaction**

The extent to which decreasing interaction is possible relies on a common-sense approach recognising the limits to which this can be achieved between pupils. A distance of 1m should be maintained between desks and between individual pupils where possible. Where possible workstations should be allocated consistently to the same staff and pupils rather than sharing space.

**Additional measures to decrease interaction:**

- Limit interaction on arrival and departure and in hallways and other shared areas.
- Social physical contact is discouraged.
- Where pupils need to move about within the classroom to perform activities it should be organised to the greatest degree possible to minimise congregation at the shared resource.
- Staff and pupils should not share personal items.
- Pupils to be discouraged in engaging in behaviours involving hand to mouth contact (e.g. putting pens/pencils in the mouth).
- When teaching and learning involves use of keyboards or tablets, the contact surface of the device should be cleaned and hand hygiene encouraged.

**Physical distancing outside of the classroom and within the school**

Arrangements are in place by the Deputy Principals in relation to school transport arrival and dispersal of pupils. Classes should transition to the yard/buses etc in a staggered fashion avoiding close contact with other pupils/classes. Pupils should be supervised during transitions.

A comprehensive ‘Logistics Plan’ is included as part of this Response Plan, see appendix 5.

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

*Staff or pupils should not attend school if displaying any symptoms of Covid-19.*

School staff are encouraged to download the HSE COVID-19 tracker app to assist public health for contact tracing purposes both in and out of the school setting.

In the event of a staff member or student developing symptoms while at school, they should inform the school management team as soon as possible.

The Deputy Principal is the designated contact person for ensuring that all aspects of the protocol to deal with suspected cases have been adhered to. Please see Appendix 8 of the DES COVID-19 Response Plan for the Safe and Sustainable re-opening of Primary & Special Schools – February 2021.

The following outlines how St Michael's School will deal with a suspected case that may arise during the course of work.

The staff present at the time of the onset of symptoms should support the individual concerned informing the office and following the appropriate route to the isolation area



St Michael's has identified one main designated isolation area located at the main entrance with toilet access. This area is away from the general school population. Should this area be in use, the Junior school will exit via the door at the disability toilet in the mid school area.

The designated access routes for each class group/area of the school to the isolation area are outlined below. They are selected bearing in mind the need to minimise movement within the school building, ensuring both privacy and speed for the individual concerned.

- Pupils/staff accessing the isolation area from classes of Saints' Matthew, Mark and Luke will exit via fire doors from their classrooms, enter the foyer and go directly to the designated space.
- Pupils/staff accessing the isolation area from classes Saints' Therese, Anthony, Peter and John as well as the computer room will exit the building at the disability toilet and walk towards the green metal gate entering the isolation area via the main school door.
- Pupils/staff from all of the remaining senior/ middle school classes, middle and senior school zones (including home economics room, woodwork room, and gymnasium) will walk on the path along the side of the main school building towards the green metal gate entering the isolation area via the main school door.

As a back-up plan in the event of a second case of a staff member or student developing symptoms while at school, a second isolation area has been made available in one section of the Assembly Hall.

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

- If the person with the suspected case is a pupil, the Principal/Deputy Principal will be contacted immediately and will liaise with the class teacher to make contact with the parents/guardians.
- A staff member from the pupil's classroom will follow the 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
- Staff and pupil should change face mask enroute to the isolation area.
- A mask will be provided 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
- Advice will be given to the person presenting with symptoms to cover their mouth and nose with the disposable tissue provided when they cough or sneeze and put the tissue in the waste bin provided
- If the person is well enough to go home, arrangements will be made for them to be transported home by a family member as soon as possible and they will be advised to inform their general practitioner by phone of their symptoms.
- Public transport of any kind will not be used
- If they are too unwell to go home or advice is required, 999 or 112 will be contacted and informed that the sick person is a Covid-19 suspect.
- The Principal/Deputy Principal will make a decision regarding the need for a staff member to remain with a pupil at the isolation area. Only where necessary staff will be asked to remain in the vicinity of the isolation area to provide appropriate supervision to the pupil.
- Upon leaving the isolation area masks should be changed.
- An assessment of the incident will be carried out to form part of determining follow-up actions and recovery.

- Appropriate cleaning of the isolation area and work areas involved will be carried out.
- An Accident/Illness Report Form will be completed for the pupil by the staff member involved and emailed to parents.
- Parents are advised to check with their GP regarding their child's symptoms and follow advice as deemed necessary. It should be noted that pupils presenting with uncommon symptoms of COVID need to remain at home for 48 hours once symptoms have cleared before returning to school.

Parents of children returning in this phase will be asked by the school to complete the declaration form at the attached link: This form is to be used when children are returning to the setting after any absence.

<https://www.hpsc.ie/a-z/respiratory/coronavirus/novelcoronavirus/guidance/educationguidance/Return%20to%20Educational%20Facility%20declaration%20form.pdf>

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.

### **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. An addendum to the Code of Behaviour for our pupils has been updated to accommodate for any breaches of behaviours relating to the safeguarding against Covid-19 among the pupils (Appendix 6). Staff will implement accordingly.
- 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.
- xii. Not to return to or attend school in the event of the following:
  - 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.
- xiii. 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
- xiv. Undergo any COVID-19 testing that may be required as part of mass or serial testing as advised by Public Health

#### **Covid related absence management**

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

#### **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.

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](#) is in place as a supportive resource for staff in schools. The aim of the Occupational Health Strategy is to promote the health and wellbeing of employees in the workplace, with a strong focus on prevention. The Occupational Health Strategy comprises the Employee Assistance Service and the Occupational Health Service. The Employee Assistance Service (EAS) is provided by Spectrum.Life under the logo of '*Wellbeing Together: Folláinne Le Chéile*'.

The EAS is a self-referral service where employees have access to a dedicated free-phone confidential helpline 1800 411 057 available 24 hours a day, 365 days a year providing advice on a range of issues such as wellbeing, legal, financial, mediation, management

support etc. The service is also available via SMS, WhatsApp, e-mail, live chat and call back request. All points of contact for the service are qualified, accredited and experienced mental health professionals.

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

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



**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: \_\_\_\_\_

**St Michael's School**



**Appendix 2: Risk Assessment**

*Board of Management  
St. Michael's School  
Holy Angels, Glenmaroon, Chapelizod,  
Dublin 20.  
Tel/Fax: 01-8201859  
Roll No. 17971H*

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This document has been prepared on the basis of current public health advice and will continue to be updated as further public health advice is received.

## Updated Risk Assessments to minimise the risk of being exposed to Covid-19

The process involved consultation with all school staff. Risk assessments revised in September 2021 by staff and submitted to the BoM for approval/ratification.

### Methodology used for hazard identification and control

In line with the requirements of Safety, Health and Welfare at Work Act 2005 (section 19) it is the policy of the BoM in St. Michael's School to address significant hazards and risks in the workplace, to assess the risks to safety, health and welfare and to control these risks as far as is reasonably practicable.

The Board is committed to the ongoing identification of hazards, the assessment of the appropriate risks and the introduction of controls to deal with them. In addition, staff are involved and participate in safety, health and welfare issues within the school and are encouraged to identify and report any potential hazards that may exist and to ensure that a risk assessment is carried out.

This revised Risk Assessment includes all relevant updates and necessary control measures to minimise the risk of staff and others being exposed to Covid-19 and these will be incorporated into the Safety Statement for St. Michael's School in line with requirements of section 20 of the 2005 Act.

It is envisaged that additional reviews will be undertaken on a regular basis and in line with Government and public health advice to ensure that all information remains accurate, that controls are appropriate and where necessary risks are reassessed.

A **hazard** is anything with the potential to cause harm to the safety, health or welfare of staff, students, visitors and contractors – a wet or slippery floor, an unguarded machine, stressful work, a blocked entrance, hazardous chemicals etc. Hazards may be classified as physical, chemical, biological, environmental or human.

A **risk** is the likelihood that someone will be harmed by a hazard and the severity of that harm.

### Control measures:

A control measure is an applied measure that reduces the level of risk. Control measures can be applied at the planning stage, can comprise physical measures, can be management issues and can include training. Good control measures will require a combination of some or all of these.

### Control measure principles:

Schedule 3 of the Safety, Health and Welfare at Work Act 2005 lists the Principles of Prevention and the Board of Management undertakes to apply these principles (where practicable) in dealing with all risks within the school:

- Avoidance of risks
- Evaluation of unavoidable risks
- Combating of risks at source
- Adaptation of work to the individual
- Adaptation of workplace to technical progress
- Replacement of dangerous articles, substances or systems of work by safe or less dangerous articles, substances or systems of work
- Priority to collective protective measures over individual protective measures
- Development of an adequate prevention policy which takes account of technology, organisation of work, working conditions, social factors and the influence of factors relating to the working environment
- Appropriate training and instructions to employees.

When the safety audit identifies hazards, it is necessary to evaluate and rank them so that they can be controlled in an orderly way. The risk of a hazard is a measure of the likelihood or probability of an accident coupled with the severity of the injury or loss. The risk potential of each hazard was assessed (by ranking) by giving numerical values of between 1 and 5 to both the **severity** of the consequences and the **probability** of the event occurring. When the severity numerical factor and the probability numerical factor were multiplied together, they produced a number between 1 and 25 thereby producing the numerical values outlined in **risk rating** chart below.



**Severity x Probability = Risk Rating**

**Severity**

| Severity Rating          | Interpretation  | Numerical Value |
|--------------------------|---|-----------------|
| Fatality or Catastrophic | Single or multiple fatalities, widespread illness, large scale property or equipment damage | 5               |
| Major                    | Serious injury or illness, significant property or equipment damage                         | 4               |
| Moderate                 | Injury and damage to property   | 3               |
| Minor                    | Minor injury or illness, minor property or equipment damage                                 | 2               |
| Low                      | No significant injury or illness, no significant property or equipment damage               | 1               |

**Probability/ Likelihood**

| Severity Rating | Interpretation  | Numerical Value |
|-----------------|---|-----------------|
| Inevitable      | Likely to occur either immediately or in the short term | 5               |
| Very Likely     | Could occur in time or if repeated enough               | 4               |
| Likely          | Likely to occur   | 3               |
| Unlikely        | Though unlikely, may occur over time                    | 2               |
| Rare            | Unlikely to occur at all                                | 1               |

### Risk Rating

| Numerical Value<br>Severity x<br>Probability | Descriptive Risk Rating  | Interpretation   |
|--|--|--|
| 16-25  | <p style="text-align: center;"><b>Emergency – Extremely serious</b></p> If an incident were to occur, it would be likely that a permanent, debilitating injury or death would result | Risks are unacceptable and immediate action required justifying special maintenance. Activity should be halted and stopped until the hazard is eliminated or appropriate risk controls are put in place.   |
| 11-15  | <p style="text-align: center;"><b>Severe and Serious</b></p> If an incident were to occur, it would be likely that an injury requiring medical treatment would result.               | Activity can proceed but substantial efforts should be made to reduce the risk. Risk reduction measures should be implemented urgently within a defined time period and it might be necessary to consider suspending or restricting the activity or to apply interim control measures until this has been completed. |
| 6-10   | <p style="text-align: center;"><b>Medium</b></p> If an incident were to occur, there would be some chance that an injury requiring First Aid treatment would result                  | Activity can proceed but consideration should be given as to whether the risks can be lowered. Control measures must be monitored and reviewed as required to ensure they remain suitable and sufficient   |
| 1-5  | <p style="text-align: center;"><b>Low Risk or Negligible</b></p> If an incident were to occur, there would be little likelihood that an injury would result                          | No additional controls are necessary as these risks are considered acceptable. Activity should be regularly reviewed to ensure there is no change to the risk rating and that controls are maintained.   |

\*Note: A numerical rating has been used in column 4 of the risk assessment sheets to describe the risk potential for the hazard identified This method has been used in an attempt to ensure that the levels of risk will be understood and clear to all those operating within the school

| Who may be affected?   | Identified risks   | Risk Assessment, Education and Training Controls  | Risk Rating          | Action implementation                     |
|--|--|---|----------------------|---|
| Staff  | <p>Spread of Covid-19 virus</p> <p>Persons currently deemed most at risk of complications if they catch the coronavirus are:</p> <ul style="list-style-type: none"> <li>• 60 years of age and over</li> <li>• have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer</li> <li>• pregnant women</li> </ul> <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> <li>• A fever (high temperature of 37.5 degrees Celsius or above)</li> <li>• A cough - this can be any kind of cough, not just a dry cough</li> <li>• Shortness of breath or breathing difficulties</li> <li>• Loss of sense of smell</li> <li>• Loss of sense of taste or distortion of sense of taste</li> <li>• Death</li> </ul> | <p>The Board of Management will develop a response plan for the prevention and mitigation of Covid-19 following a risk assessment of the school facility.</p> <p>Phased re-opening 50% pupil capacity. Interim measures regarding flexibility of leave and remote working.</p> <p>This plan will highlight the measures necessary to protect the health and safety of staff in re-opening and modifying the work arrangements within the school.</p> <p>The staff 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.</p> <p>The Board of Management will:</p> <ul style="list-style-type: none"> <li>✓ Ensure that all staff receive necessary training prior to returning to work</li> <li>✓ Provide posters, information and electronic message boards to increase awareness of Covid-19 among staff and pupils</li> <li>✓ Promote safe individual practices within the school campus</li> <li>✓ Engage with staff in providing feedback on the preventive measures and their effectiveness</li> <li>✓ Provide regular information about the risk of Covid-19 using official sources, such as government agencies (HSE, HSA, etc.) and the World Health Organisation</li> <li>✓ Emphasise the effectiveness of adopting protective measures especially good personal hygiene</li> <li>✓ Provide specific training in the proper use of PPE for staff, where required</li> </ul> | Medium with Controls | Board of Management<br>Principal<br>Staff |
| <p><u>Risk Level Calculation</u></p> <p>(a) Severity of risk/injury 1=Low, 2=slight, 3=moderate, 4=major, 5=fatality</p> <p>(b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable</p> <p>(c) Risk Rating = (a) X (b)</p> |  | <p><u>Risk Level Action</u></p> <p>1-5 Low risk Acceptable- No additional controls are necessary as these risks are considered acceptable.</p> <p>6-10 Medium risk- Activity can proceed but consideration should be given as to whether the risks can be lowered.</p> <p>11-15 Severe- Activity can proceed but substantial efforts should be made to reduce the risk.</p> <p>16-25 Emergency risk Halt activity and review immediately</p>  |                      |   |
| Assessment Date:   |  | Assessors Name:   |                      |   |

