

St. Benedict's N.S.

COVID-19 POLICY & RESPONSE PLAN



This a live document and will be reviewed regularly and when required, in line with DES and HSE Public Health Advice.

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St. Benedict's N.S. COVID -19 Policy Statement

St. Benedict's N.S is committed to providing a safe and healthy workplace for all our staff and a safe learning environment for all our students. To ensure that, we have developed the following COVID-19 Response Plan. The Board of Management 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 all stakeholders.
- provide up to date information to all stakeholders and students 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.
- inform all staff and students of essential hygiene and respiratory etiquette and physical distancing requirements.
- adapt the school to facilitate physical distancing as appropriate in line with the public health guidance and direction of the Department of Education.
- keep a contact log to help with contact tracing.
- ensure staff and students 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 students to follow if they develop signs and symptoms of COVID-19 during school time.
- implement cleaning procedures in line with Department of Education advice

All stakeholders 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 Representatives, Fiona O'Connor (deputy principal) and Brenda Watson (assistant principal), who will be supported in line with the agreement between the Department and education partners.

Chairperson's signature: _____

Principal's signature: _____

Guidelines for staff

Work is a key part of life and while we want to return to work as soon as possible, it must be done so safely. The school has consulted all documents from DES thoroughly, completed a risk assessment and have put guidelines in place. Health and safety for staff and pupils is paramount and the measures implemented are to

- a) Minimise the risk of introduction of infection into the school.
- b) Manage the risk of it spreading through:
 - i. Regular and good hand hygiene
 - ii. Good respiratory hygiene and coughing etiquette
 - iii. Enhanced cleaning regimes and
 - iv. Maintaining physical distancing in the classroom and within school

Awareness and Minimising Risk of Introduction of Covid- 19

Managing risk of spread if introduced by the following:

1. Exclusion of pupils, staff and visitors who are unwell.
2. Regular hand hygiene
3. Maintaining physical distancing
4. Application of respiratory hygiene and cough etiquette
5. Environmental hygiene

Awareness

1. Promote awareness with posters, email and text communication.
2. Advise the entire school community (staff and pupils) of the following.
 - a. 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.
- b. 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.
 - c. 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.
3. If anyone displays symptoms of Covid – 19 to notify LWR immediately.

Respiratory Etiquette and Hygiene

Hand hygiene

Staff and pupils should understand why hand hygiene is important, when and how to wash their hands. Hand washing amongst staff and pupils several times a day. Hand sanitizers at all entry and exit points, entry into staff room and at photocopiers. Staff and pupils are advised to sanitise when entering and exiting vehicles and when entering and exiting school buildings.

PPE

All staff receive PPE packs to model good hygiene and to remain safe when interacting with others. SET and SNAs will receive more PPE e.g., surgical masks and aprons as they interact closely with pupils for care needs e.g., toileting. Staff will wear masks, following advice from public health. Guidance on the use of face masks will be provided to staff and displayed throughout the school building.

Awareness

In line with DES instructions there will be substantial floor marking, posters in common

areas and age-appropriate posters in the classrooms. Staff are reminded of the necessity to maintain a distance of 2 metres.

Changes to arrival and dispersal of pupils

Arrival of pupils

The gates on the premises will be opened from 8.45am. Padraic Flesk and Fiona O'Connor will supervise outside the building. Teachers on morning supervision will be allocated points to supervise the corridors and classrooms. Parents will be required to leave pupils at the gate, except for parents of junior and senior infant pupils who can drop pupils at the door. These parents are required to wear masks. Pupils must sanitise upon entry to the building and go directly to the classroom.

Updated entry points to minimize the mixing of class groups 'bubbles':

Entry doors for morning arrival	
Junior and Senior Infants	Fire Exit 3 (beside Room 1 Ms Harty)
1 st and 2 nd classes	Fire Exit 8 (beside Mr. Flesk's office)
3 rd and 4 th classes	Fire Exit 2 (beside Ms Lee's room)
5 th and 6 th classes	Fire Exit 5 (beside Mrs Behan's garden)

These entry procedures will mean that all pupils are entering their classrooms on a one-way system, therefore reducing class bubble mixing. There will also be a one-way system in the yard where parents enter via the small gate and leave via the double gate.

Lunchtime / Yard dispersal

Staggered lunchtimes		
Junior Infant to 2 nd classes	10.45 to 11am	12.35 – 1.00
3 rd class to 6 th classes	11.10 – 11.25	1.10 – 1.35

Yard allocation:

Junior and Senior Infants will play on the junior yard. 1st to 6th classes will play on the All-Weather Pitch. The yard and the all the weather pitch will be divided into sections so that each class plays in their bubble.

Exits to yard:

There are changes to exits to minimize traffic per door and allow for social distancing.

SET:

The support team will be divided into groups and assigned to Junior classes or Senior classes. They will also supervise that yard group also.

SNA:

The SNA team will have break at 10.20 – 10.35 and 12.00 – 12.25.

