COVID 19 RESPONSE PLAN

GAELSCOIL THULACH NA NÓG

*Updated 1/3/21*

**Introduction**

This Covid-19 Response Plan is designed to support the staff and Board of Management (BOM)/Education Training Board (ETB) in putting measures in place that will prevent the spread of Covid-19 in Gaelscoil Thulach na nÓg.

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

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

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

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

This document aims to provide details of:

1. COVID-19 School Policy

2. Planning and Preparing for Return to School

3. Return to work safely and Lead Worker Representative(s)

4. Safety Statement and Risk Assessment

5. General advice to prevent the spread of the virus

6. Procedure for Returning to Work (RTW)

7. Control Measures

8. Dealing with a suspected case of Covid-19

9. Staff Duties

10. Covid related absence management

11. Employee Assistance and Wellbeing Programme

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

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

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

Gaelscoil Thulach na nÓg is an interdenominational Gaelscoil with a permanent building which includes 16 classrooms.

The school also has two Autism Units, Tír na nÓg and Lios na nÓg.

There are 22 teachers (including a job shared between two people), 9 classroom assistants, a secretary and a caretaker. A cleaner is also employed during the day this year.

We have 336 children enrolled in the school.

We have a hall in the school which is used by the staff downstairs for lunch. The staff room is upstairs and is used by staff on the first floor.

There is a multi-sensory room downstairs across from the Unit. There is another room next to this and it will be used if any child from the Unit has a transport problem.

The Isolation Room is on the ground floor next to the office.

We have a roundabout in the school and the parents drive in and around in the morning as they drop-off their children at school. Only buses are permitted to drive in through the school grounds at the time of the children's collection.

We have set out 5 yards in the school. There are 3 yards at the rear of the school and one yard for the children of the Unit. The basketball court is in use and the roundabout but the gates are closed.

1. **Gaelscoil Thulach na nÓg COVID-19 Policy**

This COVID-19 policy outlines our commitment as a school to implement the plan and help prevent the spread of the virus. The policy will be signed and dated by the Principal and Chairperson of the Board of Management and brought to the attention of staff, pupils, parents and others. COVID 19 Policy Statement

Gaelscoil Thulach na nÓg is committed to providing a safe and healthy workplace for all our staff and a safe learning environment for all our pupils. To ensure that, we have developed the following COVID19 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 in relation to summer provision
* inform all staff and pupils of essential hygiene and respiratory etiquette and physical distancing requirements
* adapt the school to facilitate physical distancing as appropriate in line with the guidance and direction of the Department of Education and Skills
* keep a contact log to help with contact tracing
* ensure staff and pupils engage with the induction / familiarisation briefing provided by the Department of Education and Skills
* implement the agreed procedures to be followed in the event of someone showing symptoms of COVID-19 while at school
* provide instructions for staff and pupils to follow if they develop signs and symptoms of COVID-19 during school time
* implement cleaning in line with Department of Education and Skills advice

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

This can be done through the Lead Worker Representative Aoife Ní Chearnaigh

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

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

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

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

**School Buildings**

• water system flushed at outlets following low usage to prevent Legionella disease;

• school equipment and mechanical ventilation been checked for signs of deterioration or damage before being used again;

• bin collections and other essential services have been resumed.

**Signage**

We have displayed many posters and signage which display the signs and symptoms of COVID-19 and to support good hand and respiratory hygiene

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

In order to return to the workplace, staff must complete a **Return to Work (RTW) form**. All staff members completed this form prior to the resumption of work duties.

Induction Training for completion by staff prior to the return to the workplace was forwarded to all staff members for completion

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

Responsibility for the development and implementation of the Covid-19 Response Plan and the associated control measures lies primarily with the Board of Management and the School Leadership. The Return to Work Safely protocol provides for an agreed procedure between management and staff to appoint a Lead Worker Representative to carry out a specific role.

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

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

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

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

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

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

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

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

**Lead Worker representative:** Aoife Ní Chearnaigh

**Lead Worker representative:** Máirín Ní Chonaire

**Lead Worker representative:** Caitríona Bannon

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.