| Who may be affected?  | Identified risks  | Hygiene Controls  | Risk Rating                 | Action implementation   |
|---|---|---|-----------------------------|---|
| <p>All staff<br/>Pupils<br/>Visitors<br/>Contractors<br/>Public</p>   | <p>Spread of Covid-19 virus<br/>Persons currently deemed most at risk of complications if they catch the coronavirus are:</p> <ul style="list-style-type: none"> <li>• 60 years of age and over</li> <li>• have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer</li> <li>• pregnant women</li> </ul> <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> <li>• A fever (high temperature of 37.5 °C +)</li> <li>• A cough - this can be any kind of cough, not just a dry cough</li> <li>• Shortness of breath or breathing difficulties</li> <li>• Loss of sense of smell</li> <li>• Loss of sense of taste or distortion of sense of taste</li> <li>• Death</li> </ul> | <p>The BoM will ensure that all staff can wash their hands regularly. Hot water and appropriate sanitisers (i.e. hand gel dispensers, etc.) will be available throughout the school. Staff should:</p> <ul style="list-style-type: none"> <li>✓ Wash their hands properly and often. Hands should be washed: <ul style="list-style-type: none"> <li>o After coughing or sneezing</li> <li>o Before and after eating or preparing food</li> <li>o Before and after using protective gloves</li> <li>o Before and after being on public transport</li> <li>o When arriving and leaving the school campus</li> <li>o After toilet use</li> </ul> </li> <li>✓ Cover their mouth and nose with a tissue or their sleeve when coughing and sneezing.</li> <li>✓ Put used tissues into a bin and wash their hands</li> <li>✓ Develop a routine of increased cleaning and disinfecting of frequently touched objects and Surfaces</li> </ul> <p>Provision of surgical grade masks to all staff and appropriate PPE for intimate care needs.<br/>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.<br/>No employees are permitted to attend work if they display any of the symptoms below: -</p> <ul style="list-style-type: none"> <li>✓ Fever (temperature of 37.5 degrees or above)</li> <li>✓ Cough</li> <li>✓ Shortness of breath</li> <li>✓ Breathing difficulties</li> </ul> <p>Any Staff Member displaying symptoms must self-isolate and not attend school for 14 days<br/>Any staff member living with someone who is self-isolating or waiting for a Covid-19 test must restrict their movements for 14 days.<br/>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</p> | <p>Medium with controls</p> | <p>Board of Management<br/>Principal<br/>Staff<br/>Visitors</p> |
| <p><u>Risk Level Calculation</u><br/>(a) Severity of risk/injury 1=Low, 2=slight, 3=moderate, 4=major, 5=fatality<br/>(b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable<br/>(c) Risk Rating = (a) X (b)</p> |   | <p><u>Risk Level Action</u><br/>1-5 Low risk Acceptable- No additional controls are necessary as these risks are considered acceptable.<br/>6-10 Medium risk- Activity can proceed but consideration should be given as to whether the risks can be lowered.<br/>11-15 Severe- Activity can proceed but substantial efforts should be made to reduce the risk.<br/>16-25 Emergency risk Halt activity and review immediately</p>  |                             |   |
| <p>Assessment Date:</p>   |   | <p>Assessors Name</p>   |                             |   |

| Who may be affected?   | Identified risks  | Hygiene Controls  | Risk Rating                 | Action implementation  |
|--|---|---|-----------------------------|--|
| All staff<br>Pupils<br>Visitors<br>Contractors<br>Public   | <p>Spread of Covid-19 virus</p> <p>Persons currently deemed most at risk of complications if they catch the coronavirus are:</p> <ul style="list-style-type: none"> <li>• 60 years of age and over</li> <li>• have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer</li> <li>• pregnant women</li> </ul> <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> <li>• A fever (high temperature of 37.5 °C+)</li> <li>• A cough - this can be any kind of cough, not just a dry cough</li> <li>• Shortness of breath or breathing difficulties</li> <li>• Loss of sense of smell</li> <li>• Loss of sense of taste or distortion of sense of taste</li> <li>• Death</li> </ul> | <p>The Board of Management will ensure that:</p> <ul style="list-style-type: none"> <li>✓ Appropriate signage in line with public health guidelines will be displayed throughout school facility (buildings and grounds).</li> <li>✓ Appropriate social distancing markings are in place</li> <li>✓ Necessary PPE is available to staff</li> <li>✓ Standard cleaning and maintenance regimes have been put in place</li> <li>✓ Toilet facilities are cleaned regularly</li> <li>✓ Equipment sharing is minimised. Staff are encouraged not to share equipment</li> <li>✓ 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)</li> <li>✓ All school equipment is sanitised – cleaning programmes to be devised to ensure that shared equipment is cleaned and disinfected between use by different people</li> <li>✓ Covid compliant work areas to be available where social distancing guidelines can be applied</li> <li>✓ There is staggered use of the staff areas/ cookery kitchen and other communal facilities</li> <li>✓ 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</li> <li>✓ All waste collection points are emptied at the end of each day.</li> <li>✓ 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</li> </ul> | <p>Medium with controls</p> | <p>Board of Management<br/>           Principal<br/>           Staff<br/>           Visitors</p> |
| <p><u>Risk Level Calculation</u></p> <p>(a) Severity of risk/injury 1=Low, 2=slight, 3=moderate, 4=major, 5=fatality</p> <p>(b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable</p> <p>(c) Risk Rating = (a) X (b)</p> |   | <p><u>Risk Level Action</u></p> <p>1-5 Low risk Acceptable- No additional controls are necessary as these risks are considered acceptable. 6-10 Medium risk- Activity can proceed but consideration should be given as to whether the risks can be lowered. 11-15 Severe- Activity can proceed but substantial efforts should be made to reduce the risk. 16-25 Emergency risk Halt activity and review immediately</p>   |                             |  |
| <p>Assessment Date:</p>  |   | <p>Assessors Name</p>   |                             |  |

| Who may be affected?  | Identified risks   | Social Distancing Controls  | Risk Rating          | Action implementation                                 |
|---|--|---|----------------------|---|
| All staff<br>Pupils<br>Visitors<br>Contractors<br>Public  | Spread of Covid-19 virus<br><br>Persons currently deemed most at risk of complications if they catch the coronavirus are: <ul style="list-style-type: none"> <li>• 60 years of age and over</li> <li>• have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer</li> <li>• pregnant women</li> </ul> Known effects of the coronavirus: <ul style="list-style-type: none"> <li>• A fever (high temperature of 37.5 degrees Celsius or above)</li> <li>• A cough - this can be any kind of cough, not just a dry cough</li> <li>• Shortness of breath or breathing difficulties</li> <li>• Loss of sense of smell</li> <li>• Loss of sense of taste or distortion of sense of taste</li> <li>• Death</li> </ul> | The Board of Management will ensure that: <ul style="list-style-type: none"> <li>✓ All persons will adhere to relevant social distancing rules in relation to entering the school and while working in the school</li> <li>✓ Visitors/ contractors must maintain a physical spacing of 2 metres apart. Pupils work stations, PODS and common spaces must maintain a 1 metre social distance. Staff will maintain a minimum of 1 metre distance when working with students but should maintain 2 metres as much and where possible. Similar distancing should be maintained when having contact with other staff members with the exception being screened off areas.</li> <li>✓ Break times will be staggered and school supervision procedures must be strictly adhered</li> <li>✓ Appropriate signage in line with public health guidelines will be displayed throughout school facility (buildings and grounds)</li> <li>✓ Appropriate social distancing arrangements will be in place throughout the facility</li> <li>✓ Meetings of small groups of staff may take place in the school hall, all others will meet remotely via Zoom. Whole school and group communications via Aladdin.</li> <li>✓ There is currently a strict no handshaking policy in place within the school</li> <li>✓ All staff, contractors and visitors should avoid direct physical contact with any other persons as far as possible where 2 metre distance cannot be maintained.</li> </ul> Requirements for personnel working within 2 metres of each other (where activity cannot be suspended): <ul style="list-style-type: none"> <li>✓ No worker has symptoms of Covid-19</li> <li>✓ The close contact work cannot be avoided</li> <li>✓ Installation of physical barriers e.g. clear plastic sneeze guards in the office</li> <li>✓ PPE is present in line with the approved risk assessment (full face mask, gloves, etc.) and public health advice</li> <li>✓ Prior to donning appropriate PPE, staff will wash/sanitise their hands thoroughly</li> </ul> | Medium with controls | Board of Management<br>Principal<br>Staff<br>Visitors |
| <u>Risk Level Calculation</u><br>(a) Severity of risk/injury 1=Low, 2=slight, 3=moderate, 4=major, 5=fatality<br>(b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable<br>(c) Risk Rating = (a) X (b) |  | <u>Risk Level Action</u><br>1-5 Low risk Acceptable- No additional controls are necessary as these risks are considered acceptable.<br>6-10 Medium risk- Activity can proceed but consideration should be given as to whether the risks can be lowered.<br>11-15 Severe- Activity can proceed but substantial efforts should be made to reduce the risk.<br>16-25 Emergency risk Halt activity and review immediately   |                      |   |
| Assessment Date:  |  | Assessors Name  |                      |   |

| Who may be affected?   | Identified risks   | Social Distancing<br>Controls   | Risk Rating                | Action implementation                  |
|--|--|---|----------------------------|--|
| Staff<br>Pupils  | <p>Spread of Covid-19 virus</p> <p><b>Computer room</b></p> <p>Persons currently deemed most at risk of complications if they catch the coronavirus are:</p> <ul style="list-style-type: none"> <li>• 60 years of age and over</li> <li>• have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer</li> <li>• pregnant women</li> </ul> <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> <li>• A fever (high temperature of 37.5 degrees Celsius or above)</li> <li>• A cough - this can be any kind of cough, not just a dry cough</li> <li>• Shortness of breath or breathing difficulties</li> <li>• Loss of sense of smell</li> <li>• Loss of sense of taste or distortion of sense of taste</li> <li>• Death</li> </ul> | <ul style="list-style-type: none"> <li>• A maximum 6 pupils and 2 staff will be in the Computer room at any one time to ensure social distancing.</li> <li>• All laptops, ipads, workstations etc. will be sanitised after each use.</li> <li>• The door will remain open to allow for ventilation</li> <li>• Pupils will remain in their classroom until the computer teacher collects them</li> <li>• All computers, laptops, ipads etc have been treated by CMS, effective to kill virus upon contact for 12 months</li> </ul> | Medium<br>with<br>controls | Board of Management<br>Principal Staff |
| <p><u>Risk Level Calculation</u></p> <p>(a) Severity of risk/injury 1=Low, 2=slight, 3=moderate, 4=major, 5=fatality</p> <p>(b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable</p> <p>(c) Risk Rating = (a) X (b)</p> |  | <p><u>Risk Level Action</u></p> <p>1-5 Low risk Acceptable- No additional controls are necessary as these risks are considered acceptable.</p> <p>6-10 Medium risk- Activity can proceed but consideration should be given as to whether the risks can be lowered.</p> <p>11-15 Severe- Activity can proceed but substantial efforts should be made to reduce the risk.16-25 Emergency risk Halt activity and review immediately</p>  |                            |  |
| Assessment Date:   |  | Assessors Name  |                            |  |

| Who may be affected?   | Identified risks   | Social Distancing Controls  | Risk Rating                 | Action implementation                              |
|--|--|---|-----------------------------|--|
| Staff  | <p>Spread of Covid-19 virus</p> <p><b>Staff Break Areas</b></p> <p>Persons currently deemed most at risk of complications if they catch the coronavirus are:</p> <ul style="list-style-type: none"> <li>• 60 years of age and over</li> <li>• have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer</li> <li>• pregnant women</li> </ul> <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> <li>• A fever (high temperature of 37.5 degrees Celsius or above)</li> <li>• A cough - this can be any kind of cough, not just a dry cough</li> <li>• Shortness of breath or breathing difficulties</li> <li>• Loss of sense of smell</li> <li>• Loss of sense of taste or distortion of sense of taste</li> <li>• Death</li> </ul> | <p>Staff Break Areas</p> <ul style="list-style-type: none"> <li>• Staff have an option to not use a staff area for break. Breaks can be taken in the class, in their own car, around the school grounds.</li> <li>• Staff have been designated areas for their break and breaks have been timetabled. This facility is not available other than the times scheduled for breaks.</li> <li>• Staff will practice social distancing</li> <li>• Staff will sit in designated spaces and not move furniture.</li> <li>• There will be no storage of food or personal items in these areas.</li> <li>• Staff will sanitize the space before and after use. Sanitising products will be provided.</li> </ul> | <p>Medium with controls</p> | <p>Board of Management<br/>Principal<br/>Staff</p> |
| <p><b>Risk Level Calculation</b></p> <p>(a) Severity of risk/injury 1=Low, 2=slight, 3=moderate, 4=major, 5=fatality</p> <p>(b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable</p> <p>(c) Risk Rating = (a) X (b)</p> |  | <p><b>Risk Level Action</b></p> <p>1-5 Low risk Acceptable- No additional controls are necessary as these risks are considered acceptable.</p> <p>6-10 Medium risk- Activity can proceed but consideration should be given as to whether the risks can be lowered.</p> <p>11-15 Severe- Activity can proceed but substantial efforts should be made to reduce the risk. 16-25 Emergency risk Halt activity and review immediately</p>   |                             |  |
| Assessment Date:   |  | Assessors Name  |                             |  |



| Who may be affected?   | Identified risks   | Substitute Staff Controls   | Risk Rating          | Action implementation                                |
|--|--|---|----------------------|--|
| All Staff<br>Pupils  | <p>Spread of Covid-19 virus</p> <p><b>Substitute Staff</b><br/>Persons currently deemed most at risk of complications if they catch the coronavirus are:</p> <ul style="list-style-type: none"> <li>• 60 years of age and over</li> <li>• have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer</li> <li>• pregnant women</li> </ul> <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> <li>• A fever (high temperature of 37.5 degrees Celsius or above)</li> <li>• A cough - this can be any kind of cough, not just a dry cough</li> <li>• Shortness of breath or breathing difficulties</li> <li>• Loss of sense of smell</li> <li>• Loss of sense of taste or distortion of sense of taste</li> <li>• Death</li> </ul> | <p>Substitute Staff</p> <ul style="list-style-type: none"> <li>•Substitutes have an option to accept offers of work. They are asked to complete the return to work form and the induction training, providing all necessary documentation. A copy of the COVID-19 Response Plan will be given/emailed to each person.</li> <li>•Substitute staff will be informed of the class bubbles that they are working with and the relevant staff toilet and designated area for their break/lunch should they chose to use this facility. Staff will sit in designated spaces and not move furniture here. There will be no storage of food or personal items in these areas.</li> <li>•Substitute staff will sanitize workspaces/ areas occupied by them throughout the school day. Sanitising products will be provided.</li> <li>•Substitute staff will practice social distancing, hand sanitising etc. and adhere to all control measures at all times.</li> <li>•They will be provided with face masks or they can wear their own.</li> <li>•Bus Escorts acting as substitute SNAs or vice versa will be asked to change face masks, adhere to all control measures and will be informed of the bubble, either class or bus group bubbles that they'll be working with.</li> <li>•Logs of all substitute Teachers/SNAs/bus escorts will be maintained and will be available for contact tracing purposes.</li> <li>•Substitute staff working in other schools will be expected to inform the HSE of their substitute work in our school in the event of being contacted by the HSE as a confirmed case. Substitute staff travelling by public transport are asked to ensure caution as per Public Health Advice.</li> </ul> | Medium with controls | Board of Management<br>Principal<br>Substitute Staff |
| <p><b>Risk Level Calculation</b></p> <p>(a) Severity of risk/injury 1=Low, 2=slight, 3=moderate, 4=major, 5=fatality</p> <p>(b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable</p> <p>(c) Risk Rating = (a) X (b)</p> |  | <p><b>Risk Level Action</b></p> <p>1-5 Low risk Acceptable- No additional controls are necessary as these risks are considered acceptable. 6-10 Medium risk- Activity can proceed but consideration should be given as to whether the risks can be lowered. 11-15 Severe- Activity can proceed but substantial efforts should be made to reduce the risk. 16-25 Emergency risk Halt activity and review immediately</p>   |                      |  |
| Assessment Date:   |  | Assessors Name  |                      |  |