Dispersal

Staff and pupils are instructed to sanitise hands when leaving the building and again when entering their cars. There will be changes on exits to minimize traffic per door and allow for social distancing:

Doors for afternoon dispersal	
Junior Infants @1.40	Fire Exit 3 (Beside M Harty's room)
Senior Infants @1.40	Fire Exit 2 (Beside B Lee's room)
First Class	Fire Exit 6 and will be collected on the All-Weather Pitch
Second Class	Fire Exit 7 and will be collected on the All-Weather Pitch
Third Class	Fire Exit 3 (Beside M Harty's room)
Fourth Class	Fire Exit 2 (Beside B Lee's room)
Fifth Class	Fire Exit 8 (Beside P Flesk's office)
Sixth Class	Fire Exit 8 (Beside P Flesk's office)

Procedure for parent pickup of Junior Infants – 2nd class:

Pick up points will be spaced out and there will be cones in place to ensure social distancing.

Classroom Environment and Social distancing

This is based on two categories: increasing separation and decreasing interaction.

Classrooms

1. To maintain physical distancing in the classroom, primary schools should:
 - a. Reconfigure class spaces to maximise physical distancing.
 - b. Utilise and reconfigure all available space in the school in order to maximise physical distancing.
2. Classes are known as bubbles and these will not mix with other bubbles, where possible.
3. It is recognised that younger children are unlikely to maintain physical distance within indoors, therefore it is not mandatory for Junior Infants – 2nd classes.
4. Within the bubbles, the pupils will be divided into pods. There will be 1m distance between individual pods within the class bubble and between individuals in the pod, wherever possible. From 3rd – 6th there are five pods in each bubble.
5. Attendance is taken by 9.30am daily.
6. All classrooms are ventilated by having the classroom door open and at a minimum window must be opened fully during break times and at the end of the day. Windows must remain partially open when the room is occupied.

Staff

1. To the greatest extent possible, staff will be consistently working with and supervising the same class bubbles and pupils.
2. Social Distancing will be implemented amongst staff common areas such as staffroom, offices, photocopiers and toilet facilities. Maximum capacity will be displayed on each door. Staff who are unable to maintain two metres social distancing in their classrooms must wear face masks. **Staff should also take measures to avoid close contact at face-to-face level such as remaining standing rather than sitting beside/crouching down.** Guidance on the use of face masks will be provided to staff and displayed throughout the school building.
3. Team teaching initiatives, which previously would have seen up to 6 adults in a room

will cease for Term 2 and Term 3.

Wellbeing of staff

Staff Duties

- 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.
- 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.
- Undergo any COVID-19 testing that may be required in their school as part of mass or serial testing as advised by Public Health.

Workspaces

1. Class teacher's desk will be 1 metre from pupils in both class and SET settings.
2. When more than one staff member is working in a room, they will keep 2m from each other. Staff who are unable to maintain two metres social distancing in their classrooms must wear face masks.
3. If required to work closely with pupils, they will have adequate PPE (surgical masks) and practice good hygiene and respiratory etiquette.
4. They should also take measures to avoid close contact at face-to-face level such as remaining standing rather than sitting beside/crouching down.
5. Shared equipment e.g., classroom PC and phones must be sanitised before and after use.

Wellbeing

1. Assistant Lead Work Representative (LWR), Brenda Watson, will be responsible for supporting school staff through being aware of supports from DES, HSE and agencies such as PDST, EAL and NEPs.
2. Following HSE advice on strategies to build collective staff wellness and resilience.
3. Staff will complete Pre-Return to work questionnaire and confirmed details remain unchanged following periods of closure such as school holidays.
4. All staff are required to read Circular 49/2020 https://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0049_2020.pdf . This will be sent alongside the Return-to-Work Questionnaire.
5. There are clear procedures for those who develop symptoms or school closures.

Working with children will special educational needs.

Support Room Environment

1. Pupils attending support in groups should be from the same pod where possible.
2. Attendance on fortnightly plans is imperative should the need for contact tracing take place.
3. Pupils must sanitise hands before and after support.
4. Rooms are well ventilated; doors to remain open and windows to be opened between groups and at break times. During occupancy, windows should be partially opened.
5. Tables and chairs are sanitized between groups. Pupils bring their own materials and if materials are shared between groups these are sanitised.
6. SET to maintain a 2m distance from pupils where possible.
7. To maintain physical distancing in the classroom, schools should:
 - a. Reconfigure class spaces to maximise physical distancing.
 - b. Utilise and reconfigure all available space in the school in order to

maximise physical distancing.

8. Where possible, SEN rooms should be occupied by 1 teacher only.

Learning

1. DES procedures on wellbeing and learning will be adhered to.
2. Maths support will take place in class. If groups are taken from the bubble, they must be from the same pod.
3. For pupils who are unable to hand wash independently, they should be assisted by staff.

Social Distancing

1. Where social distancing is not possible, staff must wear face masks.
2. Staff will be provided with protocol for toileting.
3. Some pupils with SEN will have their own workspace.
4. Pupils from the same class/bubble will work with the same support teacher, where possible.
5. Pupils from different bubbles will not mix on movement breaks.

