



## COVID 19 Policy Statement

Scoil Naomh Íósaf Primary School is committed to providing a safe and healthy workplace for all our staff, pupils, parents and members of the community that need to enter the building. To ensure that we have this safe and healthy workplace, we have developed the following COVID-19 Response Plan Protocol. The Board of Management, Principal, Senior Management Team and all staff members are responsible for the implementation of this plan and a combined effort will help contain the spread of the virus. The Board of Management will:

- continue to monitor our COVID-19 response and amend this plan in consultation with the staff of Scoil Naomh Íósaf;
- provide up to date information to our staff 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;
- provide an adequate number of trained Staff Representative(s) who are easily identifiable and put in place a reporting system;
- inform all staff of essential hygiene and respiratory etiquette and physical distancing requirements;
- adapt the workplace to facilitate physical distancing;
- keep a log of contact/group work to help with contact tracing;
- have all staff attend an induction/familiarisation briefing;
- develop a procedure to be followed in the event of someone showing symptoms of COVID-19 while at work or in the workplace;
- provide instructions for staff to follow if they develop signs and symptoms of COVID-19 during work;
- intensify cleaning in line with government advice

All 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, Fionnuala Larkin and the Assistant Lead Workers, Sarah Delaney and Alison Gibbons.

Signed: *Mairéad Hennessy*

Date: August 20<sup>th</sup>, 2020

(on behalf of the Board of Management)



## Scoil Naomh Iósaf COVID-19 Response Plan Protocol No.4

This Protocol is applicable from February 11<sup>th</sup> 2021 in response to the suite of documents issued by the Department of Education and the Government of Ireland in relation to the safe operation of schools during the Covid-19 Pandemic. These documents include:

- *Roadmap for the full return to school and the Response Plan for the safe and sustainable reopening of schools*
- *Guidance on Remote Learning in a Covid-19 Context: September – December 2020*
- *Circular 0074/2020: Communication/Teaching and Learning Platform*
- *Practical Steps for the Deployment of Good Ventilation Practices in Schools*
- *Framework Plan for the phased return of Primary Education.*
- *COVID-19 Response Plan for the safe and sustainable operation of Primary and Special Schools. Version 3: February 2021.*
- *Health Protection Surveillance Centre (HPSC) Guidance on Re-opening of Schools Appendix 2*

This version dated February 11<sup>th</sup> 2021 supersedes all previous versions. The Protocol was previously applicable from January 11<sup>th</sup> 2021, December 10<sup>th</sup> 2020 and previously, August 20<sup>th</sup> 2020, May and March 2020.

### Background:

COVID-19 (Coronavirus) is a highly infectious respiratory virus. The school was closed by declaration of An Taoiseach, Leo Varadkar from March 13<sup>th</sup>, 2020, initially for a period of two weeks, but thereafter “until further notice”. The Government has subsequently clarified that schools would re-open at the end of August/early September.

This response plan was initially drawn up in light of the [Return to Work Safely Protocol<sup>1</sup>](#), and further expanded in light of the ‘Covid-19 Response Plan for the safe and sustainable reopening of Primary and Special Schools’; ‘Opening Our Schools: The Roadmap for the Full Return to School’ and ‘Returning to School: Curriculum guidance for primary school leaders and teachers’. All three documents were published on July 27<sup>th</sup> 2020. This latest Draft also includes the updated advice published in Department documents dated February 4<sup>th</sup> 2021.

### Return to Work Safely Protocol

The Government of Ireland has outlined COVID-19 Specific National Protocol for Employers and Staff. These guidelines recommend the information and guidance that should be provided by employers (i.e. the Board of Management) to staff, pupils and parents.