1. **Safety Statement and Risk Assessment**

**Sláinte agus Sábháilteacht Covid -19 Measúnú ar rioscaí**

Réamhrá

Rinne S. Ó Láimhín, Hugh O’ Neill agus S. Caomhánach measúnú ar rioscaí ó thaobh chur i bhfeidhm treoirlínte maidir le Covid -19 i nGaelscoil Thulach na nÓg ar an 24 Lúnasa, 2019 agus rinne muid uasdátú ar seo ar an 1/3/2021.

**Liosta de na rioscaí agus na gníomhartha atá beartaithe chun dul i ngleic leo.**

**Tionól ar maidin**

**Riosca:** Tuistí ag teacht isteach sa chlós ar maidin ina gcarranna . Seans nach bhfanfadh tuistí sna carranna ar maidin agus a bpáistí a ligean ó na carranna.

**Riosca:** nach mbeadh sruthlú tráchta sa chlós ar maidin – nach mbeadh moill ar na carranna bogadh amach.

**Riosca** :Má dhéanann tuistí gearáin faoi chúrsaí, déanfar nóta den ghearán agus ainm an ghearánaí agus labhrófar leis/léi níos déanaí

**Riosca**: Go mbeadh na daltaí uile ag teacht isteach i bhfoirgnimh na scoile ar mullach a chéile

**Gníomh**: Beidh na ranganna éagsúla ag teacht isteach i ndoirse faoi leith do gach rannóg den scoil. Beidh SNAs ann chun iad a threorú isteach sna doirse cuí.

**Gníomh** : Beidh na SNAs agus baill an choiste Covid ann chun maoirseacht a dhéanamh ar na tuistí agus chun na daltaí a threorú chuig a ndoirse cuí

**Scaipeadh na ndaltaí san iarnóin**

**Riosca** :Go mbeadh tuistí na Naíonán ag crochadh thart gan scaradh sóisialta á gcoimeád acu

**Gníomh**: Seasfaidh na tuistí taobh thiar den líne bhán sa chlós os comhair gheata na cispheile agus cuirfear na páistí amach chucu. Beidh na tuistí ag cloí le scaradh sóisialta dhá mhéadar sa chlós. A luaithe agus a bhailíonn siad a bpáistí téann siad timpeall an chlóis agus amach an taobh gheata – Slí Amach

Beidh SNAs agus baill an choiste ann feistithe i i veist ard fheiceálach chun maoirseacht a dhéanamh ar an scaipeadh

**Kidology**

**Riosca** : Daltaí nach bhfuil sna Ranganna Naíonán ag crochadh timpeall ag feitheamh ar bus Kidology nuair a scaoiltear iad ón rang

**Gníomh:** Fanfaidh na daltaí ina ranganna féin go dtí go dtagann an bus Kidology ar ais chun iad go léir a bhailiú

**Gníomh**: Beidh cead ag tiománaí bhus Kidology na Naíonáin a bhailiú ag 1.30. agus teacht ar ais ag 2.50 chun na daltaí ó na ranganna eile a bhailiú.

**Seomraí ranga**

**Gníomh:** Beidh na seomraí ranga díghalraithe roimh ré agus gach lá tar éis am scoile.

**Gníomh:** Tá galráin láimhe i ngach seomra

Caithfidh na hoidí clúdaigh aghaidhe (visors/maisc)

Gníomh: 1 mhéadar idir na boird agus 1 mhéadar idir bord an oide agus an bord is gaire dó/dí.

**An Halla**

**Riosca :** Má dhéantar Corpoideachas ní bheidh sé indéanta scaradh sóisialta a choimeád idir na daltaí

**Gníomh:** Gan aon Corpoideachas a dhéanamh sa Halla

Is féidir é a dhéanamh sa pháirc má oireann an aimsir agus má tá an pháirc slán.

**Gníomh** Tá dhá ghalrán láimhe ( hand sanitisers)

**Seomra Leithlise**

Tá an seomra leithlise thíos staighre in aice oifig na scoile.- á ullmhú faoi láthair le doras nua le gloine ann ar mhaithe le sláinte agus sábháilteachta de.

Beidh an dara seomra leithlise á ullmhú thuas staighre chomh maith dá mba rud é go mbuailtear beirt dhaltaí tinn ag an am céanna.