Use of equipment

If a pupil uses equipment e.g., laptop, sensory equipment, this will be individual to them and cleaned as appropriate.

Guidelines for use of shared spaces

Shared spaces e.g., PE hall & sensory area

1. Computer room will not be in use.
2. There will be timetables for use of all shared areas and maximum capacity if applicable.

3. If pupils are using common areas e.g., hall during movement break, interaction is not permitted and a distance of least 2 metres must be maintained.
4. Unnecessary clutter will be removed from these areas.
5. Equipment will be sanitised after each use.
6. Staff and children will perform hand hygiene before and after use of these areas.
7. These areas will be cleaned daily.

Guidelines for use of shared equipment

Classroom Bubble Equipment

1. Minimise equipment sharing and clean shared equipment between use by different people.
2. The belongings for each pod will be kept together. These will be neatly stored to allow adequate daily cleaning.
3. Equipment, where possible, will be allocated to individuals/pods e.g., art equipment.
4. Shared equipment such as toys will be cleaned on a regular basis, for example weekly.
5. Library books can be used freely and made available without delay.
6. Sharing between pods is avoided, where possible. If items are shared, they are sanitised before and after use.

Shared equipment

1. Children should be encouraged to perform hand hygiene after using any shared item.
2. To the best extent possible, music equipment should not be shared and if sharing is required, the instruments should be cleaned between use.

Changes to staff room

Social Distancing in staffroom/canteen

1. Staggered staff break times.

2. Maximum capacity of the staffroom has been significantly reduced.
3. One- way system around the staffroom
4. Entry and exit doors.
5. There is a rota for staffroom use.

Hand hygiene

1. Staff wash their hands several times during the day.
2. Sanitisers point on entry into staffroom.

Environmental factors

1. Fridge is permitted to be used.
2. No belongings e.g., lunch bags to be left in the staffroom.
3. Staff are encouraged to bring their own cutlery/cups and bring them home with them.
4. All tables to be cleared after each sitting.
5. All cutlery and Delph to be placed in the dishwasher.
6. Microwaves to be sanitised after use.

Visitors

1. Visitors must make prior arrangements and both principal and LWR must be informed.
2. All visitors enter using the reception entry. Physical barrier will be present with floor signage.
3. Physical distancing will be maintained. Max occupancy in reception will be two people.
4. Visitors will be asked to wait outdoors until a staff member is ready to meet them. They must sanitise before entering and leaving the building.

5. Contact tracing log must be completed.
6. Forgotten items will be placed in an allocated area in reception that does not require interaction with staff.

First Aid procedures

1. First Aid Guidelines will be in line with Covid-19 Health Guidance.
2. Basic First Aid can be carried out with the same good practice guidelines. In line with Covid 19 risk staff carrying out first aid need to practice good hand hygiene and wear PPE e.g., gloves, surgical masks and aprons. Where possible close contact will be minimised.
3. Access to AED/defibrillator remains the same and is in OCC office.
4. For toileting breaks on yard the pupil must return to their bubble.
5. If a child presents with symptoms of Covid, procedures for response to be followed (see below)

Very high-risk staff and pupils

Very High-risk staff

1. In order to return to work all staff must read Circular 49/20 and complete Return to Work form at least three days before returning. Employee should self-declare if they are a high risk or very high risk to the principal.
2. Staff member to consult with their health professional e.g., GP and HSE website for advice.
3. Procedure in circular 49/20 will be adhered to.

Very High-risk students

1. School must provide for very high-risk pupils who cannot attend school for health reasons related to Covid 19.

2. Additional supports will be provided for these pupils through designated class and support teacher.
3. The pupil will be provided with individualised support for their learning.
4. The pupil will avail of learning platform used by St. Benedict's N.S.

Procedure for suspected case of staff or a pupil feeling unwell.

1. SEN/EAL storage room (across from room 16) will be the isolation room.
2. If anyone develops symptoms or signs that cause concern about COVID-19 during the day LWR (Fiona O'Connor) or assistant LWR (Brenda Watson) to be notified. The LWR should move as quickly as possible to a separate room (isolation room) or if that is not possible to a separate area more than 2m away from other people other than the person(s) needed to provide support until they can leave.
3. The parents/guardian should be telephoned to come and take the pupil home as soon as is reasonably practical. This needs to be done reasonably promptly but this is not an emergency. It is important that parents and guardians do not expose themselves and others to other risks (for example road traffic accident) on the understanding that this is an emergency.
4. Parents/guardian should take medical advice regarding the requirement for testing and the duration of exclusion from education.
5. There is no requirement for other pupils or school staffs to interrupt their scheduled activity immediately if one person develops symptoms.
6. Contact surfaces in the immediate vicinity of the person with symptoms should be cleaned/wiped down.
7. The person accompanying a pupil waiting to be collected should limit physical contact as much as is practical consistent with the pupil's needs and should use a surgical mask, visor and nitrile gloves. Hand hygiene must be performed after removal of gloves.
8. When the pupil is collected, the accompanying person can resume work with other pupils after removing used PPE and performing hand hygiene.