The guidelines also note that a Lead Worker Representative (LWR) and an Assistant Lead Worker Representative (ALW) should be appointed to lead the Covid-19 response in the workplace in collaboration with the Principal and the Senior Management Team. The guidelines also note that employers should consult with the safety representative(s)<sup>2</sup> selected or appointed under the Occupational Health and Safety legislation. The lead worker, safety representative(s) and others if necessary may constitute Covid-19 Response Management Team. SNI Covid-19 Response Management Team will comprise of the following:

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<sup>1</sup> <https://www.gov.ie/en/publication/22829a-return-to-work-safely-protocol/>

<sup>2</sup> [https://www.hsa.ie/eng/Topics/Safety\\_Representatives\\_and\\_Consultation/](https://www.hsa.ie/eng/Topics/Safety_Representatives_and_Consultation/)

Lead Worker Representative for SNI: Fionnuala Larkin.  
Assistant Lead Workers: Sarah Delaney and Alison Gibbons (Job Sharing)  
Safety Representatives: Joan Murtagh and Sarah Delaney.  
BOM Safety Representatives: Fr. Ger Ahern

### **Symptoms of Covid-19**

Staff, pupils and parents should familiarise themselves with the [symptoms of COVID-19 infection](#)<sup>3</sup>. Where a pupil or staff member have symptoms of COVID-19, they must not attend school, must self-isolate at home and contact their GP promptly for further advice. They must also communicate this immediately to the Principal or Deputy Principal. The HSE note the following main symptoms: (update as of 31<sup>st</sup> January 2021):

- Fever/High temperature: 38 degrees or above.
- A New Cough (this can be any type of cough, not just dry – new/unexplained)
- Shortness of Breath or Breathing difficulties
- Loss or change to your sense of smell or taste; this means you've noticed you cannot smell or taste anything or things smell or taste different to normal.
- Sore throat, headaches and/or runny or stuffy nose may sometimes be symptoms of Covid-19

If you experience any of these symptoms you are advised to contact your GP/seek medical advice.

### **Risk Assessment and Amelioration**

Exposure to COVID-19 is a public health risk which affects all citizens. The virus that causes COVID-19 disease is spread from people in fluid and in droplets scattered from the nose or mouth of an infected person when the person with COVID-19 coughs, sneezes or speaks. COVID-19 can also spread if droplets from an infected person land directly on the mucous membranes of the eye, nose or mouth of a person standing close to them.

While people are most likely to pass on the infection when they have symptoms, current information suggests that some infected people spread the virus to others prior to developing or displaying symptoms themselves. Others may be asymptomatic and may not have any symptoms despite having Covid-19

Public health guidance is that a distance of 2 metres should be maintained between people to reduce the potential of transferring the virus and a minimum distance of 1 meter. Hand washing/sanitisation is also essential as is wearing a face mask.

The Risk Assessment Statement was last updated on February 18<sup>th</sup> 2020 and reflects the updated guidance and advice from the Department of Education and the Health Protection Surveillance Centre.

### **Wearing A Face Mask/ Face Covering**<sup>4</sup>.

Wearing a face covering is recommended in situations where it is difficult to practice social distancing. For example, in shops and in an enclosed indoor space with other people such as in school. Ideally, it should comprise of three layers and sit tightly on the face totally covering nose and mouth. Staff are also advised to continue to do the important things necessary to prevent the spread of the virus (social

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<sup>3</sup> <https://www2.hse.ie/conditions/coronavirus/symptoms.html>

<sup>4</sup> <https://www2.hse.ie/conditions/coronavirus/face-masks-disposable-gloves.html>

distancing; covering your mouth and nose with a tissue or your sleeve when you cough and sneeze; washing your hands properly and often and not touching your eyes, nose or mouth if your hands are not clean).<sup>5</sup> Staff in Scoil Naomh Íósaf will wear a cloth face covering/medical grade face mask (the 'blue' ones at all times as maintaining a 2 metre distance from others may not always be possible. KN95 Surgical grade masks are available for SNAs and Special Education Teachers working closely with pupils where aerosol generating procedures may be happening.

Pupils may wear face coverings if parents deem this desirable for the health and safety of their child.

### **Planning and Preparing for Return to Work after School Holidays**

In preparation for returning to work in September, and after a period of Remote Learning (as in January-March 2021), all staff are requested to complete the Updated 'Return to Work' form on Google Forms. This should be completed two/three days before the return to work.

