



# **COVID-19 Response Plan**

## **for the Safe and Sustainable Re-opening**

### **of**

## **John the Baptist Community School**

**Approved by Board of Management & Issued August 2020**

**Updated March 2021**

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This is a living document and may be reviewed and amended to take into account new guidance from [www.Gov.ie](http://www.Gov.ie), [www.dbei.ie](http://www.dbei.ie), [www.hse.ie](http://www.hse.ie), [www.hpssc.ie](http://www.hpssc.ie), [www.hsa.ie](http://www.hsa.ie); [www.education.ie](http://www.education.ie) or agreements with education partners as appropriate for post primary schools.

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## 1) COVID -19 Policy Statement

*John the Baptist Community School* 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 BOM/ETB and all school staff are responsible for the implementation of this plan and a combined effort will help contain the spread of the virus. We will:

- continue to monitor our COVID-19 response and amend this plan in consultation with our staff
- provide up to date information to our staff and 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
- agree with staff, a worker representative who is easily identifiable to carry out the role outlined in this plan in relation to summer provision
- inform all staff and 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 in line with Department of Education advice

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

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

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

## 2) **Introduction**

The following Covid 19 Response plan has been developed in line with the government's 'Roadmap for the Full Return to School', guidelines from the Health and Safety Authority (HSA), the Health Service Executive (HSE) and Department of Health. This document lays out the measures the school will put in place to prevent the spread of Covid 19 in our school. The Situation will be reviewed in light of any issued circulars from the Department of Education and Skills.

The Covid 19 Response Plan incorporates current advice about measures to reduce the spread of Covid 19 in the community issued by National Public Health Emergency Team (NPHE). As the advice issued by NPHE continues to evolve, this document may also change. Therefore, the following measures are non-exhaustive and are subject to change i.e. this is a living document.

We will follow closely the advice issued by the relevant government departments and if necessary, update and amend this Covid 19 Response Plan.

The purpose of this document is to provide clear and helpful guidance for the safe operation of post primary schools through the prevention, early detection and control of COVID-19. It provides key messages to minimise the risk of COVID-19 for staff, students, families and the wider community while recognising the importance of education for the health and wellbeing of students and society as a whole.

This document focuses on the practical steps which can be taken in post primary schools to minimise the risk of infection while recognising that no interpersonal activity is without risk of transmission of infection at any time.

One of the key challenges is to balance the need for a practical and sensible level of caution with the need to provide a supportive environment for teaching and learning. This document identifies the steps schools can take to do everything practical to avoid the introduction of COVID-19 into the school and the steps that can be taken to reduce the likelihood of the spread within the school itself in the event that COVID-19 is introduced to the school.

The Department has worked intensively with the education partners to develop consistent plans, advice, protocols and guidance for schools, including the School COVID-19 Response plan. There is a suite of documentation available to support schools to reopen safely and fully including guidance on learning, school programmes and wellbeing for the 2020/21 school year. There is also information on funding, staffing and resources to schools to support COVID-19 measures. Schools are advised to familiarise themselves with these documents. All of the documents will be available at **[gov.ie/backtoschool](https://gov.ie/backtoschool)**

In addition, the Department has a communication plan for school reopening which focuses on ensuring that schools, school communities and all stakeholders will have the relevant information to support the reopening and continued operation of schools. There is a particular focus on supporting

parents and students through the appropriate use of media channels, through schools themselves and on **gov.ie**

### **3) JTBCS COVID-19 Response Plan**

JTBCS COVID-19 Response Plan is designed to support the staff and Board of Management (BOM) in putting measures in place that aim to prevent the spread of COVID-19 in the school environment

The COVID-19 Response Plan details the policies and practices necessary for a school to meet the Government's '*Return to Work Safely Protocol*', the Department of Education plan for school reopening that will aim to prevent the introduction and spread of COVID-19 in the school environment.

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

In line with the Return to Work Safely Protocol, the key to a safe and sustainable return to work and reopening of schools requires strong communication and a shared collaborative approach between the BOM, staff, students and parents.

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

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

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

The JTBCS Board of Management (BOM) aims to facilitate the resumption of school-based teaching and learning and the return to the workplace of staff. The return to the workplace must be done safely and in strict adherence to the public health advice and any guidance issued by the Department of Education.

Details for the safe reopening of the schools and the applicable controls are outlined in this document.