| Who may be affected?   | Identified risks  | Social Distancing Controls  | Risk Rating              | Action implementation                              |
|--|---|---|--------------------------|--|
| <p>Staff<br/>Students<br/>Visitors</p>   | <p>Spread of Covid-19 virus</p> <p><b>School administrative office/Photocopying facilities</b></p> <p>Persons currently deemed most at risk of complications if they catch the coronavirus are:</p> <ul style="list-style-type: none"> <li>• 60 years of age and over</li> <li>• have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer</li> <li>• pregnant women</li> </ul> <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> <li>• A fever (high temperature of 37.5 degrees Celsius or above)</li> <li>• A cough - this can be any kind of cough, not just a dry cough</li> <li>• Shortness of breath or breathing difficulties</li> <li>• Loss of sense of smell</li> <li>• Loss of sense of taste or distortion of sense of taste</li> <li>• Death</li> </ul> | <p>School administrative office</p> <ul style="list-style-type: none"> <li>• A maximum of 1 person permitted into the office at any one time, apart from administrative staff.</li> <li>• Protective screen is in place for administrative staff</li> <li>• School phone will be sanitised regularly.</li> </ul> <p>Photocopying</p> <ul style="list-style-type: none"> <li>• The use of the photocopiers will be strictly timetabled, should the need arise. Otherwise, only one staff can use the photocopier. Waiting is not permitted.</li> <li>• Each person will sanitise their hands before and after use. The photocopier will be sanitised frequently. These photocopiers have been treated by CMS, effective to kill virus upon contact for 12 months.</li> </ul> | <p>Low with controls</p> | <p>Board of Management<br/>Principal<br/>Staff</p> |
| <p><u>Risk Level Calculation</u></p> <p>(a) Severity of risk/injury 1=Low, 2=slight, 3=moderate, 4=major, 5=fatality<br/>           (b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable<br/>           (c) Risk Rating = (a) X (b)</p> |   | <p><u>Risk Level Action</u></p> <p>1-5 Low risk Acceptable- No additional controls are necessary as these risks are considered acceptable.<br/>           6-10 Medium risk- Activity can proceed but consideration should be given as to whether the risks can be lowered.<br/>           11-15 Severe- Activity can proceed but substantial efforts should be made to reduce the risk. 16-25 Emergency risk Halt activity and review immediately</p>   |                          |  |
| <p>Assessment Date:</p>  |   | <p>Assessors Name</p>   |                          |  |

| Who may be affected?   | Identified risks  | Social Distancing Controls   | Risk Rating              | Action implementation                              |
|--|---|--|--------------------------|--|
| Staff<br>Students<br>Parents<br>Guardians  | <p>Spread of Covid-19 virus</p> <p><b>Arrivals/Departure from Busses /Cars/ Deliveries</b></p> <p>Persons currently deemed most at risk of complications if they catch the coronavirus are:</p> <ul style="list-style-type: none"> <li>• 60 years of age and over</li> <li>• have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer</li> <li>• pregnant women</li> </ul> <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> <li>• A fever (high temperature of 37.5 degrees Celsius or above)</li> <li>• A cough - this can be any kind of cough, not just a dry cough</li> <li>• Shortness of breath or breathing difficulties</li> <li>• Loss of sense of smell</li> <li>• Loss of sense of taste or distortion of sense of taste</li> <li>• Death</li> </ul> | <ul style="list-style-type: none"> <li>• Pupils travelling by bus in the mornings will be met outdoors by an SNA and escorted to their classroom following the most appropriate route to minimise crowding in the front hall.</li> <li>• Bus drivers will be queued by school staff as to when they let pupils off the buses.</li> <li>• Pupils travelling in private cars are to remain in their cars until 9.10am and then meet their SNA outdoors before going to their classroom.</li> <li>• Pupils will line up in their appropriate groups using the social distancing signage in place.</li> <li>• Parents/Guardians who need to collect a pupil for any reason during the school day will park up and ring the office to notify them of their arrival. The pupil will then be escorted to the door by a staff member. Pupils from the Middle and Senior classes will use the external route to meet their parent outside the main door.</li> <li>• Delivery drivers upon arrival will report to the office and await directions from staff about where to drop off ordered goods.</li> </ul> | <p>Low with controls</p> | <p>Board of Management<br/>Principal<br/>Staff</p> |
| <p><u>Risk Level Calculation</u></p> <p>(a) Severity of risk/injury 1=Low, 2=slight, 3=moderate, 4=major, 5=fatality</p> <p>(b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable</p> <p>(c) Risk Rating = (a) X (b)</p> |   | <p><u>Risk Level Action</u></p> <p>1-5 Low risk Acceptable- No additional controls are necessary as these risks are considered acceptable. 6-10 Medium risk- Activity can proceed but consideration should be given as to whether the risks can be lowered. 11-15 Severe- Activity can proceed but substantial efforts should be made to reduce the risk. 16-25 Emergency risk Halt activity and review immediately</p>  |                          |  |
| <p>Assessment Date:</p>  |   | <p>Assessors Name</p>  |                          |  |

| Who may be affected?   | Identified risks   | Social Distancing Controls  | Risk Rating              | Action implementation                              |
|--|--|---|--------------------------|--|
| Staff<br>Students<br>Visitors  | <p>Spread of Covid-19 virus</p> <p><b>Hallways/Yard/Thoroughfares</b></p> <p>Persons currently deemed most at risk of complications if they catch the coronavirus are:</p> <ul style="list-style-type: none"> <li>• 60 years of age and over</li> <li>• have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer</li> <li>• pregnant women</li> </ul> <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> <li>• A fever (high temperature of 37.5 degrees Celsius or above)</li> <li>• A cough - this can be any kind of cough, not just a dry cough</li> <li>• Shortness of breath or breathing difficulties</li> <li>• Loss of sense of smell</li> <li>• Loss of sense of taste or distortion of sense of taste</li> <li>• Death</li> </ul> | <p><b>Hallways</b></p> <ul style="list-style-type: none"> <li>• Appropriate traffic management systems will be put in place with clear signage throughout the school.</li> <li>• There will be no stopping or gatherings in the corridors. Pupils and staff will adhere to the traffic management system.</li> <li>• Routes to the yard have been altered to minimise crowding on corridors and at exits.</li> </ul> <p><b>Yard</b></p> <ul style="list-style-type: none"> <li>• Appropriate signage will be in place to facilitate social distancing when lining up and for fire drills</li> </ul> <p><b>Rooms</b></p> <p>All classes are to use specified routes to and from the yard</p> | <p>Low with controls</p> | <p>Board of Management<br/>Principal<br/>Staff</p> |
| <p><u>Risk Level Calculation</u></p> <p>(a) Severity of risk/injury 1=Low, 2=slight, 3=moderate, 4=major, 5=fatality</p> <p>(b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable</p> <p>(c) Risk Rating = (a) X (b)</p> |  | <p><u>Risk Level Action</u></p> <p>1-5 Low risk Acceptable- No additional controls are necessary as these risks are considered acceptable.</p> <p>6-10 Medium risk- Activity can proceed but consideration should be given as to whether the risks can be lowered.</p> <p>11-15 Severe- Activity can proceed but substantial efforts should be made to reduce the risk. 16-25 Emergency risk Halt activity and review immediately</p>   |                          |  |
| <p>Assessment Date:</p>  |  | <p>Assessors Name</p>   |                          |  |

| Who may be affected?   | Identified risks   | Cleaning Controls   | Risk Rating                 | Action implementation   |
|--|--|---|-----------------------------|---|
| <p>All staff<br/>Pupils<br/>Visitors<br/>Contractors<br/>Public</p>  | <p>Spread of Covid-19 virus</p> <p>Persons currently deemed most at risk of complications if they catch the coronavirus are:</p> <ul style="list-style-type: none"> <li>• 60 years of age and over</li> <li>• have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer</li> <li>• pregnant women</li> </ul> <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> <li>• A fever (high temperature of 37.5 degrees Celsius or above)</li> <li>• A cough - this can be any kind of cough, not just a dry cough</li> <li>• Shortness of breath or breathing difficulties</li> <li>• Loss of sense of smell</li> <li>• Loss of sense of taste or distortion of sense of taste</li> <li>• Death</li> </ul> | <p>All cleaning will be undertaken in line with DES and public health guidance.</p> <ul style="list-style-type: none"> <li>✓ Staff are responsible for cleaning personal items that have been brought to work and items handled at work or during breaks. Staff advised to clean personal items that they bring to work (e.g. mobile phones) and to avoid leaving them down on communal surfaces or they will need to clean the surface after the personal item is removed</li> <li>✓ Cleaning staff will be trained in the new cleaning arrangements for the school</li> <li>✓ Sufficient cleaning materials and PPE will be available to allow for increased cleaning</li> <li>✓ 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</li> </ul> <p>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</p> <ul style="list-style-type: none"> <li>✓ System in place to make sure reusable cleaning equipment including mop heads and non- disposable cloths are clean before re-use</li> <li>✓ System in place to ensure that equipment such as buckets are emptied and cleaned with a fresh solution of disinfectant before re-use</li> </ul> | <p>Medium with controls</p> | <p>Board of Management<br/>Principal<br/>Staff<br/>Visitors</p> |
| <p><u>Risk Level Calculation</u></p> <p>(a) Severity of risk/injury 1=Low, 2=slight, 3=moderate, 4=major, 5=fatality<br/>           (b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable<br/>           (c) Risk Rating = (a) X (b)</p> |  | <p><u>Risk Level Action</u></p> <p>1-5 Low risk Acceptable- No additional controls are necessary as these risks are considered acceptable.<br/>           6-10 Medium risk- Activity can proceed but consideration should be given as to whether the risks can be lowered.<br/>           11-15 Severe- Activity can proceed but substantial efforts should be made to reduce the risk.<br/>           16-25 Emergency risk Halt activity and review immediately</p>  |                             |   |
| <p>Assessment Date:</p>  |  | <p>Assessors Name</p>   |                             |   |

| Who may be affected?   | Identified risks   | Use of PPE Controls   | Risk Rating                 | Action implementation                                       |
|--|--|---|-----------------------------|---|
| <p>All staff<br/>Pupils<br/>Visitors<br/>Contractors<br/>Public</p>  | <p>Spread of Covid-19 virus</p> <p>Persons currently deemed most at risk of complications if they catch the coronavirus are:</p> <ul style="list-style-type: none"> <li>• 60 years of age and over</li> <li>• have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer</li> <li>• pregnant women</li> </ul> <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> <li>• A fever (high temperature of 37.5 degrees Celsius or above)</li> <li>• A cough - this can be any kind of cough, not just a dry cough</li> <li>• Shortness of breath or breathing difficulties</li> <li>• Loss of sense of smell</li> <li>• Loss of sense of taste or distortion of sense of taste</li> <li>• Death</li> </ul> | <p>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.</p> <p>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.<br/>PPE needs to be consistently and properly worn when required. In addition, it must be regularly inspected, cleaned, maintained and replaced as necessary.</p> <p>Current general guidance from the HSE in relation to the wearing of face coverings, masks and gloves are available at the following Link:<br/><a href="https://www2.hse.ie/conditions/coronavirus/face-masks-disposable-gloves.html">https://www2.hse.ie/conditions/coronavirus/face-masks-disposable-gloves.html</a></p> <p>Surgical grade face masks/shields will be provided to all staff</p> <p>Gloves are not required generally within the workplace for infection prevention and control purposes according to current guidance. Due to the risks associated with the usage of gloves, the Board of Management will not be providing gloves to staff for general use.<br/>*Face coverings are not recommended to be worn by children under 13 years and not mandatory for students with SEN. Wearing of masks/ visors is not mandatory but it will not be discouraged.</p> | <p>Medium with controls</p> | <p>Board of Management<br/>Principal Staff<br/>Visitors</p> |
| <p><u>Risk Level Calculation</u></p> <p>(a) Severity of risk/injury 1=Low, 2=slight, 3=moderate, 4=major, 5=fatality<br/>(b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable<br/>(c) Risk Rating = (a) X (b)</p> |  | <p><u>Risk Level Action</u></p> <p>1-5 Low risk Acceptable- No additional controls are necessary as these risks are considered acceptable. 6-10 Medium risk- Activity can proceed but consideration should be given as to whether the risks can be lowered.<br/>11-15 Severe- Activity can proceed but substantial efforts should be made to reduce the risk. 16-25 Emergency risk Halt activity and review immediately</p>   |                             |   |
| <p>Assessment Date:</p>  |  | <p>Assessors Name</p>   |                             |   |