Staff should also revise the school induction briefing Powerpoint and review the relevant Induction Training provided by the DES in September 2020. Staff are also required to self-monitor for signs and symptoms of Covid-19 which have been explained to them before returning to work and on an ongoing basis.

All staff should be familiar with the risk assessment and the control measures in place to minimise any health risks to staff, pupil and our school community.

On return to work following subsequent periods of closure such as school holidays, all staff are required confirm in writing (using the Return to Work Form on Google Forms) that the details in the pre return to work form remain unchanged.

### **Return to Work Safely Protocol – Employer Templates and Checklists.**<sup>6</sup>

The Principal downloaded and considered the HSA Return to Work Safely Checklists in consultation with the Board of Management. Actions Needed were noted and put in place.

No: 1: Planning and Preparing – completed by the Principal on June 7<sup>th</sup> 2020.

No: 2: Control Measures – completed by the Principal on June 7<sup>th</sup> 2020

No: 3: Induction/Familiarisation – completed by the Principal and suggestions incorporated in the Induction PowerPoint. June 7<sup>th</sup> 2020

No: 4: Checklist for School Management – completed by the Principal, DP and LWR September 6<sup>th</sup> -9<sup>th</sup> 2020.

No: 5: Checklist for Managing a Suspected Case of Covid-19 – completed by the Principal and suggestions incorporated in the Protocol under the same heading. June 7<sup>th</sup> 2020

No: 6: Checklist for Cleaning – to be discussed with the cleaning staff and a plan of action agreed – ongoing. Board of Management member has organised a cleaning schedule following a site visit and in light of the checklist.

No: 7: Pre-Return to Work Questionnaire – Covid-19. All workers were asked to complete this checklist on their return to work. Any resultant action that needed to be taken was organised by the Board of Management and/or the Principal/Deputy. In response to staff requests, Perspex screens were placed around teacher desks.

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<sup>5</sup> <https://www2.hse.ie/conditions/coronavirus/face-masks-disposable-gloves.html>

<sup>6</sup> [https://www.hsa.ie/eng/topics/covid-19/return\\_to\\_work\\_safely\\_templates\\_and\\_checklists/return\\_to\\_work\\_safely\\_templates\\_and\\_checklists.html](https://www.hsa.ie/eng/topics/covid-19/return_to_work_safely_templates_and_checklists/return_to_work_safely_templates_and_checklists.html)

No: 8: Worker Representative Checklist. This was completed by the lead worker representatives in consultation with the Principal and is to be reviewed on an ongoing basis.

A *Board of Management Checklist* was also completed and ratified at the Board of Management meeting on September 15<sup>th</sup>.

In January 2021, a checklist to support action planning for schools when pupils and/or teachers are advised to self-isolate or restrict their movements, was completed by the Principal, Deputy Principal and Lead worker representative in consultation with the Chairperson. This Remote Learning Checklist was ratified by the Board and is included as Appendix 5 in SNI Remote Learning Policy.

#### Protocol for staff who work in the building:

1. All staff returning to work are required to complete the updated Return to Work Form. All staff are also asked to confirm in writing (Return to Work Form) that the details on the form still apply after a period of absence from school, including holiday periods and sick leave.
2. All staff should practice social distancing – 2 metres apart.
3. The lead worker representatives will work with the Principal and Deputy Principal in consultation with the Board of Management to assist in the implementation of measures and monitor adherence to the measures identified by the school to prevent the spread of Covid-19.
4. Handshaking or any physical contact must be avoided.
5. **It is mandatory for all staff to sign in and sign out each day.** Please bring your own pen to sign in/out. If you need to use the pens provided and sanitise before and after use.
6. All staff are required to access the school building using the side door of the school only.
7. When you open the door please use the hand sanitiser inside the door.
8. Walk on the right hand side of the corridors at all times.
9. Please hand sanitise before you use the photocopier. Wipe down the photocopier with kitchen paper and anti-viral spray after use taking care to clean areas touched e.g. buttons, lid, paper tray etc. carefully.
10. Staff are to use the toilets closest to their classroom and wash/sanitise their hands at regular intervals.
11. Avoid sharing items such as cups, bottles, cutlery, pens etc.
12. Staff are required to self-regulate, in relation to any personal individual risk factors they may have. Please inform the principal of any workplace adaptations you may need.
13. Please inform the Principal of any accidents/injuries while working in the building.
14. Staff should clean their workspace each day (table/chair/computer etc.) with the anti-bacterial spray provided.
15. Please request additional PPE and cleaning supplies in advance/as they are depleted so we can organise replacements.