Before reopening JTBCS for the 2020/21 school year, the following processes will have been put in place:

- Means of keeping up to date with public health advice, changes to any Government plans for the safe reopening of society and Department of Education updates;
- Means of passing on this information in a timely manner to staff, students, parents and others as required through website, Microsoft teams, text or email means.
- Staff will have reviewed the training materials provided by the Department of Education **(details at Section 4.1)**;
- Provided staff with access to the Return to Work (RTW) form **(details at Section 4.2)**;
- Identified a Lead Worker representative **(details at Section 4.3)**;
- Displayed posters and other signage to prevent introduction and spread of COVID-19 **(details at Section 4.4)**;
- Made the necessary changes to the school layout to support the redesign of classrooms to support physical distancing **(details at Section 4.5)**;
- Removed unnecessary clutter to facilitate ongoing cleaning of the school but take into account the importance of having educational materials to create a stimulating learning environment;
- Updated the health and safety risk assessment **(details at Section 4.6)**;
- Made necessary arrangements to restrict access to the school and maintain records of contacts to the school **(details at 4.7)**;
- Reviewed the school buildings to check the following:
  - Does the water system need flushing at outlets following low usage to prevent Legionella disease;
  - Has school equipment and mechanical ventilation been checked for signs of deterioration or damage before being used again;
  - Have bin collections and other essential services resumed.

#### **4.1) Induction Training**

All staff have undertaken and completed the COVID-19 Induction Training prior to returning to the school building. Acknowledgement of completion has been retained by the Principal. Such training ensured that staff have full knowledge and understanding of the following:

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

- COVID-19 symptoms
- What to do if a staff member or student develops symptoms of COVID-19 while at school
- Outline of the COVID-19 response plan

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

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

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

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

In order to return to the workplace, all staff of JTBCS completed a **Return to Work (RTW)** form, which was available electronically or from the Deputy Principal, I. Browne. A hard copy is attached also at **Appendix 2**. These have been retained for evidence.

A RTW form is completed and returned **3 days** before returning to work.

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

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

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

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

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



- have severe respiratory conditions including cystic fibrosis, severe asthma, pulmonary fibrosis, lung fibrosis, interstitial lung disease and severe COPD
- have a condition that means they have a very high risk of getting infections (such as SCID, homozygous sickle cell)
- are taking medicine that makes you much more likely to get infections (such as high doses of steroids or immunosuppression therapies)
- have a serious heart condition and are pregnant

The advice for this group is available from the HSE. Details of the arrangements that will apply for these staff, which is outlines in circular 0049/2020 has been emailed to all staff members on the 11/08/20.

### **4.3) Lead Worker Representatives**

The protocol provides for the appointment of two Lead Worker Representatives (LWRs) at John the Baptist Community School. The LWR's 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.

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

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

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 LWRs who will engage with school management.

The role of LWRs is separate to that of the Safety Representative under the health and safety legislation. In JTBCS, the Safety Representative liaises with and supports the work of the LWRs. 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.

Names of Lead Worker Representative/s:	Contact details:
Danny Wade (Non-teaching Staff LWR)	<a href="mailto:Dwade@johnthebaptistcs.ie">Dwade@johnthebaptistcs.ie</a>
Mark Deegan (Teaching Staff LWR)	<a href="mailto:Mdeegan@johnthebaptistcs.ie">Mdeegan@johnthebaptistcs.ie</a>

All staff, students, parents, contractors and visitors have a responsibility, both as individuals and collectively to have due regard for their own health and safety and that of others and to assist with the implementation of the COVID-19 Response Plan and associated control measures.

Full details of the arrangements which apply for the LWR in JTBCS is set out at **Appendix 3**.



## **Appendix 8 Checklist Lead Worker Representative**

### **Checklist of questions in line with the protocol at Appendix 3 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 *lead worker representative/s in schools that has been agreed centrally and is to be implemented locally*).
2. Have you been provided with information and training in relation to the role of Lead Worker Representative? (*Training for this role is currently being explored with the HSA*).
3. Are you keeping up to date with the latest COVID-19 advice from Government?
4. Are you aware of the signs and symptoms of COVID-19?
5. Do you know how the virus is spread?
6. Do you know how to help prevent the spread of COVID-19?
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?
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?
10. Have you completed the COVID-19 return-to-work form and given it to your school? (*DES template Return-to-Work form available*)
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? (*Checklist for School Management available*)
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
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?
14. Are you co-operating with your school to make sure these control measures are maintained?

15. Have you familiarised yourself with the cleaning requirements needed to help prevent cross contamination? (*Checklist for Cleaning and Disinfection available*)
16. Have you been asked to walk around and check that the control measures are in place and are being maintained?
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?
18. Are you keeping a record of any problems, areas of non-compliance or defects and what action was taken to remedy the issue?
19. Are you familiar with what to do in the event of someone developing the symptoms of COVID-19 while at school?
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*)
21. Are you helping in the monitoring and keeping under review the management of someone developing symptoms of COVID-19 while at school?
22. Once the affected person has left the school, are you helping in assessing what follow-up action is needed?
23. Are you helping in maintaining the staff and student contact log?
24. Have you been made aware of any changes to the emergency plans or first aid procedures for your school?
25. Are you making yourself available to fellow staff to listen to any COVID-19 control concerns or suggestions they may have?
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?
27. Are you aware of the availability of the Spectrum Life Wellbeing Together Programme?
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?
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?
30. If you are an SNA, have you been provided with 66 of the “72 hours”, as provided for in the protocol?
31. If you are a school secretary or a caretaker have your duties been re-prioritised by school management to afford you sufficient time to carry out your duties as LWR within the scope of your normal contracted hours, as provide for in the protocol?