9. It is not appropriate to require certification from a doctor before the pupil returns to education. There is a certificate that parents can be asked to complete on hpsc.ie website.
- 10.
11. Isolation Room to be cleaned after each use. Shard areas that have been used by the person to be thoroughly cleaned as soon as practically possible. See checklist on page 33 of this document.

Lead Worker Representative Posts

Name of Lead Work Representatives	Contact details
Fiona O'Connor	foconnor@stbenedictsongar.com Ext 132
Brenda Watson	bwatson@stbenedictsongar.com Ext 109

The COVID-19 Return to Work Safely Protocol is designed to support employers and workers to put measures in place that will prevent the spread of COVID-19 in the workplace. The Protocol was developed following discussion and agreement between the Government, Trade Unions and Employers at the Labour Employer Economic Forum.

The Protocol provides for the appointment of a Lead Worker Representative (LWR) in each workplace. The LWR will work in collaboration with the employer to assist in the implementation of measures to prevent the spread of COVID -19 and monitor adherence to those measures and to be involved in communicating the health advice around COVID-19 in the workplace.

The purpose of this section is to set out the provisions in respect of the LWR in schools. These arrangements will operate for the 2020/21 school year and will be kept under review by the parties.

This document should be read in conjunction with:

- the [COVID-19 Return to Work Safely Protocol](#);

- the [Guidance and FAQs for Public Service Employers during COVID-19](#);
- COVID-19 Response Plan for Post-primary Schools (available on the Department of Education website).

Collaborative Approach

Responsibility for the development and implementation of the Covid-19 Response Plan and the associated control measures lies with the Board of Management/ Education and Training Board and school management.

Strong communication and a shared collaborative approach are key to protecting against the spread of COVID-19 in schools, and looking after the health, safety and wellbeing of staff and students. Adherence to the Return-to-Work Protocol will only be achieved if everyone has a shared obligation in implementing the measures contained within the Protocol in their place of work.

If a staff member has any concerns or observations in relation to the Covid-19 Response Plan, control measures or the adherence to such measures by staff, students or others, they should contact the LWR who will engage with school management.

Role of the Lead Worker Representatives

The role of LWR is separate to that of the Safety Representative under the health and safety legislation. However, the Safety Representative may act as the LWR if selected to do so by the staff. In St. Benedict's N.S. the Safety Representative is Fiona O'Connor. The lead Worker Representatives (LWR) are Fiona O'Connor and assistant LWR is Brenda Watson.

In summary, the role of the LWR is to:

- Represent all staff in the workplace regardless of role and be aware of specific issues that may arise in respect of different staff cohorts.
- Keep up to date with the latest COVID-19 public health advice.

- Work collaboratively with school management to ensure, so far as is reasonably practicable, the safety, health and welfare of employees in relation to COVID-19.
- Consult with school management on the control measures required to minimise the risk of staff and students being exposed to COVID-19.
- Promote good hygiene practices, in conjunction with school management, such as washing hands regularly and maintaining good respiratory etiquette along with maintaining social distancing in accordance with public health advice.
- Assist school management with the implementation of measures to suppress COVID-19 in the workplace in line with the Return to Work Safely Protocol and current public health advice.
- Monitor, in conjunction with school management, adherence to measures put in place to prevent the spread of COVID-19.
- Conduct reviews of safety measures that are in place to address and suppress Covid-19 in the workplace. Reviews (including an examination of the workplace) should be conducted on a regular basis (at least twice per week).
- Report any issues of concern immediately to school management and keep records of such issues and actions taken to rectify them.
- Consult with the school management on the school's COVID-19 Response Plan in the event of someone developing COVID-19 while in school including the location of an isolation area and a safe route to that area.
- Following any incident, assess with the school management any follow up action that is required.
- Consult with colleagues on matters relating to COVID-19 in the workplace.
- Make representations to school management on behalf of their colleagues on matters relating to COVID-19 in the workplace.

What can a Lead Worker Representative Do?

The LWR may consult with, and make representations to, school management on any issue of concern in relation to COVID-19. These include issues in relation to:

- Cleaning protocols and their implementation

- Physical Distancing
- Configuration/re-configuration of the school facilities, including classrooms, corridors, halls, open areas, entry and exit points, school grounds etc.
- Implementation of one-way systems in the school to ensure social distancing including when entering and exiting the school.
- Hand Hygiene facilities including their location and whether they are stocked and maintained.
- Hand sanitising
- Staff awareness around hand hygiene in the school
- Respiratory hygiene
- Personal Protective Equipment
- At Risk Groups
- Visitors/Contractors

Does a LWR have any legal responsibilities?

No. A Lead Worker Representative does not have any duties in relation to COVID-19 other than those that apply to employees generally. In other words, the LWR is not responsible for the control measures within an organisation, which remains the employer's responsibility.

Lead Worker Representative(s)

Every school will appoint one Lead Worker Representative.

In schools with more than 40 staff, a second Lead Worker Representative will be appointed.