#### Policy re. Request from Staff coming into work during Remote Learning

**This policy will apply during the remote learning period commencing January 11<sup>th</sup> 2020**

The school will be open and available to staff who wish to use their classroom to organise video lessons or to prepare teaching resources for their classroom. Staff will also have access to the iPads, the PM Readers and other Readers/Novels that may be left out for parents to collect by appointment or posted to pupils. Staff may also access the photocopier in the staff room and in the main office.

Prior to coming to the school to organise for remote learning, staff must complete the SNI Covid-19 Questionnaire January 2021 on Google Forms.

Staff should be extra vigilant with regard to hand sanitising and keeping a 2m social distance. Photocopiers should be cleaned after use using the disinfectant spray and hand towel available.

During the period of remote learning commencing on January 11<sup>th</sup>, the staff room may be used for photocopying purposes only.

The school will be cleaned Tuesday to Thursday inclusive by the cleaning staff. From February 22<sup>nd</sup>, the school building will be cleaned every day in accordance with the revised cleaning schedule.

### Use of the Staff Room

- A maximum of seven staff should be in the staffroom at any one time.
- Please ensure windows are open for ventilation.
- Sanitise your hands on entry.
- Please sit at the designated areas only and ensure that the protective Perspex screen is in place between you and other staff members.
- Wear your face covering at all times in the staff room except when eating at the table.
- Ensure 2m social distancing at all times.
- Please stay a maximum of 15 minutes in the staff room at any one time.
- When you are finished eating, clean your table and chair with the cloth and spray provided. Cloths are washed in the dishwasher each day.
- Sanitise your hands on exit.
- It is best practice to bring your own cutlery/plates etc. for your own use in the staffroom, which you can bring home afterwards. If you wish to use any of the staffroom cutlery cups etc. place these in the dishwasher after use. The cleaners will set the dishwasher each day after school. Any items in the dishwasher are to be presumed to be dirty.
- Please keep the staff room clean and tidy. Place used tea-bags in the plastic container on the sink. Please do not place cups on the window sills as these stain the paintwork.

**Sign in Log:** to be used during holiday times/out of hours/weekends/periods of remote learning.

Staff Member Name	Date	Time	Zones Visited
PRINT NAME			
Signature	Classrooms visited if any:		

Zone 1	Zone 2	Zone 3	Zone 4	Zone 5	Zone 6	Zone 7
Main Office and Entrance Hallway	Old Corridor	New Equipment Store	Sixth Class Area	Fifth and Third Class Corridor	Second, Third and Fourth Class Corridor	Utax Photocopier Area outside PE Hall

The principal will keep a log of who was on the premises, when, and for how long, to assist with contact tracing as necessary. All contact tracing logs will be shredded after a period of one month.

## Safety Considerations/Control Measures for Staff to prevent the Introduction and Spread of Covid-19 in Scoil Naomh Iósaf