**Gníomh:** Rachaidh oide in éineacht leis an dalta tinn chuig an seomra agus d’fhanfadh sé/sí leis an dalta; cuirfear glaoch ar an tuiste chun a pháiste a bhailiú.

Seolfar na daltaí uile ón rang go dtí an leabharlann agus díghalraítear an seomra ranga.

Beidh galráin láimhe ann chun agus leithris in aice láimhe.

**Troscán Breise**

**Riosca** : Troscán breise nach bhfuil de dhíth sna seomraí ranga

**Gníomh:** Tá an troscán breise a bhí sna seomraí ranga curtha i dtaisce i gcoimeádán stórála sa charrchlós.

**Riosca :** Níl an leithreas in aice na leabharlainne ar fáil faoi láthair de bhrí go bhfuil comhchaibinéid le tuairiscí tábhachtacha iontu.

**Gníomh** : Cuirfear iad i dtaisce in áit eile ar ball chun go mbeadh an leithreas saor do dhaltaí a d’fhéadfadh a bheith sa leabharlann.

**Tuairisciú**

Gníomh :Coiste Covid- tuairiscí laethúil a chur ar fáil don PhO agus cuirfidh an PO tuairisc chuig an gCathaoirleach; cuirfear tuairiscí rialta chuig an mBord Bainistíochta.

**Seomra Leithlise**: á ullmhú in oiriúint faoi láthair.

**Gníomh**: An dara ceann á ullmhú thuas staighre freisin ar eagal go mbuailtear an dara dalta tinn.

**Geataí**

**Riosca**: Go mbeidh tuistí/cuairteoirí ag teacht isteach sa scoil i rith an lae.

**Gníomh**: Dúnfar na geataí ar maidin nuair a bheidh gach duine imithe agus coimeádtar iad dúnta go dtí am scaipeadh na ndaltaí.

Ní ligfear éinne isteach. Caithfidh cuairteoirí glaoch a chur ar an scoil roimh ré má tá gnó práinneach acu ann.

**Gníomh**: Beidh fógraí ( Slí Amach, Slí Isteach) ag na taobh geataí ag an mbealach isteach. Tá saighid ar na cosáin i gclós na scoile chun treoir a thabhairt do na tuistí agus na daltaí.

**An Chistin sa Halla**

**Gníomh:** Beidh an chistin seo in úsáid ag an mbeirt oidí agus na SNAs san Aonad Uathachais

**Gléas fótachóipeála**

**Riosca:** oidí á láimhseáil go minic i rith an lae

**Gníomh:** cuir sprae galráin (hand sanitizer) agus píosa éadaigh in aice láimhe chun an gléas a ghlanadh tar éis gach babhta úsáide

Beidh na húsáideoirí freagracht as an gléas a ghlanadh ina ndiaidh.