#### **4.4) Signage**

Throughout John the Baptist Community School the following signage is displayed in prominent areas such as offices, corridors, staffroom area, classrooms and toilets. The following posters outline the signs and symptoms of COVID-19 and support good hand and respiratory hygiene for all members of the school community.

1. ‘Hand Washing Adults’ – displayed above sinks in bathrooms throughout the school.
2. ‘How to use Sanitiser’ – Located next to sanitiser dispensers/stations in classrooms.
3. ‘Cough & Sneeze’, ‘face coverings’, ‘staying safe at work’ and ‘when at school continue’ posters – displayed on corridors throughout the school.

Signage will be erected at the entrance to the main school campus, as well as entrance to both junior and senior campuses.

#### **4.5) Making Changes to School Layout**

Maintaining physical distancing in JTBCS is one of the key control measures to minimize the risk of the introduction and spread of COVID-19.

The “*Framework to maintain Physical Distancing in the Classroom in Post Primary Schools with a full return of all students for the 2020/21 School Year*” was utilised during the reconfiguration of classrooms and other areas, to support physical distancing in line with the guidance in advance of school reopening.

#### **4.6) Health and Safety Risk Assessment**

COVID-19 represents a hazard in the context of health and safety in the school environment. The Covid Response Team have completed a detailed risk assessment to identify the control measures required to mitigate the risk of COVID-19 in a school settings and is attached at **Appendix 4**.

The Health and Safety Team are currently reviewing their emergency procedures involving, fire safety, first aid/first reponse, accidents and dangerous occurrences to consider any new risks that arise due to the school’s COVID-19 Response Plan. Any changes to the schools existing emergency procedures is being documented and will be incorporated into the school’s safety statement.

JTBCS school community will continue to review their existing risk assessments to consider any new risks that arise due to the school’s COVID-19 Response Plan. Any changes to the school’s current risk assessments will be documented and be incorporated into the schools' statement.

##### **First Aid/emergency procedure**

The standard First Aid/emergency procedure shall continue to apply in JTBCS. In an emergency or in case of a serious incident, the school will call for an ambulance or the fire brigade on 112/999 giving details of location and type of medical incident.

#### **4.7) Access to School and Contact Log**

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

Arrangement for necessary visitors such as contractors and parents/guardians will be restricted to essential purposes and limited to those who have obtained prior approval from the Principal by emailing [info@johnthebaptistcs.ie](mailto:info@johnthebaptistcs.ie) or phoning 061-383283.

**The prompt identification and isolation of potentially infectious individuals is a crucial step in restricting the spread of the virus and protecting the health and safety of the individuals themselves and other staff, contractors and visitors at JTBCS.**

A Contact Tracing Log Form of those entering the school facilities is maintained.

The school has created a contact log of all staff and students, containing name, address, contact number and date of birth. The contact logs will be stored securely and kept solely for contact tracing purposes if required by public health.

The Data Protection Commission has provided guidance on the data protection implications of the return to work protocols. This advice can be found here:

<https://www.dataprotection.ie/en/news-media/data-protection-implications-return-work-safely-protocol>

Schools are reminded that all school records and data must be maintained and processed in compliance with the GDPR and the Data Protection Acts. The responsibility for compliance with the legislation rests with each school in their role as data controller.

## **5) Control Measures - To prevent Introduction and Spread of COVID-19 in Schools**

In JTBCS we are endeavouring to implement everything practical to avoid the introduction of COVID-19 into the school. If infection is not introduced, it cannot be spread. The risk of spreading the infection once introduced exists in all interpersonal interactions; student - student, staff - staff and staff- student, and must be managed in all settings.

A range of essential control measures have been implemented in JTBCS to reduce the risk of the spread of COVID -19 virus and to protect the safety, health and welfare of staff, students, parents/guardians and visitors as far as possible within the school. The control measures shall continue to be reviewed and updated as required on an ongoing basis.

It is critical that staff, students, parents/guardians and visitors are aware of, and adhere to, the control measures outlined and that they fully cooperate with all health and safety requirements.

*Staff, should note that they have a legal obligation under Section 13 of the Safety, Health and Welfare at Work Act 2005 to comply with health and safety requirements and to take reasonable care for the health and safety of themselves, their colleagues and other parties within the workplace.*

### ***How to Minimise the Risk of Introduction of COVID-19 into schools:***

The LWRs and Management promoted awareness of the measures in place to minimise the risk of the introduction of Covid 19 in our School through the following channels; communication prior to commencement of school, presentation and dialogue by LWRs at virtual staff meeting, ongoing voice notes from management, regular updates via Teams/emails. The Covid Response Plan will be available on the school website and will be updated as required, in line with public health guidance.