- Staff are requested to refresh the [relevant training](#) undertaken in September 2020.
  - The Induction PowerPoint has been updated (February 2021) in line with DES advice and guidance. The induction will be emailed to all staff and available to review and revise (copy also in Folder for Substitute Teachers). The additions to the Covid-19 Response Plan are summarised in new slides at the beginning of the PowerPoint.
  - Staff have been requested to download the HSE COVID-19 tracker app to assist Public Health for contact tracing purposes both in and out of the school setting.
  - Teachers and pupils are reminded not to return to or attend SNI in the event that they are identified by the HSE as a close contact of a confirmed case of Covid-19, live with someone who has symptoms of the virus, or have travelled outside Ireland (not permitted under current restrictions).
  - It is essential that all staff and pupils 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 of outbreak in the school.
  - Staff and Pupils are required to undergo any Covid-19 testing that may be required in the school as part of mass or serial testing as advised by Public Health.
  - Pupils should hand sanitise when boarding/exiting the bus.
  - Limit sharing of items between members of a pod in so far as practical especially with respect to items that pupils may put in their mouth.
  - Masks and Visors should be [donned and doffed and disposed](#) of as demonstrated in videos by HPSC. Masks should be removed and disposed of if they are wet or damaged. Used PPE is generally discarded directly into domestic waste. PPE used when attending to a person with suspected Covid-19 can be placed in a separate bag and placed in domestic waste afterwards.
  - Cleaning is generally with water and detergent. If disinfection is required in specific circumstances (e.g. changing table/area soiled with bodily fluids) this is always in addition to and never instead of cleaning.
- Control measures will be continuously updated in line with Gov.ie and DES guidelines.
  - Table inside the side door with Disinfectant Spray, Sanitising wipes and kitchen paper.
  - Signage on Side Door and Front entrance doors outlining how to help prevent coronavirus; how to recognise the signs of coronavirus and how to protect yourself and others.
  - Posters to remind staff of the importance of hand washing and how to wash their hands (with soap and water for at least 20 seconds) and hand sanitising using the sanitiser provided.
  - Staff have been informed of when they need to wash their hands.
  - Staff have been informed of good respiratory hygiene
- Wearing of face masks is mandatory as per the HSE guidance above. PPE (masks and gloves) are available for secretary, cleaners and caretaker at all times. Surgical Grade Masks are available for SNAs and other teachers working with children where maintaining a 2m distance is difficult. Gloves and aprons should not be routinely used in the educational setting.
  - PPE is stored in the staff room and in the Cleaners Store.
  - At risk workers will be given specific advice/instructions by the Principal/DP and encouraged to maintain a strict 2 metre social distancing and hand hygiene at all times.
  - Staff have been trained in the correct fitting, use, removal, cleaning, storing and disposal of PPE.



- Hand sanitiser is available inside the side door and outside the school office (near the front entrance).
- Hand sanitiser is located beside each photocopier and in each classroom.
- Disinfectant spray and kitchen paper is available at photocopiers to clean the machine/buttons.
- Clinimist sanitising system used each Tuesday and Thursday to sanitise the classrooms. Hand held Clinimist sanitiser available in equipment store room as needed.

### Reducing the Risk of Covid-19 for Pupils with Special Educational Needs

Risk of Covid-19 transmission in the context of the integration of pupils with ASD/SEN, the movement of SET teachers/SNAs across different settings and the movement of pupils for SEN teaching can be reduced by hygiene measures (hand washing/sanitisation) and the highest practical standard of personal and environmental hygiene. The [HPSC advice](#) (p5) states “In the context of Covid-19, the risk is associated with droplets and fluids from the respiratory tract. There is very little risk of spread of Covid-19 from other bodily fluids (such as urine and faces) although they may carry other infectious microorganisms”. To further minimise risk, the school will reduce mixing between groups as far as practical in the context of the educational and care needs of the pupils:

- a. As far as practical, pupil groups/classes will not mix with other groups particularly indoors.
- b. SNAs will support the smallest number of pupils possible and will move between pods as little as possible. Flexibility is essential to manage absence due to leave or illness.
- c. SNAs will move between the least number of pods/classes as possible on any given day.
- d. Entry/exit to/from school and at break times will be managed to reduce interaction between pods/classes as much as is practical.

### Good Ventilation Practices:

- Have windows open as fully as possible when the classroom is not in use (break times and at the end of the school day)
- Rooms should be well ventilated before occupancy each day – windows to be opened as fully as possible for 15 minutes at the end of the school day each day.
- Windows to be opened at break and lunch times for fifteen minutes each day.
- Maintain partially opened windows during class times and the door ajar to keep the room fresh and prevent stuffiness and condensations.
- Have a number of windows partially opened rather than one window fully opened – ideally nearest and above the radiators to compensate for cold air coming in
- Fire doors should not be kept open.
- Ensure at least two windows in the staff room are open at all times.
- Always open at least one external door in the PE Hall while this is in use.
- Windows should always be opened in the staff room during the school day.