**Seomraí Foirne**

**Riosca:** an iomarca oidí/SNAs ann ag an am céanna.

**Gníomh:** Gan ach 8 daoine a ligean isteach ag an am céanna.

# Appendix 4 Risk Assessment

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

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Hazards | Is the hazard present? Y/N | What is the risk? | Risk rating  H=High  M=Medium L=Low | Controls  (When all controls are in place risk will be reduced) | Is this control in place? | Action/to do list/outstanding controls  \*Risk rating applies to outstanding controls outlined in this column | Person responsible | Signature and date when action completed |
| COVID-19 | N | Illness | H | School Covid19 Response Plan in place in line with Department of Education guidance and the Work Safely Protocol and public health advice | Yes | *Actions:*  Follow public health guidance from HSE re hygiene and respiratory etiquette  Complete School COVID-19 Policy Statement  Return to Work Forms received and reviewed  Induction Training provided  Contact log in place  Complete checklists as required:  School Management  How to deal with a suspected case  Other school specific checklist | Staff members:  S. O Láimhin  M. Ní Chonaire  Aoife Ní Chearnaigh |  |
|  |  |
|  |  |
|  |  |
|  |  | Hand hygiene | M | Children in all classes will be asked to wash their hands following their breaks | Yes | Teachers to put a timetable in place following breaks to allow for hand washing/drying before class resumes | Class teacher |  |
|  |  | Ventilation | M | The opening of **all** classrooms windows just before little and big break and after dispersal of children at the end of the day.  Minimum of two top windows (at high level) to be kept open while children are learning in class | Yes | Teachers advised of this at staff meeting and will implement daily in class. Principal to check rooms to ensure it is in practice | Class teacher/  Principal/  Covid officer |  |
|  |  | Staffroom hygiene | M | 2 meter distance to be maintained in staffrooms  Teachers/staff to wipe/sanitise their chair handles and eating area as their break concludes | Yes | Maximum of 6 personnel eating in each staffroom at any given time  Staff to wear facemasks in staffroom until they are seated/eating  Sanitising wipes provided in both staffrooms | Covid officer |  |
|  |  | Isolation room | H | DES isolation room checklist to be adhered to | Yes | Room to be checked for compliance weekly and restocked after any use by Covid officer if it is used for any suspected outbreak | Covid officer |  |
|  |  | Congregation in school grounds at daily arrival/dispersal times | M | Keep crowds to a minimum by clearly communicating the staggered arrival/dispersal times/process to all parents.  Ask all parents to wear face masks within the school grounds  Ask | Yes | Devise staggered arrival/dispersal times for all classes  Communicate timetable to all parents clearly and in timely fashion | Principal |  |
|  |  | Daily disposal of staff face masks | L | Where staff are using disposable face masks at work, ensure that they have a specific waste bag/bin for these masks | Yes | Supply specific disposal bags/bins in rooms where teachers are frequently changing disposable face masks during school day | Principal/Caretaker |  |

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

Risk Assessment carried out by: Seán O Láimhín\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: 02/03/2021

1. **General advice to prevent the spread of the virus**

In order to prevent the spread of COVID-19 it is important to know and recognise the symptoms. They are:

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

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

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 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 and should be received at a specific contact point.

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. Gaelscoil Thulach na nÓg will arrange for this advice to be circulated to staff, pupils and visitors in a timely manner.

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

The advice will continue to be updated in line with public health advice generally and will inform the development of more detailed guidance for schools by the Department of Education. <https://www.education.ie/en/covid-19/interim-recommendations-for-the-reopening-of-schools-and-educationalfacilities.pdf>

**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 more readily deployed in school settings to avoid disruption to teaching and learning and to avoid congestion of staff and pupils waiting to use hand washing facilities. They will be available at entry and exit points and in each classroom.

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

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

**Guidance on the physical distancing requirements will be informed by public health advice for schools. Interim public health advice has been received from the (Health Protection Surveillance Centre) HPSC and is available at this link as outlined above. This advice will be updated over the summer period and the Department will work with the education partners to implement this advice for the safe re-opening of schools.**

**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 Covid19. Good hygiene practices and washing your hands properly and regularly can help stop the spread of the virus. It is, therefore, crucial that all staff adhere to this advice and adopt the following practices as strictly as possible.

**Do**

• Wash your hands properly and often

• Cover your mouth and nose with a tissue or your sleeve when you cough and sneeze

• Put used tissues into a bin and wash your hands

• Clean and disinfect frequently touched objects and surfaces.

**Do Not**

• Touch your eyes, nose or mouth if your hands are not clean

• Share objects that touch your mouth – for example, bottles, cups, cutlery, etc.

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

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

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

• are over 70 years of age - even if you're fit and well

• have had an organ transplant

• are undergoing active chemotherapy for cancer

• are having radical radiotherapy for lung cancer

• have cancers of the blood or bone marrow such as 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 8

• 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.

1. **Control Measures**

A range of essential control measures have been implemented to reduce the risk of the spread of Covid-19 virus and to protect 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:

1. **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.

1. **Induction Training**

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

• Latest up to-date advice and guidance on public health

• Covid-19 symptoms

• What to do if a staff member or pupil develops symptoms of Covid-19 while at school

• Outline of the Covid-19 response plan

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

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

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

The Department has prepared short induction training for schools operating the summer provision this year. It is intended that this training will be updated and become more comprehensive to cover all aspects of the return to school safely protocols. The Induction training for the Summer Provision may be of interest in the context of the kind of training which staff will need to undertake is available at the following link. <https://www.education.ie/en/Parents/Services/summerprovision/summer-education-programme2020.html#SchoolBased>

1. **Hygiene and Respiratory Etiquette**

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

Guidance documentation and Information posters will be available at various locations within the school facility. Information posters will be prominently displayed at appropriate locations within the school facility including offices, corridors, staffroom area, classrooms and toilet areas. Such are intended to inform but also remind everyone about the importance of hygiene in preventing the spread of Covid-19 virus and protecting health and safety. Handwashing facilities and/or hand sanitisers will be available at multiple locations within the school facility and should be available in each classroom. The Department has arranged for a drawdown framework to be established to enable schools purchase handsanitisers and any other necessary PPE supplies for use in the school. The procurement process for this framework has already commenced and it is intended these materials will be available in early August.