- Staff and students have been advised not to attend school if they are displaying symptoms of Covid 19, to phone their doctor and to follow HSE guidance on self-isolation;

- Advised staff and students not to attend school if they have been identified by the HSE as contact for a person with COVID-19 and to follow the HSE advice on restriction of movement;
- Advised staff and students that develop symptoms at school should promptly bring this to the attention of the Principal or Deputy Principals within that pod/area or the Supervisor within that campus.
- Ensured that staff and students know the protocol for managing a suspected case of COVID-19 in school (**details at Section 8**);
- Advised everyone entering the school building that they need to perform hand hygiene with a hand sanitiser that is provided at all entry and exit points to the school buildings.
- Advise all relevant parties that visitors to the school during the day should be by prior arrangement with the principal and should be received at a specific contact point – which is located just outside the main entrance to the school. Visitors are required to utilise the buzzer in which administrative staff will greet you.
- Physical distancing of 2 metres should be maintained between staff, students and visitors at all times and ensure the wearing of face coverings at all times.
- Advise staff and pupils to self-isolate or restrict their movements at home if they display any signs or symptoms of COVID-19 and contact their family doctor to arrange a test
- Advise staff and pupils not to return to or attend school in the event of the following:
  - If they are identified by the HSE as a close contact of a confirmed case of COVID-19
  - If they live with someone who has symptoms of the virus
  - If they have travelled outside of Ireland; in such instances staff are advised to consult and follow latest Government advice in relation to foreign travel.
  - Advise staff and 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;

## 5.1) **Know the Symptoms of COVID-19**

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

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

Any student who is feeling unwell should firstly notify their class teacher and then follow school protocol for dealing with a student who is unwell (poster displayed in each classroom).

## 5.2) **Respiratory Hygiene**

In JTBCS face coverings must be worn by all persons (apart from at break and lunch times when eating, while still maintaining a minimum distance of 2 metres).



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

### **5.3) Hand Hygiene**

Staff and students understand why hand hygiene is important, as well as when and how to wash their hands, through the showing of videos, posters and demonstration by teachers/tutors/management.

JTBCS promotes good hygiene and displays posters throughout the schools on how to wash or sanitise hands. Class tutors, LWRs, teachers, staff and Management continually reinforce the steps to follow when handwashing. Please see <https://www2.hse.ie/wellbeing/how-to-wash-your-hands.html> or videos can also be viewed on the school website by following the link 'feeling well'.

Hand hygiene is achieved in school by hand washing with soap and water or use of a hand sanitiser (when hands look clean).

The risk posed by bathroom and hand hygiene facilities were assessed by LWR's. In each bathroom, urinals or sinks were blocked off to ensure physical distancing can be maintained and to avoid congregation of people. A queueing system has been put in place and markers laid out on the floor to ensure 1m is maintained while waiting to use the toilet facilities. Only two students are permitted to use the toilets any one time.

Hand sanitiser dispensers are located at each entry/exit point to the school and inside the door of each classroom throughout the school. Care should be taken to clean up any hand sanitiser spills to prevent risks of falls.

Warm water is available in the majority of bathrooms, but where plumbing system only supplies cold water, a soap that emulsifies easily is available.

Hand washing facilities are maintained in good condition and supplies of soap and towels are topped up regularly by the cleaners and caretakers to encourage everyone to use them.

Hot air dryers are an acceptable alternative for hand drying and are regularly maintained. There is no evidence that hand dryers are associated with increased risk of transmission of COVID-19.

Laminated Posters displaying hand washing techniques and promoting hand washing are placed on walls adjacent to washing facilities.

Hand sanitiser is suitable for use for hand hygiene when hands are not visibly soiled (look clean).

Evidence of effectiveness is best for alcohol-based hand sanitiser, but non-alcohol-based hand sanitisers can be used too.

When hand sanitisers/rubs/gels are being used in school care should be taken to ensure that students do not ingest them as they are flammable and toxic.

There is a requirement for access to hand washing facilities after activities that are likely to soil hands, for example playing outside or certain sporting activities as hand sanitiser does not work on dirty hands

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

#### **Frequency of Hand Hygiene**

Students and staff should perform hand hygiene:

- On arrival at school;



- Entering and exiting each building;
- Entering and exiting each classroom;
- Before eating or drinking;
- After using the toilet;
- After petting animals;
- After playing outdoors;
- When their hands are physically dirty;
- When they cough or sneeze.

## 5.4) **Physical Distancing**

In JTBCS staff should maintain a minimum of 1 m distance from others, while wearing a face covering, and where possible maintain a 2m distance from others. They should also take measures to avoid close contact at face-to-face level, such as remaining standing rather than sitting beside/crouching down.

It is also recognised that it is not always possible for staff to maintain physical distance from students and it is not appropriate that they would always be expected to do so where this could have a detrimental impact on the student, eg. First aid/first response. In such cases, masks must be worn and appropriate PPE is provided.