| Who may be affected?  | Identified risks   | Equipment  | Risk Rating          | Action implementation                                 |
|---|--|--|----------------------|---|
| All staff<br>Pupils<br>Visitors<br>Contractors<br>Public  | Spread of Covid-19 virus<br><br>Persons currently deemed most at risk of complications if they catch the coronavirus are: <ul style="list-style-type: none"> <li>• 60 years of age and over</li> <li>• have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer</li> <li>• pregnant women</li> </ul> Known effects of the coronavirus: <ul style="list-style-type: none"> <li>• A fever (high temperature of 37.5 degrees Celsius or above)</li> <li>• A cough - this can be any kind of cough, not just a dry cough</li> <li>• Shortness of breath or breathing difficulties</li> <li>• Loss of sense of smell</li> <li>• Loss of sense of taste or distortion of sense of taste</li> <li>• Death</li> </ul> | <ul style="list-style-type: none"> <li>✓ Staff must wear the appropriate PPE for the nature of the work that they are undertaking</li> <li>✓ All tools and equipment must be properly sanitised to prevent cross contamination</li> <li>✓ Arrangements should be put in place for one individual to use the same tool, equipment and machinery as far as is reasonably practicable</li> <li>✓ Cleaning material will be available so that all tools can be wiped down with disinfectant between each use</li> <li>✓ All mobile machinery (including lawnmowers) must be thoroughly cleaned and sanitised prior to use</li> </ul> | Medium with controls | Board of Management<br>Principal<br>Staff<br>Visitors |
| <u>Risk Level Calculation</u><br>(a) Severity of risk/injury 1=Low, 2=slight, 3=moderate, 4=major, 5=fatality<br>(b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable<br>(c) Risk Rating = (a) X (b) |  | <u>Risk Level Action</u><br>1-5 Low risk Acceptable- No additional controls are necessary as these risks are considered acceptable.<br>6-10 Medium risk- Activity can proceed but consideration should be given as to whether the risks can be lowered.<br>11-15 Severe- Activity can proceed but substantial efforts should be made to reduce the risk.<br>16-25 Emergency risk Halt activity and review immediately  |                      |   |
| Assessment Date:  |  | Assessors Name   |                      |   |

| Who may be affected?  | Identified risks   | Dealing with a Suspected Case of Covid-19 Controls  | Risk Rating                 | Action implementation   |
|---|--|---|-----------------------------|---|
| <p>All staff<br/>Pupils<br/>Visitors<br/>Contractors<br/>Public</p>   | <p>Spread of Covid-19 virus</p> <p>Persons currently deemed most at risk of complications if they catch the coronavirus are:</p> <ul style="list-style-type: none"> <li>• 60 years of age and over</li> <li>• have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer</li> <li>• pregnant women</li> </ul> <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> <li>• A fever (high temperature of 37.5 degrees Celsius or above)</li> <li>• A cough - this can be any kind of cough, not just a dry cough</li> <li>• Shortness of breath or breathing difficulties</li> <li>• Loss of sense of smell</li> <li>• Loss of sense of taste or distortion of sense of taste</li> <li>• Death</li> </ul> | <p>The Board of Management will:</p> <ul style="list-style-type: none"> <li>✓ Have designated isolation areas available within the school building. The designated areas and the routes to the designated areas will be easily accessible and as far as is reasonable and practicable and will be accessible by people with disabilities. The designated areas will have the ability to isolate the person behind a closed door and away from other workers.</li> <li>✓ Staff are encouraged to download the HSE COVID-19 Tracker.</li> <li>✓ The Deputy Principal is the designated contact person for ensuring that all aspects of the protocol to deal with suspected cases have been adhered to.</li> </ul> <p>If a person displays symptoms of Covid-19 the following procedure is to be implemented:</p> <ul style="list-style-type: none"> <li>✓ 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.</li> <li>✓ Provide a mask for the person presenting with symptoms if one is available. He/she should wear the mask if in a common area with other people or while exiting the premises.</li> <li>✓ Inform Management</li> <li>✓ Assess whether the individual who is displaying symptoms can immediately be directed to go home and call their doctor and continue self-isolation at home.</li> <li>✓ 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.</li> <li>✓ 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.</li> <li>✓ Carry out an assessment of the incident which will form part of determining follow-up actions and recovery.</li> <li>✓ Arrange for appropriate cleaning of the isolation area and work areas involved.</li> <li>✓ Parents of pupils returning to school must complete the declaration form provided to parents by the school.</li> </ul> | <p>Severe with controls</p> | <p>Board of Management<br/>Principal<br/>Staff<br/>Visitors</p> |
| <p><u>Risk Level Calculation</u><br/>(a) Severity of risk/injury 1=Low, 2=slight, 3=moderate, 4=major, 5=fatality<br/>(b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable</p> |  | <p><u>Risk Level Action</u><br/>1-5 Low risk Acceptable- No additional controls are necessary as these risks are considered acceptable. 6-10 Medium risk- Activity can proceed but consideration should be given as to whether</p>  |                             |   |



|                             |   |
|-----------------------------|---|
| (c) Risk Rating = (a) X (b) | the risks can be lowered. 11-15 Severe- Activity can proceed but substantial efforts should be made to reduce the risk. 16-25 Emergency risk Halt activity and review immediately |
| Assessment Date:            | Assessors Name  |

| Who may be affected?  | Identified risks   | Covid- 19 Cleaning Controls Following a suspected case   | Risk Rating with controls   | Action implementation   |
|---|--|--|-----------------------------|---|
| <p>All staff<br/>Pupils<br/>Visitors<br/>Contractors<br/>Public</p> | <p>Spread of Covid-19 virus<br/>Persons currently deemed most at risk of complications if they catch the coronavirus are:</p> <ul style="list-style-type: none"> <li>• 60 years of age and over</li> <li>• have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer</li> <li>• pregnant women</li> </ul> <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> <li>• A fever (high temperature of 37.5°C +)</li> <li>• A cough - this can be any kind of cough, not just a dry cough</li> <li>• Shortness of breath or breathing difficulties</li> <li>• Loss of sense of smell</li> <li>• Loss of sense of taste or distortion of sense of taste</li> <li>• Death</li> </ul> | <p>All cleaning will be undertaken in line with DES and public health guidance.</p> <ul style="list-style-type: none"> <li>✓ It is recommended cleaning an area with normal household disinfectant after a suspected coronavirus (Covid-19) case. This will reduce the risk of passing the infection on to other people.</li> <li>✓ A fogger will be used as a supplementary measure</li> <li>✓ The area should be kept closed and secure for 72 hours (if possible) for cleaning as the amount of virus living on surfaces will have reduced significantly by 72 hours</li> <li>✓ For cleaning purposes, wear a face mask, disposable or washing up gloves. These should be double-bagged, then stored securely for 72 hours and then put with the regular rubbish after cleaning is finished</li> <li>✓ Using a disposable cloth, first clean hard surfaces with warm soapy water. Then disinfect these surfaces with the cleaning products you normally use. Pay particular attention to frequently touched areas and surfaces, such as toilets, banisters on stairwells and door handles</li> <li>✓ If an area has been heavily contaminated, such as with visible bodily fluids, from a person with coronavirus (Covid-19) consider using protection for the eyes, mouth and nose, as well as wearing gloves and apron</li> <li>✓ Wash hands regularly with soap and water for 20 seconds and after removing gloves, aprons and other protection used while cleaning</li> <li>✓ Public areas where a symptomatic individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids can be cleaned as normal</li> <li>✓ All surfaces that the symptomatic person has come into contact with must be cleaned and disinfected, including objects which are visible</li> <li>✓ In the event of a suspected Covid-19 case within a classroom we have the school gym as a temporary classroom, for the duration of sanitisation. In the event of more than one case</li> </ul> | <p>Severe with controls</p> | <p>Board of Management<br/>Principal<br/>Staff<br/>Visitors</p> |

|  |  |   |  |  |
|--|--|---|--|--|
|  |  | presenting within 72 hours, the cookery room and woodwork will be used as alternative emergency classrooms for the duration of sanitisation   |  |  |
| <u>Risk Level Calculation</u> (a) Severity of risk/injury 1=Low, 2=slight, 3=moderate, 4=major, 5=fatality (b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable (c) Risk Rating = (a) X (b) |  | <u>Risk Level Action</u> 1-5 Low risk Acceptable- No additional controls are necessary as these risks are considered acceptable. 6-10 Medium risk- Activity can proceed but consideration should be given as to whether the risks can be lowered.<br>11-15 Severe- Activity can proceed but substantial efforts should be made to reduce the risk.<br>16-25 Emergency risk Halt activity and review immediately |  |  |
| Assessment Date:   |  | Assessors Name  |  |  |

| Who may be affected?   | Identified risks   | Cleaning a space with a suspected/ confirmed case of Covid-19 Controls   | Risk Rating with controls   | Action implementation   |
|--|--|--|-----------------------------|---|
| <p>All staff<br/>Pupils<br/>Visitors<br/>Contractors<br/>Public</p>  | <p>Spread of Covid-19 virus</p> <p>Persons currently deemed most at risk of complications if they catch the coronavirus are:</p> <ul style="list-style-type: none"> <li>• 60 years of age and over</li> <li>• have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer</li> <li>• pregnant women</li> </ul> <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> <li>• A fever (high temperature of 37.5 degrees Celsius or above)</li> <li>• A cough - this can be any kind of cough, not just a dry cough</li> <li>• Shortness of breath or breathing difficulties</li> <li>• Loss of sense of smell</li> <li>• Loss of sense of taste or distortion of sense of taste</li> <li>• Death</li> </ul> | <p>Laundry</p> <ul style="list-style-type: none"> <li>✓ Wash items in accordance with the manufacturer’s instructions. Use the warmest water setting and dry items completely. Dirty laundry that has been in contact with an unwell person can be washed with other people’s items.</li> <li>✓ Do not shake dirty laundry as this minimises the possibility of dispersing the virus through the air</li> <li>✓ Clean and disinfect anything used for transporting laundry with your usual products, in line with the cleaning guidance outlined above Waste Management</li> <li>✓ Waste should be put in a plastic rubbish bag and tied when full</li> <li>✓ The plastic bag should then be placed in a second bin bag and tied</li> <li>✓ It should be put in a suitable and secure place and marked for storage until the individual’s test results are known</li> <li>✓ 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</li> <li>✓ 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</li> </ul> | <p>Severe with controls</p> | <p>Board of Management<br/>Principal<br/>Staff<br/>Visitors</p> |
| <p><u>Risk Level Calculation</u></p> <p>(a) Severity of risk/injury 1=low, 2=slight, 3=moderate, 4=major, 5=fatality<br/>           (b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable<br/>           (c) Risk Rating = (a) X (b)</p> |  | <p><u>Risk Level Action</u></p> <p>1-5 Low risk Acceptable- No additional controls are necessary as these risks are considered acceptable.<br/>           6-10 Medium risk- Activity can proceed but consideration should be given as to whether the risks can be lowered.<br/>           11-15 Severe- Activity can proceed but substantial efforts should be made to reduce the risk.<br/>           16-25 Emergency risk Halt activity and review immediately</p>   |                             |   |
| <p>Assessment Date:</p>  |  | <p>Assessors Name</p>  |                             |   |

| Who may be affected?   | Identified risks   | Travel to and from work Controls  | Risk Rating                 | Action implementation   |
|--|--|---|-----------------------------|---|
| <p>All staff<br/>Pupils<br/>Visitors<br/>Contractors<br/>Public</p>  | <p>Spread of Covid-19 virus</p> <p>Persons currently deemed most at risk of complications if they catch the coronavirus are:</p> <ul style="list-style-type: none"> <li>• 60 years of age and over</li> <li>• have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer</li> <li>• pregnant women</li> </ul> <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> <li>• A fever (high temperature of 37.5 degrees Celsius or above)</li> <li>• A cough - this can be any kind of cough, not just a dry cough</li> <li>• Shortness of breath or breathing difficulties</li> <li>• Loss of sense of smell</li> <li>• Loss of sense of taste or distortion of sense of taste</li> <li>• Death</li> </ul> | <p>Where a staff member exhibits any signs of Covid-19 or has been exposed to a confirmed case they should not travel to work.</p> <p>Wherever possible, staff should travel to work alone using their own means of transport – staff should not share transport to or from work.</p> <p>If availing of public transport, sit down to minimise contact with frequently touched surfaces, handles, roof straps, isolation bars, etc.</p> <p>Wear a face mask and carry hand sanitiser (at least 60% alcohol) and use it regularly throughout your journey.</p> | <p>Severe with controls</p> | <p>Board of Management<br/>Principal<br/>Staff<br/>Visitors</p> |
| <p><u>Risk Level Calculation</u><br/>(a) Severity of risk/injury 1=Low risk, 2=slight, 3=moderate, 4=major, 5=fatality<br/>(b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable<br/>(c) Risk Rating = (a) X (b)</p> |  | <p><u>Risk Level Action</u><br/>1-5 Low risk Acceptable- No additional controls are necessary as these risks are considered acceptable.<br/>6-10 Medium risk- Activity can proceed but consideration should be given as to whether the risks can be lowered.<br/>11-15 Severe- Activity can proceed but substantial efforts should be made to reduce the risk.<br/>16-25 Emergency risk Halt activity and review immediately</p>  |                             |   |
| <p>Assessment Date:</p>  |  | <p>Assessors Name</p>   |                             |   |

| Who may be affected?  | Identified risks   | Visitors to School Controls  | Risk Rating with controls | Action implementation                                 |
|---|--|--|---------------------------|---|
| All staff<br>Pupils<br>Visitors<br>Contractors<br>Public  | Spread of Covid-19 virus<br><br>Persons currently deemed most at risk of complications if they catch the coronavirus are: <ul style="list-style-type: none"> <li>• 60 years of age and over</li> <li>• have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer</li> <li>• pregnant women</li> </ul> Known effects of the coronavirus: <ul style="list-style-type: none"> <li>• A fever (high temperature of 37.5 degrees Celsius or above)</li> <li>• A cough - this can be any kind of cough, not just a dry cough</li> <li>• Shortness of breath or breathing difficulties</li> <li>• Loss of sense of smell</li> <li>• Loss of sense of taste or distortion of sense of taste</li> <li>• Death</li> </ul> | The Board of Management will ensure the safety and wellbeing of all visitors to the school premises.<br>Visits to the school will be severely restricted and visitors will be asked to: <ul style="list-style-type: none"> <li>✓ Make a prior appointment before visiting the school</li> <li>✓ Remain at home if they have any Covid-19 symptoms</li> <li>✓ Follow the agreed Covid-19 protocols for the school</li> <li>✓ Sanitise before entering the premises</li> <li>✓ Attendance to be recorded on entry to building</li> <li>✓ Wear PPE if instructed</li> <li>✓ Adhere to social distancing requirements</li> <li>✓ Not to loiter – complete their business and leave premises</li> </ul> | Low with controls         | Board of Management<br>Principal<br>Staff<br>Visitors |
| <u>Risk Level Calculation</u><br>(a) Severity of risk/injury 1=low, 2=slight, 3=moderate, 4=major, 5=fatality<br>(b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable<br>(c) Risk Rating = (a) X (b) |  | <u>Risk Level Action</u><br>1-5 Low risk Acceptable- No additional controls are necessary as these risks are considered acceptable.<br>6-10 Medium risk- Activity can proceed but consideration should be given as to whether the risks can be lowered.<br>11-15 Severe- Activity can proceed but substantial efforts should be made to reduce the risk.<br>16-25 Emergency risk Halt activity and review immediately  |                           |   |
| Assessment Date:  |  | Assessors Name   |                           |   |