Supports for the Lead Worker Representative/s

The LWR(s) shall be entitled to:

- Be provided with information and training in respect of their role.
- Be consulted by school management on the control measures being put in place by the school to minimise the risk of being exposed to COVID-19.
- Regular communication with school management on issues related to COVID-19.
- Be informed of changes in practice arising from COVID-19 response measures.

- Have access to any risk assessments prepared or carried out in relation to COVID-19 and to details of incidents of suspected COVID-19 cases that have been notified to the HSE, where they occurred, and any actions taken.
- Be provided with the necessary facilities to enable them to consult with employees or prepare any submissions or reports. These might include access to a meeting room, photocopier, communications and equipment.
- Where the LWR is a teacher, the LWR will receive protected time of 2 hours per week from timetable to enable them to carry out their duties in that role.

Procedure for dealing with issues that arise.

Where a COVID-19 control concern is identified by the LWR or assistant LWR (or is notified to either person by a staff member), this person should bring this to the attention of the Principal. Action points for addressing the issue should, where possible, be agreed between the LWR and the Principal as a matter of urgency. Staff should be informed of the outcome. It is envisaged that issues will be resolved at school level to the maximum extent possible.

If agreement cannot be reached, the LWR should notify the Board of Management (Chairperson Nigel Williamson). Action points for addressing the issue should where possible be agreed between the LWR and the BoM as a matter of urgency. Staff should be informed of the outcome.

If, having exhausted the process above, a serious issue of concern remains outstanding, the LWR may have recourse to the [Health and Safety Authority](#).

Glossary of Terms

- **COVID-19 Response Plan:** plan designed to support the staff and BOM/ ETB in putting measures in place that will prevent the spread of Covid-19 in the school environment. The plan details the policies and practices necessary for a school to meet the Return to Work Safely Protocol, the Department of Education plan for school reopening and to prevent the introduction and spread of COVID-19 in the school environment. COVID-19 Response Plans for Post-primary Schools are available on the Department's website.
- **Labour Employer Economic Forum (LEEF):** the forum for high level dialogue between Government, Trade Union and Employer representatives on matters of strategic national importance - involves the Irish Congress of Trade Unions, Government & Employers.
- **Return to Work Protocol:** national protocol designed to support employers and workers to put measures in place that will prevent the spread of COVID-19 in the workplace.
- **Safety Representative:** Section 25 of the Safety, Health and Welfare at Work Act 2005 sets out the selection and role of the Safety Representative in the workplace. The rights of the Safety Representative are set out in legislation. (Note: A Safety Representative has rights and not duties under the 2005 Act). This role is separate to the LWR under COVID-19, but the Safety Representative may act as the LWR if selected to do so by the staff.

[St. Benedict's N.S. Risk Assessment](#)

Please see attached Risk Assessment.

Checklist for School Management of St. Benedict's N.S.

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

For completion by the agreed person with overall responsibility of managing the implementation of the COVID-19 Response plan.

Planning and Systems

1. Is there a system in place to keep up to date with the latest advice from Government and DES, to ensure that advice is made available in a timely manner to staff and students and to adjust your plans and procedures in line with that advice?	Yes
2. Have you appointed staff member/s to the Lead Worker Representative (LWR) position in accordance with the agreed protocol?	Yes Fiona O'Connor & Brenda Watson
3. Have you advised staff as to who has been appointed to the position of LWR?	Yes
4. Have you prepared a school COVID-19 response plan and made it available to staff and students?	Yes, via email and website Sept and Feb
5. Have you a system in place to provide staff and students 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?	Yes – email and text (Sept and Feb)
6. Have you displayed the COVID-19 posters in suitable locations highlighting the signs and symptoms of COVID-19?	Yes
7. Have you told staff and students of the purpose of the COVID-19 contact log?	Yes
8. Have you a COVID-19 contact log in place to support HSE tracing efforts if required?	Yes – printed at Aisling's office
9. Have you informed staff on the measures that have been put in place to help prevent the spread of the virus and what is expected of them, and provided a system for them to raise issues or concerns and to have them responded to?	Yes
10. Have you reviewed and updated risk assessments in line with Department advice to take account of any controls to help prevent the spread of COVID-19?	Yes

11. Have you updated emergency plans, in particular to take account of the COVID response plan?	Yes
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Staff

1. Have you made available to each staff member a COVID-19 return-to-work form to be completed and returned 3 days before they return to the workplace? Have you requested confirmation that the details in the pre-return-to-work form remain unchanged following periods of closure such as school holidays.	Yes
2. Are you aware of staff members who are at very high risk under the HSE guidance on people most at risk and advised them of the Department of Education's agreed arrangements for management of those staff?	Yes
3. 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?	Yes
4. 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	Yes
5. 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;	Yes
6. Have you told staff and students what to do and what to expect if they start to develop symptoms of COVID-19 while in school, including where the isolation area is?	Yes
7. Have you advised staff of the availability of the supports of the occupational health and wellbeing programme through Spectrum Life?	Yes