Physical distancing falls into two categories:

- Increasing separation
- Decreasing interaction

### ***Increasing separation***

In John the Baptist Community School appropriate reconfigurations/operational changes necessary to maintain physical distancing have taken place in all classrooms, staff canteen and work areas and corridors.

*The Framework to maintain Physical Distancing in the Classroom in Post Primary Schools with a full return of all Students for the 2020/21 School Year has been adopted where possible throughout the school. The following are suite of measures set out in the Framework and have been implemented as follows in JTBCS:*

1. Reconfigure class spaces to maximise physical distancing;
  - Students are seated 1m from other students within the classroom, and are wearing a face covering at all times,
  - Teacher desk is placed at least 1m from students and Perspex surrounding desk to enhance safety.
2. Utilising and reconfiguring all available space in the school in order to maximise physical distancing;
  - The Gym has been reconfigured into 2 teaching spaces for TY Class D & E.
  - The outer canteen has been installed with Desks/chairs and IT/technology to act as an overflow classroom when rooms are not available.
  - The inner canteen has been set as an eating space for teachers, seat clearly labelled with 'please sit here' illustrating 2m distance from one another.
3. Review Timetables;
  - The Timetable has been reviewed to incorporate split lunches in order to ensure physical distancing can be maintained.  
-3<sup>rd</sup> Year – 12.25 Lunch

- 1<sup>st</sup>, 2<sup>nd</sup>, 5<sup>th</sup> & 6<sup>th</sup> - 1.05pm Lunch

- TY – 1.40pm Lunch

- At the end of the school day (approximately 6 minutes before the end), students are called out over the intercom on a staggered basis (alphabetically), to ensure a consistent flow and to reduce congregation on corridors.
  - All year groups have a designated area for break and lunch which also minimises congregation.
4. Consider Use of Live Streaming within the school:
- All teachers have their own device and therefore live streaming can be considered if required.
5. Accessing available spaces within the local community;
- We have successfully utilised all spaces within the school, therefore we did not require spaces within the local community.

A link to the “*Framework to maintain Physical Distancing in the Classroom in Post Primary Schools with a full return of all Students for the 2020/21 School Year*” is provided here.

You can see a link to illustrated classroom layouts to maintain social distancing here.

### ***Decreasing interaction***

The extent to which decreasing interaction is possible in a post primary school will depend on the school setting and a common-sense approach is required recognising the limits to which this can be achieved between students.

In John the Baptist Community School physical distancing of at least 1.1m is maintained between desks or between individual students while wearing a face covering. Where possible a distance of 2m between staff and student is maintained, however Perspex has been installed to ensure safety where 1m distance is only possible.

As far as possible for junior classes, students are assigned to a base classroom in which they would remain in this classroom for most subjects, with teachers moving between rooms. Due to Subject and timetabling limitations 5<sup>th</sup> Year and 6<sup>th</sup> Year students are not in base classroom. During break or lunch times, if the weather is bad, they are required to return to their Maths classroom for the duration of break/lunch and are required to follow social distancing procedures (desks have been marked with a blue dot indicating a 2m distance between students).

Double classes are planned, where possible, to minimise movement during the day.

Where students have an elective subject, they move quickly into the new class and are seated with members of their class cohort, observing physical distance protocol.

Hand washing and/or sanitising stations are provided inside the door of all classrooms and at entry/exit points of buildings for use by staff and students during the movement between classes.

Physical distancing between the teacher and class should be observed, teachers are encouraged to remain behind the perspex as much as possible.

Where movement of class groups between rooms is required, it is planned to minimise interaction with other class groups.

On arrival to school students are asked to move quickly to their first class to limit interaction in hallways and other shared areas.

Social physical contact (hand to hand greetings, hugs) are not allowed.

Where students need to move about within the classroom to perform activities (access to a shared resource) it should be organised to the greatest degree possible to minimise congregation at the shared resource.

Staff and students should avoid sharing of personal items.

Where learning and teaching involves the use of keyboards or tablets/laptops, the contact surface of the device should be cleaned regularly with disinfectant wipes that are provided on all laptop trollies. Hand hygiene is encouraged before and after use of tablets/devices.