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

PPE will not be required to be worn within the school facility according to current occupational and public health guidance. However, for a limited number of staff, PPE will need to be used occasionally or constantly 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.

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.

**Wearing of Gloves:** The use of disposable gloves in the school setting by pupils or staff is not appropriate. It does not protect the wearer and may expose others to risk from contaminated gloves. Routine use of disposable gloves is not a substitute for hand hygiene.

1. **Cleaning**

**Gaelscoil Thulach na nÓg Daily cleaning schedule Date: 2/09/20**

Items and areas to be cleaned / wiped down.

* All door handles along corridors.
* Classroom toilets, twice daily, break times are as follows,
* (2x Junior and 2x Senior Infants 10:30 - 10:45)
* (2x 1st Class and 2x 2nd Class 10:30 - 10:45)
* (2x 3rd Class and 2x 4th Class 10:45 - 11:00)
* (5th Class and 6th Class 10:45­ - 11:00)
* (2x Junior and 2x Senior Infants 12:00 - 12:30)
* (2x 1st Class and 2x 2nd Class 12:00 - 12:30)
* (2x 3rd Class and 2x 4th Class 12:30 - 13:00)
* (5th Class and 6th Class 12:30 - 13:00)
* Staffroom upstairs and P.E. hall down stairs (every 15 minutes from 12:00 – 1:30)
* Photocopying machines.
* Any items placed outside a classroom.
* Communal staff bathrooms.
* Sensory room.
* Any accidental floor spillages.

In the event that we have a suspected case, the classroom must be vacated and deep cleaned. When this is completed the class will return and the library upstairs where they have spent a short while to facilitate the cleaning of the classroom must also be cleaned. Following this the isolation room will need to be deep cleaned / disinfected.

Aoife Ní Chearnaigh – LWR \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Seán Ó Láimhín – Príomhoide \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Arrangements for more regular and thorough cleaning of areas and surfaces within the school have been made. Regular and thorough cleaning of communal areas and frequently touched surfaces shall be conducted, in particular, toilets, lifts, door handles and kitchens. Cleaning will be performed regularly and whenever facilities or surfaces are visibly dirty. All staff will have access to cleaning products and will be required to maintain cleanliness of their own work area. Under no circumstances should these cleaning materials be removed from the building. Staff should thoroughly clean and disinfect their work area before and after use each day. There will be regular collection of used waste disposal bags from offices and other areas within the school facility. 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 must use and clean their own equipment and utensils (cup, cutlery, plate etc.).