Training and Induction

1. Have you advised staff and students to view the Department of Education's training materials which are available online?	Yes – completed during Croke Park hours
2. Have you taken the necessary steps to update your school induction / familiarisation training to include all information relating to COVID-19?	Yes - Staff Meeting Sept and Feb

3. Have first aiders, if available, been given updated training on infection prevention and control re hand hygiene and use of PPE as appropriate? <i>(It is intended that training will be provided as part of the DES online training programme).</i>	Yes
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Buildings / Equipment

1. If you have mechanical ventilation does it need cleaning or maintenance before the school reopens?	Complete
2. Does your water system need flushing at outlets following low usage to prevent Legionnaire's Disease?	Complete
3. Have you visually checked, or had an appropriate person check, all equipment in the school for signs of deterioration or damage before being used again?	Complete
4. Have you arranged for the school including all equipment, desks, benches, doors and frequently touched surfaces points, been thoroughly cleaned before reopening?	Yes – cleaners completed from 25 th – 27 th August & 25 th and 26 th Feb

Control Measures in place

Hand / respiratory hygiene

1. Have you accessed supplies of hand sanitizers and any necessary PPE equipment in line with the HPSC health guidance relating to the reopening of schools , from the national framework provided by the Department? This framework close to being finalised and will be available for drawdown with guidance as to how and what to order accompanying it.	Complete & installed
2. Are there hand washing/hand sanitising stations in place to accommodate staff, students and visitors adhering to hand hygiene measures in accordance with Department guidance?	4 sinks per classroom and sanitiser outside each room
3. Have arrangements been made for staff and students to have regular access to handwashing/hand sanitising facilities as appropriate?	4 sinks per classroom and sanitiser outside each room

4. Are hand sanitisers easily available and accessible for all staff, students and visitors – e.g., in each classroom and at entry and exit points to school buildings?	Yes – outside each classroom
5. Have you made arrangements to ensure hand hygiene facilities are regularly checked and well-stocked?	Yes – Colin will check
6. Does the alcohol-based hand sanitiser have at least 60% ethanol or 70% isopropanol as the active ingredient?	Yes
7. Have you informed staff and students about the importance of hand washing?	Yes -Staff meeting Sept and Feb
8. Have you arranged for staff and students 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?	Yes - Staff meeting Sept and Feb
9. Have you shown staff and students how to use hand sanitiser correctly and where hand-sanitising stations are located? 10. Have you displayed posters on how to wash hands correctly in appropriate locations?	Yes - Staff meeting Sept and Feb.
11. Have you told staff and students when they need to wash their hands or use hand sanitiser? This includes: a) entering and exiting vehicles b) entering and leaving building c) before and after eating and preparing food d) after coughing or sneezing e) after using the toilet f) where hands are dirty g) before and after wearing gloves h) before and after being on public transport i) before leaving home j) when arriving/leaving the school /other sites k) after each class l) after touching potentially contaminated surfaces m) if in contact with someone displaying any COVID-19 symptoms	Yes - Staff meeting Sept and Feb
12. Have you told staff and students of the importance of good respiratory measures to limit the spread of the virus, including? a) avoid touching the face, eyes, nose and mouth. b) cover coughs and sneezes with an elbow or a tissue. c) dispose of tissues in a covered bin	Yes - Staff meeting Sept and Feb

Physical Distancing:

1. Have you identified all available school space to be used to maximise physical distancing?	Yes
2. 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?	Yes
3. Have you arranged to revise the layout of the rooms and furniture as per the Department guidelines?	Yes
4. Have you arranged in each room that the teacher's desk should be at least 1 metre (and where possible 2 metres) away from student desks?	Yes
5. Have you arranged in each room that students would be, at least 1 metre and (where possible 2 metres) away from each other?	Yes, 1m away per pod
6. Have you where possible and practicable assigned students to main class cohorts to minimise the risk of infection from COVID-19?	n/a
7. Have you arranged the timetable to facilitate double classes where possible and practicable?	n/a
8. Have you advised staff and students that when students are moving to an elective subject they would, where practicable be seated with members of their main class cohort?	n/a
9. Have you made arrangements to limit interaction on arrival and departure from school and in other shared areas?	Yes
10. Have you encouraged walking or cycling to school as much as possible?	Yes - Letter to parents
11. Have you made arrangements, in so far as possible, to open additional access points to school to reduce congestion?	Yes
12. Can you provide a one system for entering and exiting the school, where practical?	Yes, for classes. Designated doorway for staff
13. Have you arranged for staff meetings to be held remotely or in small groups or in large spaces to facilitate physical distancing?	Yes
14. Have you taken steps to minimise rotation of staff between classes where possible?	Yes – SET timetable finalised
15. Have you a system to regularly remind staff and students to maintain physical distancing?	Yes – announcements
16. Have you advised staff and students not to shake hands and to avoid any physical contact?	Yes – sign on front door

17. Have you stopped all non-essential travel for school activities?	Yes
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Visitors to Schools

1. Have you identified the activities that involve interacting with essential visitors to schools, made arrangements to minimise the number of such visitors and put in place measures to prevent physical contact, as far as possible?	Yes
2. Are there arrangements in place to inform essential visitors to schools of the measures to help prevent the spread of infection?	Yes
3. 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 ?	Yes – contact log in place

Checklist Lead Worker Representative

Checklist of questions in line with the protocol at ‘Lead Work Representative’ section above, as agreed between the Department and management bodies.