## **Physical Distancing outside of the classroom and within the school:**

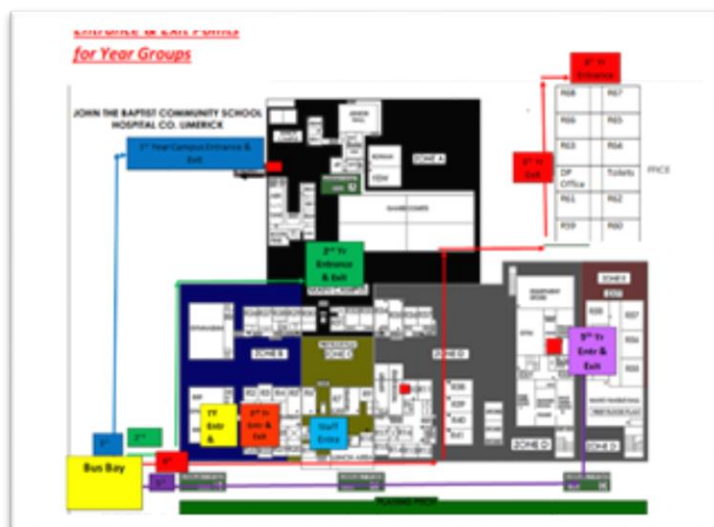
### ***School drop off/collection***

Parents/guardians collecting students must maintain a physical distance of 2m.

Walking/cycling to school is encouraged as much as possible.

School gate is supervised by a member of management to ensure mask wearing and physical distancing is adhered to. Aim of all arrangements is to avoid congregation of people at the school gates. Staggered leaving of students at the end of the school day is also in operation.

In JTBCS access and exit points have been decided upon for each year group to reduce congestion and interaction between pod/year groups



Students should head straight to their designated learning space/classroom.

### ***Staff***

A distance of 2m is recommended for physical distancing by staff. This is particularly relevant to distancing between adults when they are not engaged in teaching, such as the staff room and arriving to work. Teachers

are required to wear face coverings at all time unless eating, but must maintain a 2m physical distance from other staff members when doing so, and must eat in designated eating areas.

Staff meetings are held remotely or in small groups in outer canteen to facilitate physical distancing.

There is no hand shaking policy in JTBCS.

Teachers are encouraged not to gather at the beginning or end of the school day

### ***Canteen***

***The school canteen is currently not in operation***

Consideration will be given to the reopening of the canteen in the coming weeks.

For students who are entitled to a lunch card, food packs will be distributed to student's homes by an outside catering agency.

When the canteen re-opens, the following will take place;

- School canteen will be available to 3<sup>rd</sup> & 2<sup>nd</sup> years during their lunchtime.
- It is hoped that students will order and pay for items via a link on school website.
- Mint Catering the food provider aims to deliver ordered food to the various pod/areas in the school to minimise congregation and mixing of year groups/pods.
- Physical distancing will be applied in the canteen facilities
- A queue management system will be implemented.
- Students will clean/sanitise their hands before and after entering the canteen area.

### **Ventilation**

The Department has published guidance setting out the practical steps for good ventilation in accordance with public health advice 'Practical Steps for the Deployment of Good Ventilation Practices in Schools' The guidance sets out an overall approach 2 for schools that windows should be open as fully as possible when classrooms are not in use (e.g. during break-times or lunch-times (assuming not in use) and also at the end of each school day) and partially open when classrooms are in use. The guidance provides that good ventilation can be achieved in classrooms without causing discomfort, particularly during cold weather.

### ***Corridors and Stairwells***

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

## **5.5) Use of PPE in Schools**

PPE will not be required to be worn within schools according to current occupational and public health guidance. However, for a limited number of staff, PPE will need to be used occasionally or constantly due to the nature of certain work activities or work areas. These might include roles such as:

- Performing intimate care, first response/first aid
- Where a suspected case of COVID-19 is identified while the school is in operation
- Where staff are particularly vulnerable to infection but are not in the list of those categorised as people in very high risk groups or may be living with people who are in a very high risk category.

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

### **Face Coverings/Masks**

Wearing a face covering or mask does not negate the need to stay at home if symptomatic. Wearing of face coverings is a requirement for all members of the JTBCS school community, and for visitors/contractors.

It is therefore a requirement that teachers, staff and students wear a face covering when a physical distance of 2m from other staff or students cannot be maintained. The exemptions to this are set out below.

### **Medical Grade Masks**

Schools must provide medical grade masks in the EN16483 category to all SNAs and teachers in special schools and special classes and those staff by necessity that need to be in close and continued proximity with pupils with intimate care needs including School Bus Escorts.

### **Cloth face coverings**

Cloth face coverings are recommended for staff and students. Cloth face coverings act as a barrier to help prevent respiratory droplets from travelling into the air and onto other people when the person wearing the face covering coughs, sneezes, talks or raises their voice. Cloth face coverings are therefore intended to prevent transmission of the virus from the wearer (who may not know that they are infected) to those with whom they come into close contact.

Face coverings must not contain any slogans/logos/images that may cause upset or be deemed offensive to any member of the school community.

### **Visors**

Cloth face coverings are more effective than visors. In the limited circumstances where a cloth face covering cannot be worn, clear visors must be considered. The alternate use of a clear visor can also be considered when a staff member is interacting with students with hearing difficulties or learning difficulties.