**Appendix 3: St. Michael's School Contact Tracing Log**

|   |                                     |   |   |
|---|-------------------------------------|---|---|
| <b>St. Michael's School</b>   |                                     | <b>School Contact Person</b>  |   |
| <b>Holy Angels, Glenmaroon, Chapelizod, Dublin 20</b>                               |                                     | <b>For Queries only:<br/>Phone No 01 8201859</b>  |   |
|   |                                     | <b>Email <a href="mailto:principalgorevan@gmail.com">principalgorevan@gmail.com</a></b>                 |   |
| <b>Name of Visitor</b>  |                                     | Was the visit pre-arranged with the Principal? Yes <input type="checkbox"/> No <input type="checkbox"/> |   |
| <b>Date of Visit</b>  | __/__/____                          | <b>Time</b>   | <b>Entry to school</b> _____<br>am <input type="checkbox"/> pm <input type="checkbox"/> |
|   |                                     |   | <b>Exit from school</b><br>am <input type="checkbox"/> pm <input type="checkbox"/>      |
| <b>Visitor Status</b>   | Contractor <input type="checkbox"/> | Parent/Guardian <input type="checkbox"/>  | Other <input type="checkbox"/> Please complete:<br>_____                                |
| <b>Contact Details of Visitor</b>   |                                     |   |   |
| Company Name (if applicable)  |                                     |   |   |
| Address   |                                     |   |   |
| Contact No.   | Email Address                       |   |   |
| Reason for Visit  |                                     |   |   |
| <b>Who the visitor met (separate line required for each person the visitor met)</b> |                                     |   |   |
| <b>Name of Person visited in the school</b>   |                                     | <b>Length of time spent with each person</b>  |   |
| *   |                                     |   |   |

**Appendix 4: Cleaning Checklists & Plan**

**Staff member: X**  
**Cleaning Checklist**

**Week starting: \_\_\_\_\_**

| Area/Item to be cleaned  | Frequency of cleaning | Cleaning done Twice a day to be ticked and signed<br>More cleaning will be carried out if needed throughout the day |      |     |       |     | Signature |
|--|-----------------------|---|------|-----|-------|-----|-----------|
|  |                       | Mon   | Tues | Wed | Thurs | Fri |           |
| Open the main school gate and the gate beside the Cois Life Building                             | Once daily            |   |      |     |       |     |           |
| Open the school buildings and put out the 3 Covid-19 signs and class signs for the Junior School | Once daily            |   |      |     |       |     |           |
| Open top windows in all classrooms in old building.  | Once daily            |   |      |     |       |     |           |
| Open top windows in all classrooms in old building.  | Once daily            |   |      |     |       |     |           |
| Check the posts/cones in Junior field and Senior yard  | Once daily            |   |      |     |       |     |           |



|  |                               |  |  |  |  |  |  |
|--|-------------------------------|--|--|--|--|--|--|
| Check the field for any holes from animals   | Daily                         |  |  |  |  |  |  |
| Place fruit and milk in 3 locations for Junior, Middle and Senior school           | Once daily                    |  |  |  |  |  |  |
| Ensure the front of the school is clean  | Daily                         |  |  |  |  |  |  |
| Attend to own duties<br>Details provided:  | As necessary<br>What & where  |  |  |  |  |  |  |
| Wipe hand rails at foyer and at yard-9.50 am                                       | Once daily                    |  |  |  |  |  |  |
| Bring in class cones from front of school  |                               |  |  |  |  |  |  |
| Walk around check all pupil and staff toilets signing check sheets 10.00- 11.00 am | Once daily                    |  |  |  |  |  |  |
| Attend to own duties   | As necessary-<br>What & where |  |  |  |  |  |  |

**Staff Member: Y**  
**Cleaning Checklist**

Week starting: \_\_\_\_\_

| Area/Item to be cleaned                                       | Frequency of cleaning          | Cleaning done Twice a day to be ticked and signed<br>More cleaning will be carried out if needed throughout the day |  |      |  |     |  |       |  |     |  | Signature |  |
|---|--------------------------------|---|--|------|--|-----|--|-------|--|-----|--|-----------|--|
|   |                                | Mon   |  | Tues |  | Wed |  | Thurs |  | Fri |  |           |  |
| Display toilet checklist                                      | Termly                         |   |  |      |  |     |  |       |  |     |  |           |  |
| Check the staff areas and open windows                        | Once daily                     |   |  |      |  |     |  |       |  |     |  |           |  |
| Fill hot water flasks   | Twice daily                    |   |  |      |  |     |  |       |  |     |  |           |  |
| Deliver stores and order supplies from office                 | Once weekly or as back ordered |   |  |      |  |     |  |       |  |     |  |           |  |
| Maintain the stationery presses                               | Once weekly                    |   |  |      |  |     |  |       |  |     |  |           |  |
| Replenish hygiene and PPE supplies in classrooms/toilet areas | Once weekly (Wednesdays)       |   |  |      |  |     |  |       |  |     |  |           |  |
| Administration of school book decontamination area            | Twice weekly                   |   |  |      |  |     |  |       |  |     |  |           |  |
| Check/ clean communal staff areas after small break/ lunch    | Twice daily                    |   |  |      |  |     |  |       |  |     |  |           |  |

|  |                         |  |  |  |  |  |  |  |  |  |  |  |
|--|-------------------------|--|--|--|--|--|--|--|--|--|--|--|
| Check photocopying stations and wipe phones  | Once daily              |  |  |  |  |  |  |  |  |  |  |  |
| Liaise with Deputy Principal for the delivery of food to classes   | Daily at lunch time     |  |  |  |  |  |  |  |  |  |  |  |
| Collect the food waste bins on the corridor and replenish bags in bins   | Once daily              |  |  |  |  |  |  |  |  |  |  |  |
| Clean the food serving area in the hall/ steel containers and utensils cleaned   | Once daily              |  |  |  |  |  |  |  |  |  |  |  |
| Walk through the entire school with caretaker/cleaner checking all pupil and staff toilets, corridors, foyer, communal areas etc.<br>Clean and toilet replenish supplies as necessary. | Once daily at this time |  |  |  |  |  |  |  |  |  |  |  |

**Staff member: Z**  
**Cleaning Checklist**

**Week starting:** \_\_\_\_\_

| Area/Item to be cleaned  | Frequency of cleaning          | Cleaning done Twice a day to be ticked and signed<br>More cleaning will be carried out if needed throughout the day |  |      |  |     |  |       |  |     |  | Signature |
|--|--------------------------------|---|--|------|--|-----|--|-------|--|-----|--|-----------|
|  |                                | Mon   |  | Tues |  | Wed |  | Thurs |  | Fri |  |           |
| Liase with Deputy Principal upon arrival for serving dinners   | Once daily                     |   |  |      |  |     |  |       |  |     |  |           |
| Walk through the entire school with household staff member checking all pupil and staff toilets, corridors, foyer, communal areas etc. Check the Blue room and the Prayer room<br>Check the hand sanitisers throughout the school (not the classrooms)<br>Clean and replenish supplies as necessary. | Once daily with Staff member Y |   |  |      |  |     |  |       |  |     |  |           |
| Wipe down the playground equipment   | Once daily                     |   |  |      |  |     |  |       |  |     |  |           |
| Wipe the handrails in the junior field/the senior  | At the end of day              |   |  |      |  |     |  |       |  |     |  |           |

|  |                         |  |  |  |  |  |  |  |  |  |  |  |
|--|-------------------------|--|--|--|--|--|--|--|--|--|--|--|
| yard/outside front of school and coming in from the Cois Life Building   |                         |  |  |  |  |  |  |  |  |  |  |  |
| Clean offices  | Once daily              |  |  |  |  |  |  |  |  |  |  |  |
| Clean the floor in the Assembly Hall   | After the lunches daily |  |  |  |  |  |  |  |  |  |  |  |
| Check the gym building   | Daily                   |  |  |  |  |  |  |  |  |  |  |  |
| Check cleaning supplies and order through the office   | As necessary            |  |  |  |  |  |  |  |  |  |  |  |
| Empty all bins, replace bin liner and put out the main bins  | Daily<br>Once a week    |  |  |  |  |  |  |  |  |  |  |  |
| Check the yard and astro turf and bins   | After lunch daily       |  |  |  |  |  |  |  |  |  |  |  |
| Check windows and glass panels classroom doors   | Every evening           |  |  |  |  |  |  |  |  |  |  |  |
| Deep clean of middle and senior classrooms<br>St. Peter<br>St. Anthony<br>St. Gertrude<br>St. Brendan<br>St. Louise<br>St. Patrick<br>St. Vincent<br>Cois Life Building<br>St. Catherine | Daily                   |  |  |  |  |  |  |  |  |  |  |  |

|   |                 |  |  |  |  |  |  |  |  |  |  |  |
|---|-----------------|--|--|--|--|--|--|--|--|--|--|--|
| St. Bernadette<br>St. Brigid<br>St. Benedict<br>St. Francis<br>Room 5                   |                 |  |  |  |  |  |  |  |  |  |  |  |
| Deep clean of the Phoenix Room  | Daily           |  |  |  |  |  |  |  |  |  |  |  |
| Deep clean of the Woodwork and gym area   | Daily           |  |  |  |  |  |  |  |  |  |  |  |
| Check the hand sanitisers in all the classrooms   | Every evening   |  |  |  |  |  |  |  |  |  |  |  |
| Close all windows   | Every evening   |  |  |  |  |  |  |  |  |  |  |  |
| Hoover corridor<br>Hoover classrooms  | Daily<br>Weekly |  |  |  |  |  |  |  |  |  |  |  |
| Washing floors  | Daily           |  |  |  |  |  |  |  |  |  |  |  |
| Eco-static application to frequently touched surfaces- tables, chairs, door handles etc | Once a week     |  |  |  |  |  |  |  |  |  |  |  |
| Eco-static application to all other areas, walls, blinds etc.                           | Once a month    |  |  |  |  |  |  |  |  |  |  |  |
| Bring in the Covid-19 signs   | Every evening   |  |  |  |  |  |  |  |  |  |  |  |
| Lock up buildings   | Every evening   |  |  |  |  |  |  |  |  |  |  |  |

**Contract Cleaner  
Cleaning Checklist**

Week starting: \_\_\_\_\_

| Area/Item to be cleaned                                 | Frequency of cleaning | Contract Cleaner: 3.30- 6.30pm daily<br>Monday- Friday |      |     |       |     | Signature |
|---|-----------------------|--|------|-----|-------|-----|-----------|
|   |                       | Mon  | Tues | Wed | Thurs | Fri |           |
| Junior area<br>Deep clean of 6 Junior toilets           |                       |  |      |     |       |     |           |
| Deep clean of disability toilet                         |                       |  |      |     |       |     |           |
| Deep clean of staff toilet                              |                       |  |      |     |       |     |           |
| Clean of foyer toilet                                   |                       |  |      |     |       |     |           |
| Corridor Toilets-<br>Deep clean of 3 toilets            |                       |  |      |     |       |     |           |
| Staff Area-<br>Deep clean of the 2 staff toilets        |                       |  |      |     |       |     |           |
| Senior pupil toilets-<br>deep clean of 3 girls' toilets |                       |  |      |     |       |     |           |

|   |  |  |  |  |  |  |  |
|---|--|--|--|--|--|--|--|
| Deep clean of 3 boys' toilets   |  |  |  |  |  |  |  |
| Cois Life Building<br>Deep clean of 3 toilets on corridor   |  |  |  |  |  |  |  |
| Cois Life Building<br>Deep clean of 2 toilets in St. Francis' classroom                                     |  |  |  |  |  |  |  |
| Gym area-<br>Deep clean of all toilets  |  |  |  |  |  |  |  |
| Deep clean of 5 classrooms- Junior school<br>St. Matthew<br>St. Mark<br>St. Luke<br>St. John<br>St. Anthony |  |  |  |  |  |  |  |
| Deep clean of the Home Economics Room   |  |  |  |  |  |  |  |
| Any other area:<br>Identify--   |  |  |  |  |  |  |  |



| Duty   | Monday    |     | Tuesday   |     | Wednesday |     | Thursday  |     | Friday    |     |
|--|-----------|-----|-----------|-----|-----------|-----|-----------|-----|-----------|-----|
| Check the bins and empty where necessary<br>Change liner               | 10am-11am | 2pm | 10am-11am | 2pm | 10am-11am | 2pm | 10am-11am | 2pm | 10am-11am | 2pm |
| Check the soap levels and replenish where appropriate                  |           |     |           |     |           |     |           |     |           |     |
| Check the toilet tissues and replenish as necessary                    |           |     |           |     |           |     |           |     |           |     |
| Check the hand tissues for drying hands and replenish where necessary. |           |     |           |     |           |     |           |     |           |     |
| Clean the toilets when necessary                                       |           |     |           |     |           |     |           |     |           |     |
| Clean the floors when soiling visible                                  |           |     |           |     |           |     |           |     |           |     |
| Wipe the door handles  |           |     |           |     |           |     |           |     |           |     |
| Wipe the taps and clean the sinks                                      |           |     |           |     |           |     |           |     |           |     |
| Wipe the flushing handles  |           |     |           |     |           |     |           |     |           |     |
| Replenish PPE as necessary   |           |     |           |     |           |     |           |     |           |     |