1. Have you been s/elected by your colleagues on the staff and have you agreed with your school principal to act as a Lead Worker Representative for your school, in accordance with the process for <i>lead worker representative/s in schools that has been agreed centrally and is to be implemented locally</i>).	Yes
2. Have you been provided with information and training in relation to the role of Lead Worker Representative? (<i>Training for this role is currently being explored with the HSA</i>).	Yes – complete
3. Are you keeping up to date with the latest COVID-19 advice from Government?	Yes
4. Are you aware of the signs and symptoms of Covid – 19? https://www2.hse.ie/conditions/coronavirus/symptoms.html	Yes
5. Do you know how the virus is spread? https://www2.hse.ie/conditions/coronavirus/how-coronavirus-is-spread.html	Yes
6. Do you know how to help prevent the spread of COVID-19?	Yes

7. Have you watched and do you understand the online training provided by the Department of Education and have you been given induction training before returning to school?	Yes
8. Have you been made aware of the control measures your school has put in place to minimise the risk of you and others being exposed to COVID-19? 9. Are you helping in keeping your fellow workers up to date with the latest COVID-19 advice from Government?	Yes
10. Have you completed the COVID-19 return-to-work form and given it to your school? (<i>DES template Return-to-Work form available</i>)	Yes
11. Are you aware of the control measures your school has put in place to minimise the risk of you and others being exposed to COVID-19? (<i>Checklist for School Management available</i>)	Yes
12. On behalf of the employer did your school principal consult with you when putting control measures in place? Control measures have been agreed centrally between the Department and education partners and will be revised as necessary. Consultation at school level should take place on any specific local arrangements necessary to implement the protocol	Yes
13. Have you a means of regular communication with the principal and where applicable any other person with overall responsibility for the school COVID-19 plan?	Yes
14. Are you co-operating with your school to make sure these control measures are maintained?	Yes
15. Have you familiarised yourself with the cleaning requirements needed to help prevent cross contamination? (<i>Checklist for Cleaning and Disinfection available</i>)	Yes
16. Have you been asked to walk around and check that the control measures are in place and are being maintained?	Yes – complete
17. Are you reporting immediately to the person with overall responsibility for the school COVID-19 plan any problems, areas of non-compliance or defects that you see?	Yes
18. Are you keeping a record of any problems, areas of non-compliance or defects and what action was taken to remedy the issue?	Yes
19. Are you familiar with what to do in the event of someone developing the symptoms of COVID-19 while at school?	Yes

20. Are you co-operating with your school in identifying an isolation area and a safe route to that area? (Checklist for dealing with suspected case of COVID-19 available)	Yes
21. Are you helping in the monitoring and keeping under review the management of someone developing symptoms of COVID-19 while at school?	Yes
22. Once the affected person has left the school, are you helping in assessing what follow-up action is needed?	Yes
23. Are you helping in maintaining the staff and student contact log?	Yes
24. Have you been made aware of any changes to the emergency plans or first aid procedures for your school?	Yes
25. Are you making yourself available to fellow staff to listen to any COVID-19 control concerns or suggestions they may have?	Yes
26. Are you raising those control concerns or suggestions with your school Principal and feeding back the response to the staff member/s who raised the issue?	Yes
27. Are you aware of the availability of the Spectrum Life Wellbeing Together Programme?	Yes
28. Have you been provided by the Principal/ school management with the supports to which you are entitled in your role as Lead Worker Representative?	Yes
29. If you are a teacher, have you been provided with the 2 hours per week of protected time off class contact hours, as provided for in the protocol?	Yes
30. If you are an SNA, have you been provided with 66 of the "72 hours", as provided for in the protocol?	n/a

Checklist for Cleaning

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 to staff and students and to adjust your cleaning procedures in line with that advice?	Yes
Have you reviewed the HPSC health advice for the safe re-opening of schools, in particular Section 5.6 Environmental Hygiene?	Yes
Have you explained the need for the enhanced cleaning regime to staff and students?	Yes - Staff meeting Sept and Feb
Are you aware that cleaning is best achieved using a general-purpose detergent ad warm water, clean cloths, mops and the mechanical action of wiping and cleaning, following by rinsing and drying?	Yes
Have you sufficient cleaning materials in place to support the enhanced cleaning regime?	Yes
Have you provided training for cleaning staff on the enhanced cleaning regime? (<i>DES intends to provide online training for cleaning staff</i>)	Yes – complete
Have you made arrangements for the regular and safe emptying of bins?	Yes
Are you familiar with the cleaning options for school settings set out in the HPSC health advice for schools for surfaces, toilets, cleaning equipment, PPE and waste management?	Yes
Are you aware that each school setting should be cleaned once per day?	Yes
Have you in place a written cleaning schedule of the following frequently touched surfaces? <ul style="list-style-type: none"> ● Door handles, ● Handrails ● Chairs/arm rests ● Communal eating areas ● Sinks ● Toilets facilities ● Cleaning of frequently touched surfaces such as vending machines, coffee machines and door handles 	Yes – these will be cleaned daily
Have you provided cleaning materials to staff and students so that they can clean their own desk or immediate workspace?	Yes