### **Exemptions**

A medical certificate to certify that a person falls into a category listed below must be provided to the school by, or on behalf of, any person (staff or student) who claims that they are covered by the exemptions below:

- any person with difficulty breathing who cannot wear a cloth face covering or a visor;
- any person who is unable to remove the cloth face-covering or visor without assistance;
- any person who has special needs and who may feel upset or very uncomfortable wearing the cloth face covering or visor, for example persons with intellectual or developmental disabilities, mental health conditions, sensory concerns or tactile sensitivity;

In circumstances where a medical certificate is not provided that person (staff or student) will be refused entry to the school.

### **Directions for effective use of face coverings**

- Information is provided by the school on the proper use, removal, and washing of face coverings. Advice on how to use face coverings properly can be found on school website or <https://www.gov.ie/en/publication/aac74c-guidance-on-safe-use-of-face-coverings/>
- All staff and students should be reminded not to touch the face covering and to wash or sanitise their hands (using hand sanitiser) before putting on and after taking off the face covering.
- All staff (and students, where applicable), should be aware that they should wash or sanitise hands (using a hand sanitiser) before and after helping a student put on or adjust a face covering.
- Face coverings should be stored in a designated space, for example, in an individually labelled container or bag.
- Cloth face coverings should be washed after every day of use and/or before being used again, or if visibly soiled.
- Face coverings should not be worn if they are wet. A wet cloth face covering may make it difficult to breathe.

Management and LWRs within the school have a stock of additional disposable or multi-use face coverings (or if appropriate, visors) for staff and students in case a back-up face covering is needed during the day or where required on an ongoing basis.

### **Use of medical grade face coverings**

Schools should consider the specific circumstances where the use of medical face masks (to EU Standard EN 14683) may be more appropriate for staff as part of their risk assessment for employees returning to work

(for example where staff by necessity need to be in close and continued proximity with students with intimate care needs such as SNAs).

### **Students using school transport**

All students on the post primary transport scheme should be required to wear face coverings subject to the exemptions above.

### **Gloves**

The use of disposable gloves in the school by students or staff is not generally appropriate but may be necessary for matters such as cleaning or intimate care settings. Routine use does not protect the wearer and may expose others to risk from contaminated gloves.

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

## **6) Impact of COVID-19 on certain school activities**

**The Department will work with stakeholders to provide more detailed advice on school activities in advance of school reopening.**

### *Choir/Music Performance*

Choir practices/performances and music practices/performances involving wind instruments may pose a higher level of risk and special consideration should be given to how they are held ensuring that the room is well-ventilated and the distance between performers is maintained.

### *Sport Activities*

Schools should refer to the HPSC guidance on Return to Sport.

### *Shared Equipment*

Art – Where possible students should be encouraged to have their own individual art and equipment supplies.

Electronics – Shared electronic devices such as tablets, touch screens, keyboards should be cleaned between use and consideration could be given to the use of wipeable covers for electronics to facilitate cleaning.

Musical Equipment/Instruments – To the greatest extent possible, instruments should not be shared between students and if sharing is required, the instruments should be cleaned between use. Adequate cleaning supplies should be provided.

Library Policy – Where practical students should have their own books. Textbooks that are shared should be covered in a wipeable plastic covering that can be wiped with a suitable household cleaning agent between uses. Students should be encouraged to perform hand hygiene after using any shared item.

Shared Sports Equipment – Minimise equipment sharing and clean shared equipment between users by different people.

## 7) **Hygiene and Cleaning in Schools**

The specific advice in relation to school cleaning is set out in the HPSC advice and will be covered in the induction training. This advice sets out the cleaning regime required to support schools to prevent COVID-19 infections and the enhanced cleaning required in the event of a suspected cases of COVID-19. Schools are asked to carefully read and understand the cleaning advice and to apply that to all areas of the school as appropriate.

Schools are reminded to take particular care of the hygiene arrangements for wash hand and toilet facilities.

In summary, the school is being cleaned at **least once per day**. Additional cleaning, completed by one contracted cleaner focuses on frequently touched surfaces – door handles, hand rails, chairs/arm rests, communal eating areas, sink and toilet facilities and removal of waste from bins throughout the school.

All student and teacher desks in the school are provided with cleaning/sanitising material e.g wipes/spray to enable all to clean and sanitise their station, chair and surfaces before using and leaving the room.

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

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

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

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

Staff must bring their own equipment and utensils (cup, cutlery, plate etc.) to school and bring home for cleaning.

### ***Cleaning/Disinfecting rooms where a student/staff member with suspected COVID-19 was present***

The rooms should be cleaned as soon as practicable possible.

Once the room is vacated the room should not be reused until it has been thoroughly cleaned and disinfected and all surfaces are dry.

Disinfection only works on things that are clean. Therefore when disinfection is required it is always in addition to cleaning.