### Hand/Respiratory Hygiene

**Staff are expected to re-familiarise themselves with the HSE advice on when they need to wash their hands or use hand sanitiser. This is included in the school Induction PowerPoint. Please note**



that staff and pupils are now requested to use hand sanitiser when entering and exiting vehicles and when entering and exiting the school building.

Staff are also expected to make pupils aware of when to wash their hands, when to use hand sanitiser and how to wash and sanitise their hands effectively.

All staff please note that alcohol-based sanitiser must not be stored or used near heat or naked flame.

### Arrangements for the end of Terms where performance activities may usually take place

- The school choir will not be in action for this school year (unless allowed by DES or HSE due to sufficient vaccination or a significant decrease in the prevalence of the virus).
- Guitar lessons (Music Generation) with groups of 2/3 children will continue in the mindfulness room with the windows open and the teacher 2m from the pupils and the pupils 2m from each other.
- Teachers will organise a Christmas performance (play/readers theatre/poetry) in line with Public Health Guidance. Pupils will remain in their pods/class bubbles and will face forward all in the same direction while reading performances at their desks.
- Practice where children need to move about or sing will be conducted outdoors on the play areas. Children will face forward in the same direction and will remain 1m apart.
- Class performances will be shared with other classes and with parents/guardians using Seesaw. Performances will be uploaded directly to Seesaw or uploaded to an unlisted Youtube video or Vimeo and the link shared with parents on Seesaw.
- Parental consent obtained from parents via google forms and all parents asked not to share class performances on any social media platform.
- Cards or gifts should be brought into school by Thursday December 17<sup>th</sup>. Cards are stored on a post it with the child's name in a designated position of the room. Cards will isolate from the 17<sup>th</sup> to the 21<sup>st</sup> and will be distributed by the teacher on Monday 21<sup>st</sup>.
- There will be a strong emphasis on hand hygiene at all times in relation to all of the above.

### Communication/Teaching and Learning Platform during Covid-19 (Refer to SNI Remote Learning Policy for further details)

In light of the Department of Education Guidance in a Remote Learning Context during Covid-19 published October 8<sup>th</sup> 2020<sup>7</sup> and Circular 0074/2020<sup>8</sup> - **Communication/Teaching and Learning Platform**, the Board of Management note the following:

The school is prepared in terms of communication with pupils, parents, staff and BOM in the event of a school closure and has engaged with Seesaw Class App to facilitate teaching and learning both as a blended learning opportunity within the classroom and as a means of teaching and learning in a remote learning context. Further detail is available in our Remote Learning Policy.

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<sup>7</sup> <file:///C:/Users/admin/Desktop/HP%20Pavillian%20Documents/..Administration%202020/Covid-19%202020/Guidance%20for%20Blended%20Learning%20in%20a%20Covid%20Context.pdf>

<sup>8</sup> [https://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0074\\_2020.pdf](https://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0074_2020.pdf)

- Zoom is available to facilitate communication between staff, parents and BOM.
- All teachers have shared their school email @snibaltinglass with parents to facilitate two-way communication as required. Aladdin may also be used to communicate with parents and staff.
- The school has a BOM WhatsApp and a number of Staff WhatsApp groups to facilitate regular communication and sharing of resources/advice among staff.
- Seesaw online learning platform is used on a regular basis to assign homework, send home class displays and individual pupil work and to enable pupils create a portfolio of learning.
- Seesaw will be used as the online learning platform of choice during school closures. Staff have ensured that pupils have access to their home learning code, can access Seesaw, retrieve their work, post student work, upload pictures/PDFs and communicate with their teacher using both written and audio notes.
- Zoom may be used on occasion to facilitate class discussion and learning. Zoom will operate under specific guidelines as detailed in our Acceptable Use Policy (AUP) and General Data Protection Regulations (GDPR) Policy.
- Family access will be set up on Seesaw in January 2021 to facilitate two-way communication between teachers and families.
- The Board will use the 2021/2022 IT grant to continue to support the development of ICT within the school to support and enhance Teaching, Learning and Assessment.