St. Michael' School

Please tick and initial as checks are completed daily

## St. Michael's School Environmental Cleaning Plan

| <b>General Environment Cleaning Programme</b>  |   |   |
|--|---|---|
| <b>Area/Item</b>   | <b>Method</b>   | <b>Frequency/Comments</b>   |
| <b>Tables</b>  | Clean with anti-bacterial sprays and/or wipes   | Daily by pupils and teachers/SNAs and immediately if soiled i.e. if soiled with blood or body fluids.<br><br>Weekly with eco-static machine   |
| <b>In Classroom:<br/>sinks/window sills /door<br/>and cabinet handles/light<br/>switches</b> | Clean with anti-bacterial sprays and/or wipes   | Daily by cleaner<br><br>Weekly with eco-static machine  |
| <b>Washable floor covering</b>   | Sweep<br><br>Vacuum clean to remove dirt when pupils are not present.<br><br>Wash with detergent, warm water and clean utensils | Daily sweeping by teacher/SNA<br><br>Corridors/ staff areas vacuumed daily.<br>Classrooms vacuumed weekly.<br><br>All floors washed daily and immediately if soiled e.g. spillage   |
| <b>Carpets</b>   | Vacuum<br><br>Clean with an approved carpet cleaning method   | Daily by cleaner<br><br>Clean carpets only when staff will not be present to ensure the carpet is dry before next use. Carpets buffed once a fortnight at least on a Friday.<br><br>Clean carpets at least every 3 months with an approved carpet cleaner or immediately when soiled. |
| <b>Walls</b>   | Clean with warm water and general purpose detergent.<br><br>If soiled with blood or body fluids, following cleaning, disinfect  | Routine cleaning by cleaner not required except in areas of frequent hand contact, such as lower wall/door frames in areas occupied by infants  |

|   |  |  |
|---|--|--|
| <b>Waste bins</b>   | Empty<br><br>Clean with general purpose detergent and warm water   | Daily by cleaner<br><br>Weekly and immediately if soiled by cleaner  |
| <b>Mops and cleaning cloths</b>   | Mop heads should be washed in warm water and detergent, rinsed and air dried<br><br>Reusable cloths must be laundered daily on a hot wash cycle (at least 60°C) in a washing machine | After use<br><br>After daily use   |
| <b>In Staff Areas:</b><br><br><b>sink/table/chairs/door and cabinet handles/light switches/kitchen appliances</b><br><br><b>Cups/Plates/Cutlery</b> | Clean with anti-bacterial sprays, wipes or warm water and general purpose detergent<br><br>Staff to bring own  | After each use of the staff area. Staff member to clean after each use and cleaner all other times<br><br>Weekly with eco-static machine |

| <b>Toilet Area Cleaning Program</b>  |  |  |
|--|--|--|
| <b>Area/Item</b>   | <b>Method</b>  | <b>Frequency / Comments</b>  |
| <b>Wash hand basins, taps, soap dispensers, paper towel dispensers</b>           | Clean with detergent and warm water.                   | At least daily by cleaner and immediately if soiled.<br><br>If soiled with blood or body fluids, following cleaning, disinfect, rinse and dry. |
| <b>Both sides of toilet seat, toilet handles, door knobs or cubicle handles.</b> | Clean with detergent and warm water.                   | At least daily by cleaner and immediately if soiled. If soiled with blood or body fluids, following cleaning, disinfect, rinse and dry.        |
| <b>Toilet bowls</b>  | Use toilet cleaner as per manufacturer's instructions. | At least daily by cleaner and immediately if soiled.   |

### Toy Cleaning Program

| Item  | Method   | Frequency / Comments   |
|---|--|--|
| <b>Soft toys – if shared.</b>   | Not recommended in the first instance.<br><br>However, if unavoidable, machine washed in a hot cycle according to manufacturer’s instructions. | Daily by teacher/SNA<br><br>If soiled, take out of use immediately.  |
| <b>Hard toys/items that might be put into the mouth or have been in contact with saliva or other body fluids.</b> | Clean with warm water and detergent, rinsed and dried thoroughly.<br>Alternatively, they may be washed in a dishwasher.                        | After each child’s use.  |
| <b>Other hard toys e.g. dolls house, climbing frame.</b>  | Clean with warm water and detergent, rinsed and dried thoroughly.  | Weekly or immediately if soiled.                                     |
| <b>Cushions</b>   | Not recommended in the first instance or if unavoidable, machine wash to manufacturer’s instructions   | Fortnightly. Take out of use immediately if soiled and machine wash. |
| <b>Dress-up clothes</b>   | Not recommended in the first instance or if unavoidable, machine wash to manufacturers instructions  | Weekly/Monthly according to usage or more frequently if required.    |

## Appendix 5:



### Logistics Plan for St. Michael's School

*This Logistics Plan forms part of our school's COVID-19 Response Plan for St. Michael's Special School.*

*Further information and guidance are provided in the 'Reopening Our Schools- The Roadmap for Full Return' DES publication and the 'School Pathway for COVID-19, the Public Health Approach' HSE, HPSC publication.*

#### **Underlying Principles**

- The school has a responsibility to make effort to ensure the safety, health and well-being of all members of our school community – pupils, parents and staff. This plan has been formulated to better ensure that the school can exercise that duty of care.
- Assuming it is in keeping with public health advice and guidelines issued by the Department of Education and Skills, it is preferable for all pupils to return to school for all five days of the school week and for a full school day. This plan has been formulated to achieve that aim.
- 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.
- As well as co-operation, the flexibility and goodwill of all will be required to ensure the plan can be implemented.

#### **Assumptions**

- School would re-open and operate as per scheduled school calendar
- Hand sanitiser is available at all entry points and in all class and subject and support rooms. There are also hand sanitisers available externally for pupils returning to the school buildings from the field and yard.
- Every endeavour will be made to ensure that adequate staffing levels and substitute staff are available to accommodate pupils. However, in exceptional circumstances it may be necessary to ask groups of pupils to remain at home.

#### **School Profile**

162 pupils

17 classes-5 primary aged classes & 12 post-primary aged classes

21 Permanent Teachers posts

3 specialist subjective teacher post- Home Economics, Woodwork and P.E.

Administrative Principal & Deputy Principal

ISMT: Principal, Deputy Principal, 1 Assistant Principal I & 3 Assistant Principal II

24 Full Time SNA posts

Full Time Secretary

Full Time Caretaker/Cleaner

Part Time Caretaker

Household member of staff

20 Bus Escort posts.

There are 12 classes in the main school building and 5 classes located in the Cois Life Building.

There are 45 pupils in the Junior school zone (primary school aged pupils) and 117 pupils in the Middle and Senior school zones (post-primary aged pupils).

- All pupils returned to school and classes operate within a bubble system. Each class is considered as a designated bubble and within each bubble, class teachers allocate pupils to pods. These pods, bubbles and zones are notified to the office and are available on an Excel spreadsheet to the HSE should they be required.
- Within each class the pupils will be further divided into pods, with an endeavour to minimum distance of 1 metre being maintained between pods.
- While every effort is made to increase separation and decrease interactions in the Junior bubbles in particular, it is appreciated that the class may in effect function as a bubble without pods, as these pupils are unlikely to maintain physical distancing indoors.
- Throughout the Middle and Senior school maintaining the integrity of pods (maximum of 6 pupils per pod) across the entire school day is essential. As far as possible, each Pod will be at least 1 metre distance from the next Pod.
- All unnecessary furniture will be removed from all classrooms to create as much space as possible. Resources should be stored on shelves or in closed presses where possible. Items on shelves can be covered to prevent contamination and for ease of cleaning.
- Teachers and SNAs are allocated to specific classes (bubbles).
- Timetables for subject and team/support teachers have been designed to minimise interactions with classes over the course of the school day/week.
- Bubbles are subsequently designated or grouped into zones (Junior, Middle and Senior Zones). Staff and pupils should maintain the integrity of the bubbles and zones at all times.
- All areas, zones and bubbles within the school are demarcated using appropriate signage. The zones are the Junior school classes (St. Matthew, St. Mark, St. Luke, St. John and St. Anthony classes); the Middle School zone (all classes of the Junior Cycle Level 2 programme: St. Peter (Year 1), St. Gertrude (Year 1), St. Therese (Year 2), St. Brendan (Year 2), St. Louise (Year 3) & St. Catherine (Year 3) classes); and the Senior School zone (St. Patrick (Year 1 group), St. Vincent (Year 1 group), St. Francis (Year 1 group) St. Bernadette (School Leaver's Group), St. Brigid (School Leaver's Group), & St. Benedict (School leaver's Group).
- All pupils in the Junior school zone will enter and leave the main school building through the Front Door. Pupils in the Middle school zone, with the exception of St. Catherine's class enter the school through the back door at the top of the corridor, beside the senior boys' toilets. St. Patricks and St. Vincent's classes enter at the back door beside the Home Economics Room. All classes located in the Cois Life Building will enter/exit using the main door.
- Hot dinners will be delivered to all classes for the commencement of pupil lunchtime.

#### **General Purpose (GP) Rooms -Dinner room, Assembly Hall, Library**

The GP Rooms may not be used for Assemblies, Physical Education or for any other gatherings of pupils. For the present, these rooms have been re-allocated to cater for other priority areas.

- The bottom part of the dinner room is now a multi-purpose class room base for the purposes of team/support teaching in the Junior school zone (where timetabled) and

where necessary to facilitate Horticulture classes. The Phoenix is also a multi-purpose room, timetabled for team/support teaching where necessary in the Middle Zone and Art. Room 5 in the Cois Life is used for team/support teaching in the Senior Zone.

- In addition, there is a Home Economics Room, a Woodwork room, a gymnasium in use by pupils. The Assembly Hall is now a multi-purpose room for the distribution of hot dinners, storage area, service/meeting area and has a second isolation area located here.

### **Additional Challenges**

- It is not possible to operate a one-way system on the main corridor but where possible staff and pupils are asked to use an external route and the nearest entry/exit door. Pupils are entering/exiting the school buildings using the nearest entry/exit doors to their classrooms.
- Due to classroom size restrictions and with due regard to class sizes etc, St. Catherine's class is located in the first classroom in the Cois Life Building and all other Middle Zone classes are located beside each on & off the main corridor; St. Patrick and St. Vincent classes are located at the top corridor in the main building and the remaining four classes of the Senior Zone are located in the Cois Life Building.
- Need to reallocate a pupil toilet to a staff toilet in the Gym building and reallocation of pupil toilets in this area
- Limited toilets available for pupils. Monitor need for timetables/rotas. Current situation of monitoring when toilets are free as identifiable from classroom doors etc.
- No on-site parking for parents/guardians and limited spaces for buses/taxis with regards to school transport services.
- In order to adhere to social distancing guidelines, classes will be asked, once termly, to individually make their way to their designated fire evacuation space at the newly marked assembly point in the school yard. To date, due to a false alarm, the school as a whole carried out a fire drill evacuation.

### **Key Dates**

Pre-opening of the school

Online meetings

Whole Staff Meeting 30<sup>th</sup> August

Pupils return: 31<sup>st</sup> August

### **Usual School Hours**

9.20 a.m.– 3.00p.m. all pupils.

Pupils are received from school transport services from 9.10 am under the supervision of the Deputy Principal assisted by SNAs.

### **Staggered Arrival and Dispersal Arrangements**

Additional measures have been taken on school transport to ensure good hygiene practices. Pupils cooperation with bus escorts at this time is essential. Pupils are not permitted to use mobile phones on school transport and are encouraged to wear face coverings as appropriate.

The Deputy Principal assisted by SNAs facilitate the safe arrival of pupils from the buses in the mornings from 9.10 a.m. Pupils will be instructed to disembark from the buses. Pupils are escorted to their lines following the most appropriate route to minimise crowding. Class SNAs will await the pupils from their classes in each classes' assigned line up area. Pupils from the Junior school will line up at the front of the school in their assigned class area. Pupils from the

Senior school will enter the school via the gate next to the Cois Life building and will line up in the school yard in their assigned class area. Classes from both areas will enter the school building in a supervised class group along an assigned route. There will be no interaction of class groupings during these transitions. Teacher on Duty will supervise and direct groups lined up at the front of the school. The Principal and Teacher on Duty will supervise and direct groups in the school yard at this time. SNAs are instructed by the Principal to bring the classes in, one class at a time, once all pupils have assembled in the school yard. During inclement weather, pupils will be escorted directly to their class using their designated routes.

Mr Jones / Mr Bonnie supervising from 9.10 a.m.- 9.20 a.m. will not commence classes until 9.30 a.m.

Pupils travelling in private cars are to remain in their cars until 9.10am and will then be met by the Deputy Principal who will guide them to their SNA and their line before going to their classroom.

Unfortunately, it will not be possible for parents/guardians to come onto the school grounds before/after school. To minimise the risks, and to help us to maintain social distancing, the pupils may not come onto the school grounds before the school doors open at 9.10 a.m.

### **Morning:**

The first staff member to arrive to each classroom is asked to open the windows for ventilation.

The caretaker will take in the fruit and milk and distribute it to a designated area in each of the three zones. SNAs will subsequently collect this milk and fruit for pupils in their classes before the pupils arrive.

All class teachers will be in their classrooms to receive the pupils at 9.20 a.m. Pupils will wash their hands throughout the school day. If necessary, a timetable can be drawn up to accommodate the staggered times for each class to use the toilets.

All pupils should sanitise on arrival in the classroom before they consume their fruit and milk.

Water is not available in the school due to the risk of cross contamination of water bottles at the water dispenser/taps. Pupils are advised to bring in adequate supplies of water. A small supply of bottled water is available in each zone in the exceptional case that pupils need water.

There is one team/support teacher assigned to each zone working with one class per day in the Junior school and where possible with one/two classes in the middle and senior school. This teacher will cover classes within their zones when necessary.

### **Break/Lunch times:**

The DES guidelines state that the risk of transmission from contact with outside surfaces or play areas is low.

Junior school zone: small break:10.55 a.m.-11.05 a.m.& lunchtime:12.15 p.m.-12.55 p.m.;

Middle & Senior school zone: small break:10.35 a.m. -10.45 a.m. & lunch time:12.15 p.m.-12.55p.m.



The lunchroom can no longer be utilised by pupils at lunchtime. Lunches will be distributed to classes by designated staff in PPE under the direction of the Deputy Principal. Plates/cutlery and any food waste will be collected before the end of lunch. Condiments are not provided by the school.

### **Afternoon:**

Protocol at the end of the school day: Deputy Principal assisted by SNAs will facilitate the safe dispersal of pupils. St. Matthew's class accompanied by class staff and the Deputy Principal will commence the dispersal of pupils daily. Subsequent classes will make their way out to the buses in a staggered manner, following their designated exit route under the guidance of the Principal/ class staff.

Parents who collect children are asked to maintain a social distance outside the school gate, in the car park.

### **Yard Supervision:**

The school yard/field have been divided according to class designations. Teachers on duty for the first period of the lunch break, will supervise the classes from 12.15p.m. and 12.30p.m. respectively and classes will come out in a staggered manner with the class SNA. Pupils will line up in their appropriate groups using the social distancing signage in place.

Levels of supervision will be revised regularly and changes where necessary to supervision rotas will be made. Rota schedules for classes are displayed in the shelter beside the Phoenix Room and available on Aladdin for staff access.

### **Changes to Classroom and School Layout and to School Routines**

The DES guidelines recognise that a common-sense approach is needed in our schools. To that end, every effort is made to limit interaction within classrooms, to limit contact between class groups and to limit the sharing of common facilities.

The pupils and their teachers/SNAs will work in Class Bubbles. A Class Bubble is a grouping which stays apart from other classes as much as possible. The aim of the system within the school is that class groupings mix only with their own class from arrival at school in the morning until the pupil go home at the end of the school day.

### **Team Teaching Teachers/Subject Teachers/ Special Needs Assistants**

Staff members (particularly Support/Team and subject Teachers and SNAs) can rotate between areas/classes but this will be minimized where possible. When rotation occurs, agreed sanitising routines will be observed.