Have you advised staff that they are responsible for cleaning personal items that have been brought to work and are likely to be handled at work or during breaks? E.g., mobile phone laptop and to avoid leaving them down on communal surfaces or they will need to clean the surface after the personal item is removed.	Yes
Have you advised staff and students to avoid sharing items such as cups, bottles, cutlery, pens	Yes
Have you put in place a written cleaning schedule to be made available to cleaning staff including? <ul style="list-style-type: none"> ● Items and areas to be cleaned. ● Frequency of cleaning ● Cleaning materials to be used. ● Equipment to be used and method of operation 	Yes
Details of how to clean following a suspected case of COVID-19 are at Section 7 of the Plan above (can be added here again if considered useful)	Yes
If disinfection of contaminated surfaces is required, is a system in place to do this following cleaning?	Yes
If cleaning staff have been instructed to wear gloves when cleaning are, they aware of the need to wash their hands thoroughly with soap and water, both before and after wearing gloves?	Yes
Have you a system in place for the disposal of cleaning cloths and used wipes in a rubbish bag? <i>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</i>	Yes
Have you ensured there is a system in place to make sure reusable cleaning equipment including mop heads and non-disposable cloths are clean before re-use?	Yes
Have you ensured there is a system in place to ensure that equipment such as buckets are emptied and cleaned with a fresh solution of disinfectant before re-use?	Yes

Checklist for dealing with a suspected case of COVID-19.

Each main class cohort should be considered a separate group for the purpose of managing suspected cases. Each teacher/staff member will be required to manage a suspected case in line with the protocol and training.

Fiona O'Connor and Brenda Watson will be responsible 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?	Yes - SEN room
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.	n/a
3. Is the isolation area accessible, including to staff and students with disabilities?	Yes – room will remain unlocked
4. Is the route to the isolation area accessible?	Yes
5. Have you a contingency plan for dealing with more than one suspected case of COVID-19?	Yes – use of servery
6. Are the following available in the isolation area(s)? <ul style="list-style-type: none"> ✓ Tissues ✓ Hand sanitiser ✓ Disinfectant/wipes ✓ Gloves/Masks ✓ Waste Bags ✓ Bins ✓ Aprons 	Yes

Isolating a Person

1. Are procedures in place to accompany the infected person to the isolation area, along the isolation route with physical distancing from them?	Yes – LWR to be called. In her absence assistant LWR to be called.
2. Are staff familiar with this procedure?	Yes
3. Have others been advised to maintain a distance of at least 2m from the affected person at all times? (it is intended that this will be dealt with as part of DES online training)	Yes
4. Is there a disposable mask to wear for the affected person while in the common area and when exiting the building?	Yes

Arranging for the affected person to leave the School.

(this checklist is displayed in isolation room and will be completed when relevant)

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

Follow up.

Have you carried out an assessment of the incident to identify any follow-up actions needed?	
Have you advised the LWR of the incident in accordance with the agreed protocol?	

Are you available to provide advice and assistance if contacted by the HSE?	
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Cleaning

(this checklist to be displayed in isolation room will be completed after use)

1. Have you taken the isolation area out-of-use until cleaned and disinfected?	
2. Have you made arrangements to clean and disinfect any classroom space where the staff or students were located?	
3. 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?	
4. Have the cleaners been trained in dealing with contaminated areas and supplied with the appropriate PPE? <i>(It is intended to provide online training for cleaning staff. Appropriate PPE will be available to schools through the national procurement process which schools can access in line with the guidance which will be provided shortly)</i>	

St. Benedict's N.S. Contact Tracing Log

Name of School	St. Benedict's National School		School Contact Person	
Address of School	Ongar, Dublin 15 D15 PY61		For Queries only: Phone No	01-6403011
			Email	office@stbenedictsongar.com
Name of Visitor				Was the visit pre-arranged with the Principal? Yes <input type="radio"/> No <input type="radio"/>
Date of Visit		Time	Entry to school	Exit from school.
Visitor Status	Contractor <input type="checkbox"/>	Parent/ Guardian <input type="checkbox"/>	Other <input type="radio"/> Please complete: _____	
Contact details of visitor	Company Name (if applicable)			
	Address			
	Contact No.		Email Address	
	Reason for Visit			
Who the visitor met (separate line required for each person the visitor met)				
Name of Person visited			Length of time spent with each person in the school	

This form needs to be returned to Aisling at the front office.

St Benedict's N.S. Pre-Return to Work Questionnaire COVID-19

This questionnaire must be completed by staff **at least 3 days** 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.

Employee Name: _____ **Date:** _____
Name of School: St. Benedict's N.S. **Name of Principal:** Padraic Flesk

	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: _____ (Employee)