### Dealing with a Suspected Case of Covid-19 in the School

Staff are recommended to download the HSE COVID-19 Tracker App to assist Public Health for contact tracing purposes both in and out of the school setting.

The Lead Worker Representative, Fionnuala Larkin, will be responsible for ensuring that all aspects of the protocol to deal with suspected cases have been adhered to.

Staff or pupils should not attend school if displaying any symptoms of Covid-19. The following details our procedure to be followed in the event of a staff member or pupil displaying symptoms of Covid-19 while in the school:

- If a pupil is showing signs of Covid-19, parents will be contacted and requested to collect their child. This needs to be done reasonably promptly but is not an emergency. It is essential that all parents ensure that the school has an up-to-date phone number for each parent/carer and also an emergency contact number in the event that parents cannot be contacted. The pupil will then be brought to an isolation area within the school where they will be monitored by a staff member. Parents will be informed that this is not an emergency
- If a staff member feels unwell/suspects they have symptoms of Covid-19 while in school, he/she is requested to contact the Principal, Deputy Principal or Lead Worker Representative by phone and inform them immediately that they are feeling unwell.
- The Principal, Deputy or Worker Representatives will accompany the staff member or pupil to the isolation room, keeping at least two metres away from the symptomatic person and also ensuring that others maintain a distance of at least 2 metres at all times.

**The Isolation Room** is the first room on the right at the top of the fifth class corridor (to the right as you walk up the main corridor). The following items are available in the Isolation Room: tissues; hand sanitiser; disinfectant wipes; gloves; masks; waste bags; sick bags and pedal operated closed bin. If a second isolation room is required, the second room on the right (just past the toilets) at the top of the fifth class corridor will be used. In the event that additional space is needed (a number of people displaying symptoms simultaneously), the lobby at the REALTA entrance will be used.

- The pupil or staff member presenting with symptoms will be advised to put on a face mask once they appear symptomatic. This should be worn at all times in the isolation room. This mask should also be kept on while exiting the premises. It is advisable to keep hands away from the mask at all times. The pupil or staff member should continue to wear the face mask until they reach home.
- The person with symptoms should avoid touching surfaces and objects as much as possible while in the isolation room. Advice should be given to the person presenting with symptoms to cover their mouth and nose with the disposable tissue provided if they cough or sneeze and put the tissue in the waste bag provided.
- The Principal/Deputy or lead worker will assess (by asking them) whether the pupil/staff member can be directed to go home/be brought home by parents and call their doctor and self-isolate at home. Parents will be asked to come to a designated entrance and a staff member will bring the child to them. Staff members will be accompanied to their car by the Principal, Deputy Principal or Worker representative as necessary.
- If the person showing symptoms cannot go home immediately, they may remain in the isolation room until a family member comes to collect them. The Principal/Deputy/lead worker will facilitate the person to call their doctor and/or someone to collect them if necessary.
- If the pupil or staff member is too unwell to go home or advice is required, the school will contact 999 or 112 and inform them that the sick person is a Covid suspect.
- The pupil and their parent or staff member will be advised to contact their GP but not to attend their GP surgery, pharmacy or hospital.
- The isolation area will be taken out of use until cleaned and disinfected after the pupil/staff member has left the building.
- The Principal/Deputy will arrange for the appropriate cleaning of the isolation area and any classroom space where the pupil or staff member was located.
- The Principal/Deputy will provide advice and assistance if contacted by the HSE. The principal has provided her mobile phone number to the DES to facilitate contact tracing by the HSE.
- Contact tracing will be put in place for everyone who was in close contact with the person showing symptoms and also those who were working in the building in the previous days.
- The cleaners and caretaker have been trained in dealing with contaminated areas and have been supplied with appropriate PPE (aprons; face masks; sanitising gel and gloves). The Cleaning staff engaged in the online induction training

### [Dealing with a Confirmed Case of COVID-19](#)

As outlined above, a staff member who has symptoms of COVID-19 should not attend the school premises.