|  |  |
| --- | --- |
| C:\Users\Oifig\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Outlook\COH1F1D6\GS Crest-01 (2).jpg   |  | | --- | | **COVID-19 Response Plan for the safe and sustainable operation of Primary and Special Schools - Appendix 9** | |
| Derrycourt Responses to our questions below |
| **1.** Have you a system in place for checking and keeping up to date with the latest public health advice from Government and the Department of Education, to ensure that advice is made available in a timely manner in order to adjust your cleaning procedures in line with that advice? |
| Derrycourt EQHS Department continue to monitor any changes relating to government guidelines. Current requirements are in place from Derrycourt by way of sanitising check list that is in place to confirm touch points are sanitised twice daily as a minimum - signed off by operative |
| **4.** Are you aware that cleaning is best achieved using a general purpose detergent and warm water, clean cloths, mops and the mechanical action of wiping and cleaning, following by rinsing and drying? |
| Inline with Infection Prevention and Control requirements, Derrycourt provide all cleaning solutions that are fit for purpose. Staff are trained on dilution ratios. Floors in classrooms are washed daily as required with a Microfibre system, and dry naturally, Machine cleaning is completed on corridors and floors on a rotational basis - this machine scrubs and dries floors. |
| **5.** Have you sufficient cleaning materials in place to support the enhanced cleaning regime? |
| Derrycourt supply cleaning products for washroom, general cleaning, floor cleaning and sanitising of touch points |
| **6.** Have you provided training for cleaning staff on the enhanced cleaning regime? |
| Derrycourt staff are supported via our Learning and Development Department for training which is then observed on site by Derrycourt Management Team. All Derrycourt staff are trained on all aspects of cleaning tasks, as documented in our on site folder - Method statements |
| **13.** Have you put in place a written cleaning schedule to be made available to cleaning staff including: |
| Ø  Items and areas to be cleaned |
| Ø  Frequency of cleaning |
| Ø  Cleaning materials to be used |
| Ø  Cleaning of frequently touched surfaces such as vending machines, coffee machines and door handles |
| Ø  Equipment to be used and method of operation? |
| Derrycourt site specific cleaning checklist which allocates tasks on a daily basis over a 5 day week are completed onsite and stored in our manual |
| Cleaning products clearly identify what they are used for - red bottle for washroom, Blue bottle for general surfaces, green bottle for floor surfaces |
| **15.** If disinfection of contaminated surfaces is required, is a system in place to do this following cleaning? |
| Derrycourt have a 24 hour emergency response team available that are trained to carry out decontamination of areas. |

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

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

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

The prompt identification and isolation of potentially infectious individuals is a crucial step in restricting the spread of the virus and protecting the health and safety of the individuals themselves and other staff, contractors and visitors at the workplace. A detailed sign in/sign out log of those entering the school facilities should be maintained. The school should maintain a log of staff and students contacts. In addition see visitor contact log at Appendix 3.

1. **First Aid/emergency procedure**

The standard First Aid/Emergency procedure shall continue to apply in Gaelscoil Thulach na nÓg.

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.

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

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

A designated isolation area is located behind the school office.

If a staff member/pupil displays symptoms of Covid-19 while at work in Gaelscoil Thulach na nÓg the following are the procedures to be implemented:

• If the person with the suspected case is a pupil, the parents/guardians should be contacted immediately

• Isolate the person and have a procedure in place to accompany the individual to the designated isolation area via the isolation route, keeping at least 2 metres away from the symptomatic person and also making sure that others maintain a distance of at least 2 metres from the symptomatic person at all times

• Provide a mask for the person presenting with symptoms if one is available. He/she should wear the mask if in a common area with other people or while exiting the premises

• Assess whether the individual who is displaying symptoms can immediately be directed to go home/be brought home by parents and call their doctor and continue self-isolation at home

• Facilitate the person presenting with symptoms remaining in isolation if they cannot immediately go home and facilitate them calling their doctor. The individual should avoid touching people, surfaces and objects. Advice should be given to the person presenting with symptoms to cover their mouth and nose with the disposable tissue provided when they cough or sneeze and put the tissue in the waste bag provided

• If the person is well enough to go home, arrange for them to be transported home by a family member, as soon as possible and advise them to inform their general practitioner by phone of their symptoms. Public transport of any kind should not be used

• If they are too unwell to go home or advice is required, contact 999 or 112 and inform them that the sick person is a Covid-19 suspect.

• Carry out an assessment of the incident which will form part of determining follow-up actions and recovery

• Arrange for appropriate cleaning of the isolation area and work areas involved.

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

1. **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:

1. 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.
2. Coordinate and work with their colleagues to ensure that physical distancing is maintained.
3. Make themselves aware of the symptoms of Covid-19 and monitor their own wellbeing.
4. Self-isolate at home and contact their GP promptly for further advice if they display any symptoms of Covid-19.
5. Not return or attend school if they have symptoms of Covid-19 under any circumstances.
6. If they develop any symptoms of Covid-19 whilst within the school facility, they should adhere to the procedure outlined above.
7. Complete the RTW form before they return to work.
8. 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.
9. Must complete Covid-19 Induction Training and any other training required prior to their return to school.
10. Must be aware of, and adhere to, good hygiene and respiratory etiquette practices.
11. Keep informed of the updated advice of the public health authorities and comply with same.
12. **Covid related absence management**

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

1. **Employee Assistance and Wellbeing Programme**

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

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

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