Additional class teaching support will be provided by a blended approach of in-class support withdrawal. The provision of support will be organised to ensure our support teachers will work as far as possible, within the confines of one or two bubbles in any day.

- Where a support teacher is working alongside a class teacher in a classroom, both teachers must be mindful of maintaining social distance from one another.
- The tables and chairs in support/subject rooms will be wiped clean in between different pupils or small groups attending.

### **Assemblies**

School Assemblies will be held via Zoom.

### **Corridors**

Briefly passing someone in a hall is very unlikely to contribute significantly to the spread of infection if people do not have physical contact and avoid informal group discussions.

We will observe our usual practice of keeping to the left in the corridors.

### **Additional Measures to Limit Interactions**

- Pupils will go straight to their classrooms from the yard and will not congregate in the corridors or hallways.
- It is not recommended that pupil from different bubbles would participate in activities at the same time, for example, choir/ sport.
- Routes to the yard have been altered in order to minimise crowding on corridors and at exits.
- Pupils mobile phones must not be brought to school
- While we are delighted to see each other, hand shaking will not be allowed.

### **Doors and Windows**

Where practical, all internal doors will be left open to minimise hand contact with common surfaces. Door handles, hand railings, photocopiers, playground equipment and IT equipment have been treated to minimise risk of contamination.

To ensure that classrooms are well ventilated, windows will be kept open as often as possible, and will be opened while pupils are taking breaks in the field/yard.

Windows should be opened if it is necessary that pupils sing in the classroom.

### **Toilets**

- There are fifteen pupil toilets located in the main building; 4 pupil toilets in the Cois Life building and 2 pupil toilets available in the gym building.
- There are staff toilets available in all zones for staff working in these zones.
- There are no toilets or sinks in the main classrooms with the exception of St. Francis' Classroom. There is a sink available in St. Therese's class.

St. Matthew and St. Mark's class will use the six Junior toilets. St. Luke, St. John and St. Anthony classes will use the three toilets located opposite these classrooms. All other classes in the main school building will use the six senior boys' and girls' toilets. Pupils in St. Francis' class will use the toilets in this classroom and all other classes will use the two pupil toilets in the Cois Life Building. In addition, classes working in the gym building will use the pupil toilets located here. Additional soap dispensers and hand towel dispensers have been installed. Staff are expected to be vigilant around the use of pupil using the toilets to ensure there are no gatherings/mixing of bubbles etc. at any time and physical distancing etc is maintained. A protocol for cleaning the toilets is in place.

Timetables may be drawn up if deemed necessary so that only one class group at a time is present in the toilet block.

### **Lunches**

Parents must make sure that pupils bring their lunches to school to avoid adults having to come to the school during the day. Please remind your pupils not to share their food or drinks with other children. Children will eat their lunches at their desks.

The lunchroom will no longer be utilised by pupils at lunchtime. Hot lunches will be distributed to classes by designated staff in PPE. Plates/cutlery and any food waste will be collected before the end of lunch. Condiments are not normally provided by the school. Pupils are aware of the weekly menus and can decide to avail of hot dinners or to bring in their own lunch.

Unfortunately, due to the Pandemic, parents/guardians cannot send in birthday cakes/treats. Birthday cakes are purchased from the school lunch provider and distributed on a Friday to any class who had pupils celebrating birthdays. Protocols re the distribution of birthday cakes have been given to teachers and should be followed.

### **Books, Copies, Pencils, etc.**

Pupils should use their own books, pens, pencils, etc. and as far as possible should not share with other pupils. Teachers have systems in place to assist pupils with their own belongings. These belongings will remain in school.

Homework is being reviewed on an ongoing basis.

All school owned resources, novels and book rental scheme books have been covered and are available for use. There is a decontamination space available prior to the return of these items. This system is managed by a member of household staff.

In classrooms, it is the responsibility of classroom teachers to have a system in place to ensure the safe handling of handouts, copybooks etc. Staff should be informed of appropriate public health guidelines on this matter and err on the side of caution.

### **Uniforms/Tracksuits**

There is no guidance or advice to say that school uniforms or tracksuits should be washed every day and this is probably not practical for most families.

Pupils can wear either uniform or tracksuits to school, this will depend on P.E. or Horticulture lessons etc. If neither uniform or tracksuits are available, pupils can wear a navy tracksuit top and bottoms to school.

As a school we strongly advise that children should wear their school uniforms or tracksuits **only for school related activities.** Uniforms or tracksuits should be taken off straight after the child arrives home from school for the day. They should not be worn in after-school facilities, shops, during after-school activities, etc.

### **Office**

A contactless payment system has been set up to minimise the amount of cash that needs to be handled. Parents/Guardians are asked to co-operate in helping to keep school staff safe by arranging for contactless payments through the school office.

Pupils should not be sent to the Secretary's Office to deliver messages. Any staff member requiring the services from the office or household staff should telephone the school office in the first instance from within their zone facility and appropriate guidance will be provided.. As household staff/caretakers have many additional duties to perform at this time, it is important that any requests of them be made through the Principal. Only one non administrative staff member is permitted in the Office at any one time.

Pupil medications (those arranged to be self-administered daily) will be stored in the school office.

### **Photocopying**

There are two photocopiers available for staff use. Staff must maintain 2m social distancing at all times and sanitise their hands before and after use. Frequent sanitising of these photocopiers is scheduled. These machines and all laptops, ipads etc have been treated by CMS to kill bacteria/virus upon contact for a 12 month period.

There is no provision for movement within or across zones and bubbles. Staff requiring access to the school foyer to use the photocopiers should do so by taking the external route when coming from middle and senior zones at all times. Should it be deemed necessary, use of the photocopier will be timetabled.

### **ICTs**

A timetable has been drawn up for the use of common ICTs and the Computer Room. Devices should be cleaned after use and before they are returned to the charging trolley. All equipment has been treated to minimise cross contamination.

### **Visiting Teachers/External Agencies**

The possibility of facilitating Multi-Disciplinary Team/ External Agencies such as CAMHs, Visiting Teachers for the Hearing Impaired etc. will be explored in the first instance through remote means, telephone, Zoom, eHealth strategy etc.

### **Substitute Teachers and SNAs**

A copy of the Covid-19 Response Plan will be provided to each substitute teacher/SNA. Substitutes will be required to complete a Return to the Workplace form before they enter a classroom and will be asked to confirm that they have engaged in the online Induction training. If necessary, a bus escort may be employed as a substitute SNA. They will be advised to change masks and to hand sanitise upon arrival.

### **Physical Education and P.E. Equipment**

- Physical Education lessons will take place outside when the weather allows.
- Staff members and pupils may take additional movement breaks outside during the school day. Teachers can use the Phoenix Park as a resource.
- P.E. specialists teachers will advise the school on recommendations regarding appropriate activities/the use of equipment etc.

### **Parent/ Teacher Meetings /Individual Education Plans (I.E.P.) Meetings**

Parent/Teacher or IEP Meetings may take place via phone/ Zoom or be postponed. We will seek advice from the DES and assess the situation on an ongoing basis in line with Public Health Advice.

With regards to school leavers, the school will continue to work with the HSE. It is envisaged that remote consultations will be used to support school leavers.

### **Staff Facilities**

On arrival all staff will use the designated entrance and exit routes for their class, sanitising their hands upon arrival and signing the sign-in book, using their own pens.

**Staffroom areas:** All staff members should maintain a physical distance of 2 metres when they are not engaged in teaching e.g. when they are using the staff room and arriving to work. If 2m cannot be maintained in staff groups, face coverings should be worn.

There are now 3 designated staff areas to cater for staff breaks, should staff choose to avail of same, a junior, middle and a senior school staff area. Within each staff area, there is capacity for 6 seats social distanced which is in compliance with Public Health Advice. The staff areas are located within each of the 3 school zones (top half of the dinner room for staff working in the Junior school zone; the staff room for staff working in the middle school zone; and the library for staff working in the senior school zone). No communal facilities are provided. Staff members should bring their own cups, bottles, cutlery, etc. to school and avoid sharing utensils in the staffroom as far as possible.

Judicious use of these areas is advised with staff bearing in mind their own personal circumstances and responsibilities. Staff must only use the staff area designated to them, should they choose to visit a staff area and at all times take an external route to a destination where feasible.

Accident/Incident and/or Intimate Care Reports: Some school based documentation/communications have been adapted to minimise the use of hard copy and movement throughout the school. The Accident/Illness Book and Outings Book are both available from the office for completion. Intimate Care Report templates are available on Aladdin for use. Completed reports should be sent to the Office and a copy of same will be emailed to parents/guardians.

Full school staff meetings will be held remotely, via Zoom.

Face to face small staff groupings may be facilitated with prior approval of the Principal. They will meet in the Assembly Hall when necessary, adhering to Public Health Guidance.

### **Teaching and Learning**

As a staff, we are very aware that the pupils have been away from school since March 12<sup>th</sup>. We appreciate the time and effort that went into Home Learning, and we recognise the challenges that Home Learning presented for all families.

Each pupil will be a different place in relation to his/her learning, and staff will take that into consideration when planning for Teaching and Learning during this school year.

The Department of Education and Skills has published Curriculum guidelines for teachers.

Subject teachers will take responsibility for appropriate control measures in their particular subject areas. It is their responsibility to be aware of and comply with appropriate DES guidelines for their subject area.

### **Supporting the Learning of Pupils who Cannot Attend School**

If a child is not able to attend school for an extended period of time, the class teacher (and/or the Support/Team Teacher, where relevant) will provide work to support the child's learning at home and this will be shared with parents/guardians.

In addition, further to liaison with TESS, staff are being advised to also support pupils who have not returned to school for Covid-19 related concerns, following engagement with them and the families.

The majority of parents have already provided an email address at which the school can contact them to support Home Learning. This will be especially important if the school, or parts of the school have to close due to HSE advice. Parents will be advised if they have not already done so, to inform the school of a designated email that can be used for communication purposes and in the event of Home Learning recurring.

### **Wellbeing of the School Community**

We will work on the recommended five principles to support the wellbeing of all our pupils and staff. These are promoting:

- A sense of safety
- A sense of calm
- A sense of belonging and connectedness to school
- A sense of self-efficacy and school-community efficacy
- A sense of hope

### **The Use of Personal Protective Equipment (PPE)**

Staff will be expected to be aware of all public health guidance with regards to the appropriate and safe use of all PPE. This includes the appropriate use of masks/cloth face coverings and visors and their safe disposal. *The school will provide PPE* in line with the recommendation of NPHE. Staff and Board of Managements' attention are drawn to these guidelines.

In line with Public Health Guidance, face masks are a requirement for staff. Masks should be worn in schools when 2m social distancing cannot be maintained.

PPE will need to be used occasionally or constantly, due to the nature of certain work activities or work areas. This might include roles such as:

- Assisting with intimate care needs
- 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 on the list of those categorised as people in very high-risk groups or may be living with those who are in the very high-risk category.

When staff members have to move between classrooms to teach/ support other bubbles.

Appropriate PPE will be available for dealing with suspected COVID-19 cases, intimate care needs and for first aid. Where staff provide healthcare to pupils with medical needs in the school environment, they will apply standard precautions as per usual.

### **Masks**

The children are not required to wear masks or face coverings. However, we strongly encourage our teenage pupils to wear a face mask when possible, especially on the school buses, transitioning between classes etc. and when in class and unable to maintain a 2m physical distancing from others. Ideally pupils should wear a different mask from that worn on school/public transport.

The guidelines recommend that staff wear masks or face coverings. Staff are aware that these hide facial expressions and make communication with the children more difficult. Visors will also be provided to staff members who wish to wear them.

### **Gloves**

There is no need for the children to wear disposable gloves. They are considered inappropriate under the guidelines.

Staff members do not need to wear disposable gloves unless they are looking after a pupil's intimate care needs or administering First Aid.

There will be an emphasis on hand hygiene rather than on the wearing of disposable gloves.

### **Hygiene and Cleaning**

Dozens of sanitiser dispensers have been installed throughout the school e.g. at each entrance, in each classroom.

Warm water and soap are available in all the toilets, and at all sink areas throughout the school as well as staff areas. Hand hygiene will be promoted and encouraged, and parents/guardians are asked to support the school in reinforcing this message.

In accordance with the DES guidelines, the school will be thoroughly cleaned at least once per day. Particular attention will be focused on frequently touched surfaces – door handles, handrails, chairs/arm rests, communal facility areas, sink and toilet facilities.

There is a cleaning kit available to all staff/classrooms. This includes wipes, sprays, tissues, blue roll and gloves. All staff will have access these 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. It is the responsibility of the staff in the classroom to ensure that these kits are stored safely out of pupil's reach. Ensuring that there are appropriate hygiene measures undertaken in the school classroom during the school day is the responsibility of the staff in each classroom.

Waste will be collected regularly from offices and other areas within the school.

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

### **Illness and Dealing with a Suspected Case of COVID-19**

We love to see all of our pupils at school every day. However, under the current circumstances, parents/guardians must keep children at home if they display any Covid-19 Symptoms. <https://www2.hse.ie/conditions/coronavirus/symptoms.html>

Staff must not attend school if they display any symptoms.

For protocol please see page 16.

It is important to remember that any of us can get sick or unwell, and if we do, we need understanding and support from those around us. It is essential that anyone who feels unwell makes that known to the Principal/Deputy Principal as soon as possible.

### **COVID-19 Related Absence Management**

COVID-19 related absences will be managed in line with agreed procedures with the Department of Education.

### **Teacher or SNA Absence and Substitution**

If a teacher/SNA is unable to attend school, every effort will be made to secure a substitute teacher/SNA for the class/pupil. Where necessary, the support/team teacher for that zone will be asked to cover the class. Failing this and if a substitute teacher/SNA is not available, it is not appropriate for the class/pupil to be divided into groups and accommodated in other classes. In such circumstances, it may not be possible for the class/pupil to attend on that day. If that is the case, as much notice as possible will be given to parents.

### **Employee Assistance and Wellbeing Programme**

Support for school staff wellbeing will be provided by Department Support Services including the PDST and CSL, as well as by the HSE's Health Promotion Team.

An Occupational Health Strategy is in place as a supportive resource for staff in schools. The aim of the Occupational Health Strategy is to promote the health and wellbeing of employees in the workplace, with a strong focus on prevention.

The Occupational Health Strategy comprises the Employee Assistance Service and the Occupational Health Service. The Employee Assistance Service (EAS) is provided by Spectrum Life under the logo of 'Wellbeing Together: Folláinne Le Chéile'.