If a confirmed case is identified in the school, staff and pupils who have had close contact will be informed and asked to stay at home for 14 days from the last time they had contact with the confirmed case and follow the [restricted movements guidance on the HSE website](#). The advice of the HSE will be adhered to in the case of a confirmed case.

If the person develops new symptoms or their existing symptoms worsen within their 14-day observation period, they should call their doctor for reassessment.

## Cleaning

All cleaning staff have undertaken the induction training and are familiar with the cleaning schedule to be followed each day/week and during holiday periods. In line with Department guidelines, a written cleaning schedule will be available for cleaning staff outlining the cleaning duties required. The written schedule will also include the importance of cleaning frequently touched surfaces such as door handles, fridge doors, kettles, railings etc. as mentioned in the *COVID-19 Response Plan for the safe and sustainable operation of Primary and Special Schools Version 3; February 2021*.

Should a staff member develop symptoms while on site, or be a suspected/confirmed case of COVID-19, cleaning protocols as outlined in the [NSAI Guidelines](#)<sup>9</sup> chapter 4 section 6 will be followed:

- *Keep the door to the room closed for at least one hour before cleaning*
- *Do not use the room until the room has been thoroughly cleaned and disinfected and all surfaces are dry*
- *The person assigned to clean the area should avoid touching their face while they are cleaning and should wear household or disposable single use non-sterile nitrile gloves and a disposable plastic apron (if one is available)*
- *Open the window while you are cleaning*
- *Clean the environment and the furniture using disposable cleaning cloths and a household detergent followed or combined with Chlorine based product such as sodium hypochlorite (often referred to as household bleach). Chlorine based products are available in different formats including wipes*
- *Pay special attention to frequently touched flat surfaces, the backs of chairs, couches, door handles, taps of washbasins, toilet handles, and any surfaces or items that are visibly soiled with body fluids*
- *Place all waste that has been in contact with the person, including used tissues, masks if used, in a plastic rubbish bag, along with apron and gloves, and clean your hands. Place the plastic bag into a second bin bag and tie it, then clean your hands again*
- *Store the bag in a safe place until the result of the test is available*
- *If the test result is negative, place the waste in the normal domestic waste bin*
- *In the event the test result is positive, Public Health will advise what to do next*
- *If the person spent time in a communal area or they used the toilet or bathroom facilities, then these areas should be cleaned with household detergent followed by a disinfectant (as outlined above) as soon as is practicably possible*
- *Once the room has been cleaned and disinfected and all surfaces are dry, the room can be put back into use*
- *There is no need to clean carpets (if present) unless there has been a spillage*

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<sup>9</sup> <https://www.nsai.ie/images/uploads/general/NSAI-Guidelines-for-COVID-19-2020-04-09.pdf>

## Ratification of the Covid-19 Protocol and Response Plan

The Revised Protocol (Draft No: 3) was circulated to the members of the Board of Management by email on September 10<sup>th</sup>. All members of the Board agreed to the Protocol at the Board of Management Meeting on September 14<sup>th</sup> 2020.

Signed: *Catherine Burke* (Chairperson BOM). Date: 14/09/2020

Revised Protocol Number 4 was circulated to the Board of Management by email on December 19<sup>th</sup> 2020. All members of the Board agreed to the Protocol at the Board of Management Meeting on December 21<sup>st</sup> 2020.

Signed: : *Catherine Burke* (Chairperson BOM). Date: 21/12/2020

Draft No. 5 was circulated to the Board of Management on January 11<sup>th</sup> 2021 and attention drawn to the updated sections. This has since been updated to Draft No. 6 in light of further Public Health Advice and Guidance from the DES in February 2021. Draft 6 which is based on the latest available Department Guidance was ratified at the Board Meeting on February 11<sup>th</sup> 2021.

Signed: : *Catherine Burke* (Chairperson BOM). Date: 11/02/2021