A free-phone confidential helpline 1800 411 057 is available 24 hours a day, 365 days a year and staff members are encouraged to make use of the service when the need arises.

### **Tasks Identified to Date**

|   |   | Completed                           |
|---|---|-------------------------------------|
| Draw up and communicate the school's Covid-19 Response Plan   | BOM in consultation with Staff and Parents          | To be revised and updated regularly |
| Appoint LWR and Assistant LWR   | Staff   | Yes                                 |
| Provide Return to Work Forms to all staff   | Principal   | Yes                                 |
| Provide links to training   | Principal   | Yes                                 |
| Complete and return RTW forms   | All staff   | Yes                                 |
| Complete Induction training   | All staff   | Yes                                 |
| Draw up list of PPE in compliance with procurement process  | Principal   | Yes                                 |
| Purchase required PPE   | Principal   | Yes                                 |
| Arrange for installation of sanitising units, provision of PPE to staff and provision of cleaning materials to staff. | Caretaker/Aide<br>Deputy Principals/Household staff | Yes<br>-ongoing                     |
| Display signage   | Principal/caretaker/LWR                             | Yes                                 |
| Investigate contactless payments system   | Secretary   | Yes                                 |
| Investigate internal intercom system  | Principal   | Yes                                 |
| Arrange for installation of water heaters, extra hand towel/soap dispensers etc.                                      | Principal/Caretaker                                 | Yes                                 |
| Create Isolation Areas  | Deputy Principal                                    | Yes                                 |
| Perspex screen for Office   | Caretaker   | Yes                                 |



|  |   |                                 |
|--|---|---------------------------------|
| Review of S,H and W Policy and Covid-19 Risk Assessment  | BOM   | Yes- ongoing                    |
| Timetable for toilets  | Staff   | Staff to monitor need for this  |
| Plan for coats and bags  | Staff   | Kept on the backs on the chairs |
| Agree timetable for Team/Support Teachers. Keep withdrawal to a minimum. In-class support as far as possible.                | Principal/Deputy Principal/Support Team Teachers/Class Teachers | Yes                             |
| Agree timetable for Subject Teachers. Keep interactions among bubbles to a minimum.  | Principal/Subject Teachers/Class Teachers                       | Yes                             |
| Agree sanitising routines for staff moving between Class Bubbles   | Staff   | Yes                             |
| Provide Notes to all school staff as necessary   | LWR   | Yes                             |
| Agree classroom layouts  | Teachers/SNAs   | Yes                             |
| Timetable for ICTs and plan for sanitisation   | ICT teachers and APII   | Yes                             |
| Plan for provision of ICT needs to pupils in case we need to return to Home Learning   | Teachers  |                                 |
| Staffroom areas – arrange for social distancing.   | Principal/ Deputy Principal/ LWR                                | Yes                             |
| Plan for a presentation of the school for parents of new applicants  | Admissions Team   |                                 |
| Collect pupils' personal belongings, place in bags, label and move to pupils' 2020/21 classroom/Assembly Hall for collection | All staff   | Yes                             |
| Organise and cove Book Rental books and novels.Decontamination box is available for return of books                          | Household staff   | Ongoing                         |
| Organise daily timetable to include staggered breaks   | Principal/Deputy Principal                                      | Yes- can be revised             |
| Organise supervision rotas   | Principal   | Yes-ongoing                     |
| Agree and plan for morning arrivals and afternoon dispersal routines   | Deputy Principal  | Yes                             |
| Plan for the possibility of remote learning if the school/part of the school is advised to close by HSE                      | Teachers  |                                 |
| Plan for how IEP, P/T meetings, General Information Meetings might take place.   | Teachers  |                                 |
| Arrange cleaning and sanitisation of the building before school re-opens and daily thereafter                                | Principal   |                                 |
| Plan for the management of substitutes   | Principal/DP/Secretary  |                                 |
| Plan for enhanced daily cleaning routines  | Principal   |                                 |
| Plan for Teaching and Learning – September, October  | ISM, Teachers   |                                 |
| Plan for Staff and Pupil Wellbeing   | BOM, ISM Team   |                                 |

## **Appendix 6**

### **Addendum to St. Michael's School Code of Behaviour with regard to COVID-19 risks**

#### ***Rationale:***

We aim to maintain a happy, healthy, and safe learning environment in which pupils are encouraged to have respect for themselves, each other and for school staff. To assist us in this, we have a robust code of behaviour, primarily focused on promoting positive behaviour. St. Michael's Special School is proud to have a very respectful and considerate school community. It is important that provision be made to discourage behaviours that are now, in light of the Covid-19 pandemic, considered inappropriate or potentially dangerous to the health and safety of others.

#### ***Updated September 2021:***

All members of the school community, staff, pupils, and visitors are expected to:

- Follow HSE guidance instructions on hygiene, such as hand washing and sanitising
- Use elbow or a tissue to cover mouth & nose when sneezing or coughing
- Dispose of tissues properly
- Avoid touching mouth, nose and eyes with hands
- Inform the Principal if experiencing any symptoms of coronavirus

#### **Additional Pupils' Responsibilities:**

- Follow altered procedures and instructions for safe arrival and departure from school
- Follow instructions around bubbles, pods both in class and during breaks
- Stay in seat as much as possible (raising hand to seek attention)
- Only share equipment by direction of staff
- Keep their work area neat and tidy
- Not share drinking bottles, food, etc
- Use toilets one-at-a-time, ensuring hands are washed properly (20seconds, with soap) and dried before returning to their place

#### **Additional Parents/Guardians' Responsibilities:**

- Follow altered procedures for arrival and departure or collection of pupils from school
- Support the school by reinforcing guidance and teaching pupils hand hygiene, personal distancing, and respiratory etiquette
- Stay outside of the school building except where they have made an appointment by phone or email to meet staff
- Keep pupils who are unwell at home, informing the school by email/phone of the type of illness being experienced, until a full recovery is made. It is very important not to send a pupil who is unwell to school as this places everyone else at potential risk. We do not know if a cough or sneeze is COVID or a mere cold but we cannot risk the health and safety of the school community by having ill pupils attend school. All pupils presenting with COVID symptoms will be sent home and asked to remain at home until they have been checked by a doctor as per our Covid-919 response plan.
- Keep their mobile phone ON at all times while pupils are in school in case the school needs to contact parents urgently to collect a pupil if unwell or if a case arises in the school. Inform school if mobile contact changes during year.

- Be available or arrange to have someone available to collect pupils if there is a need to send them home due to COVID-19 circumstances arising in the school or on the school bus transport.

**Additional Staff Responsibilities:**

- Adhere to and follow all guidelines issued by HSE, DES and school COVID-19 Response Plan protocols and procedures
- Encourage and practice personal social distancing in all school areas
- Keep the work area and school materials and equipment clean and tidy and disinfected regularly.
- Ensure pupils practice hand hygiene at all appropriate times (before eating/when entering classroom/after toileting/after using shared equipment/etc)
- Teach pupils to co-operate and learn the new routines and hygiene practices and support their re-connection with school life in a positive, empathic way.
- Liaise with Lead Worker Representative on any issues of concern that need to be brought to management

It is the aim that all staff and parents will ensure that pupils are taught the procedures set out above and that pupils will be encouraged and supported at all times to follow such procedures in a calm, supportive and proactive way so that potential risks are minimised.

However, the following behaviours will be considered as misdemeanours under the code (whether minor, serious, or gross will be determined contextually), due to their potential impact on the physical and psychological health, safety and wellbeing of other members of the school community:

- Deliberately ignoring guidance on:
  - personal space and distancing
  - hand hygiene
  - respiratory etiquette (e.g. failing to cover mouth/nose when coughing/sneezing, not properly disposing of used tissues, etc)
  - zones at playtime for pods/bubbles
- Coughing or spitting at or towards any other person
- Any deliberate action, which may endanger the safety and wellbeing of others through physical proximity or respiratory behaviour
- Any accidental action, persisted in after instruction or correction by staff, which may endanger the safety and wellbeing of others through physical proximity or respiratory behaviour

The consequences for such behaviours which put the health and safety of others at risk will be as already set out in the Code of Behaviour but parents need to know that due to the increased health & safety risks associated with COVID-19 such behaviours listed above cannot and will not be tolerated and swift action will be taken to emphasise how serious such behaviours are and the consequences of engaging in such behaviours.

It is possible that parents of pupils who engage in behaviours as set out above will be contacted to collect the pupil child from school if the behaviour is persistent despite all staff attempts to reduce the behaviour(s).

Parents and pupils will be required to read, accept and agree to the above specific measures to assist with maintaining the school to be a happy, healthy and safe learning environment for all pupils and school staff.

## Appendix 7 - Checklist for School Management

### Composite Checklist for Schools

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

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

#### Planning and Systems

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

#### Staff

10. Have you made available to each staff member a COVID-19 return-to-work form to be completed and returned before they return to the workplace? (**Template attached**)
11. Have you request confirmation that the details in the Return to Work Form remain unchanged following periods of closure such as school holidays.
12. Are you aware of staff members who are at very high risk under the HSE guidance on people most at risk (HSE guidance on people most at-risk) and advised them of the DES agreed arrangements for management of those staff?
13. Have you advised staff and pupils they must stay at home if sick or if they have any [symptoms of COVID-19](#)?
14. 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.
15. 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.
16. Have you told staff and pupils what to do and what to expect if they start to develop symptoms

of COVID-19 in school, including where the isolation area is?

17. 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;
18. Have you advised staff of the availability of the supports of the occupational health and wellbeing programme through Spectrum Life?
19. Has a lead worker representative been identified (in line with the process agreed with the DES and education partners) and detailed at Section 4.3 of this plan to help advise staff and to monitor compliance with COVID-19 control measures in the school and taken measures to ensure all staff know who the representative is?

#### **Training and Induction**

20. Have you advised staff to view the Department of Education's training materials which are available online?
21. Have you taken the necessary steps to update your school induction / familiarisation training to include any additional information relating to COVID-19 for your school?
22. Have first aiders, if available, been given updated training on infection prevention and control re: hand hygiene and use of PPE as appropriate?

#### **Buildings / Equipment**

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

#### **Infection Prevention Control Measures in place**

##### **Hand / respiratory hygiene**

27. Have you accessed supplies of hand sanitisers and any necessary PPE equipment in line with the interim HPSC health guidance from the national framework provided by the Department?
28. Are there hand washing/hand sanitising stations in place to accommodate staff, pupils and visitors adhering to hand hygiene measures in accordance with Department guidance?
29. Have arrangements been made for staff and pupils to have regular access to hand-washing/hand sanitising facilities as appropriate?
30. Are hand sanitisers easily available and accessible for all staff, pupils and visitors – e.g. in each classroom and at entry and exit points to school buildings?
31. Have you made arrangements to ensure hand hygiene facilities are regularly checked and well-stocked?
32. Does the alcohol-based hand sanitiser have at least 60% ethanol or 70% isopropanol as the active ingredient?
33. Have you informed staff about the importance of hand washing?

34. Have you arranged for staff to view [how to wash their hands](#) (with soap and water for at least 20 seconds) and dry them correctly through the use of the HSE video resource?
35. Have you shown staff and pupils how to use hand sanitiser correctly and where hand-sanitising stations are located?
36. Have you [displayed posters](#) on how to wash hands correctly in appropriate locations?
37. Have you told staff and pupils when they need to wash their hands or use hand sanitiser? This includes:
  - before and after eating and preparing food
  - after coughing or sneezing
  - after using the toilet
  - where hands are dirty
  - before and after wearing gloves
  - before and after being on public transport
  - before leaving home
  - when arriving/leaving the school /other sites
  - when entering and exiting vehicles
  - after touching potentially contaminated surfaces
  - if in contact with someone displaying any COVID-19 symptoms
38. Has you told staff and pupils of the importance of good respiratory measures to limit the spread of the virus?
  - avoid touching the face, eyes, nose and mouth
  - cover coughs and sneezes with an elbow or a tissue
  - dispose of tissues in a covered bin

**Physical Distancing:**

39. Have you identified all available school space to be used to maximise physical distancing?
40. Have you reviewed the templates provided by the Department of Education which show options for revised layout of school rooms to meet physical distancing requirements?
41. Have you arranged to revise the layout of the rooms and furniture as per the Department guidelines if necessary?
42. Have you arranged in each room that the teacher's desk should be at least 1m and where possible 2m away from pupil desks?
43. Have you arranged in each room that pupils would be at least 1m away from each other?
44. Have you allocated work stations consistently to the same staff and children rather than having spaces that are shared?
45. Have you structured pupils and their teachers into Class Bubbles (i.e. a class grouping which stays apart from other classes as much as possible) and discrete groups or "Pods" within those class bubbles to the extent that this is practical?
46. If you have divided a class into Pods, have you arranged at least 1m distance between individual Pods within the class bubble and between individuals in the pod, whenever possible?
47. Have you taken steps to limit contact and sharing of common facilities between people in different Class Bubbles (and Pods within those class bubbles) as much as possible?
48. Have you arranged Pod sizes to be as small as it is likely to be reasonably practical in the specific classroom context?

49. Have you arranged to the greatest extent possible for pupils and teaching staff to be consistently in the same Class Bubbles acknowledging that this will not be possible at all times?
50. Have you arranged where possible that different class bubbles to have separate breaks and meal times or separate areas at break or meal times?
51. Have you made arrangements to limit interaction on arrival and departure from school and in other shared areas?
52. Have you encouraged walking or cycling to school as much as possible?
53. Have you made arrangements, in so far as practicable, to open additional access points to school to reduce congestion?
54. Can you provide a one system for entering and exiting the school, where practical?
55. Have you arranged for staff meetings to be held remotely or in small groups or in large spaces to facilitate physical distancing?
56. Have you a system to regularly remind staff and pupils to maintain physical distancing?
57. Have you advised staff not to shake hands and to avoid any physical contact?
58. Have you advised staff of the Department's guidance to achieve good ventilation?
59. Have you checked any mechanical ventilation systems to ensure an adequate supply of fresh air is used?

#### **Visitors to Schools**

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



## **Appendix 8 Checklist for dealing with a suspected case of COVID-19**

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

The Deputy Principal is the designated contact person for ensuring that all aspects of the protocol to deal with suspected cases have been adhered to.

### **Isolation Area**

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

### **Isolating a Person**

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

### **Arranging for the affected person to leave the school**

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

### **Follow up**

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

**Cleaning**

21. Have you taken the isolation area out-of-use until cleaned and disinfected?
22. Have you made arrangements to clean and disinfect any classroom space where the staff or pupils were located?
23. Have you arranged for cleaning and disinfection of the isolation area and any other areas involved, as soon as practical after the affected person has left the building?
24. Have the cleaners been trained in dealing with contaminated areas and supplied with the appropriate PPE?).