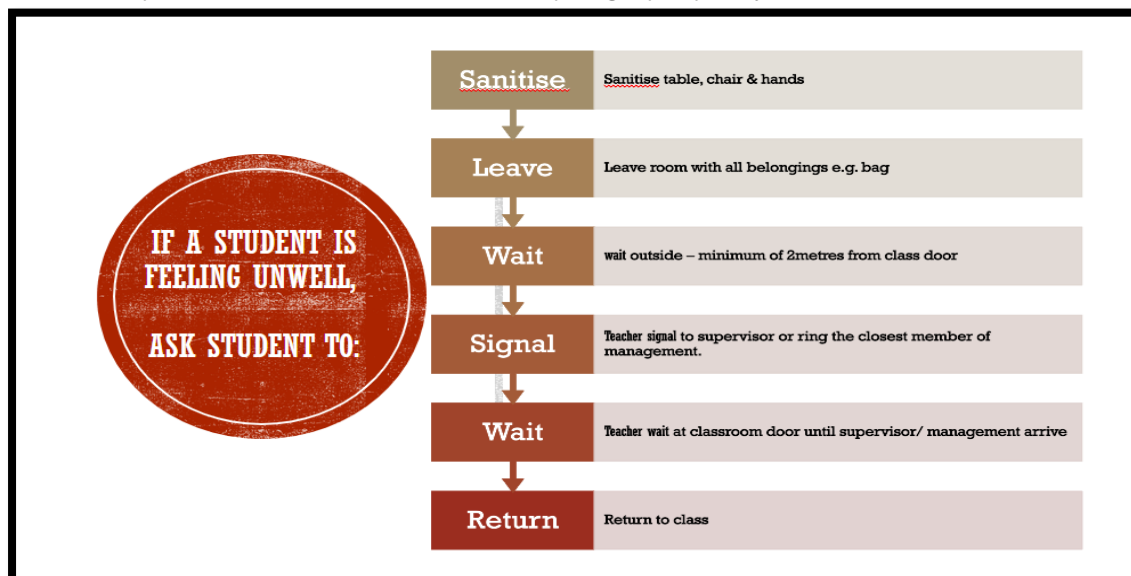
Person/s assigned to cleaning should avoid touching their face while they are cleaning and household gloves and a plastic apron.

Clean the environment and furniture using disposable cleaning cloths and a household detergent followed by disinfection with a chlorine based product (household bleach).

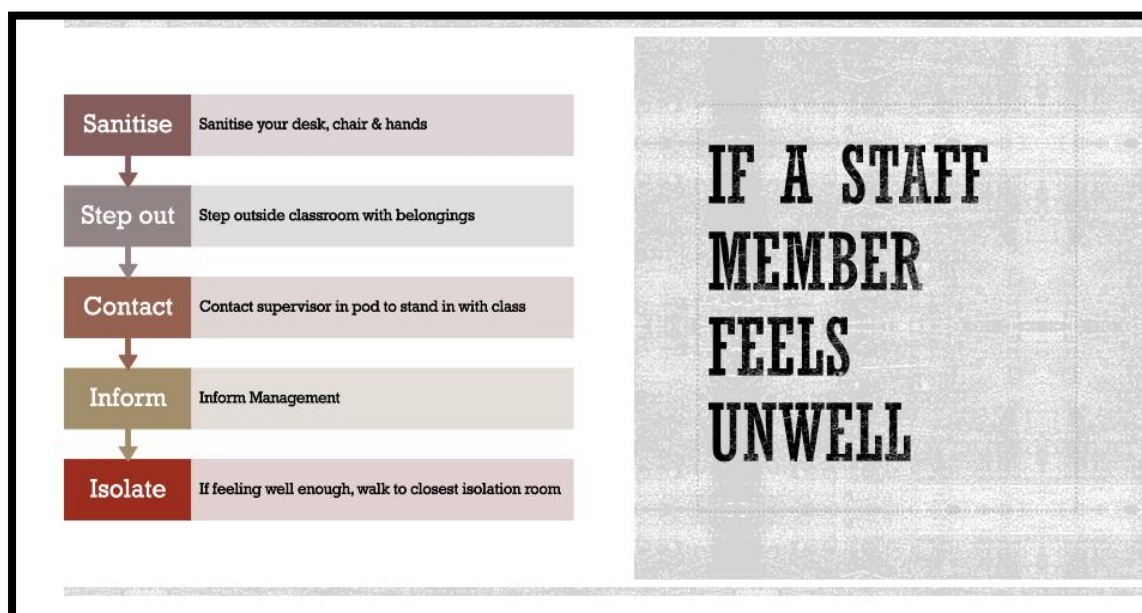
Pay special attention to frequently touched surfaces, the back of chairs, couches, door handles and any surfaces that are visibly soiled with body fluids.







(b) If a staff member is feeling unwell;



2. The student will be accompanied by a member of management or supervisor to the closest Isolation Room maintaining a minimum of 2m distance at all times. There various Isolation routes are as follows ;

1<sup>st</sup> Year Campus (1) Exit classroom and building through nearest exit

(2) Enter the main door by Oak Classroom

(3) Proceed to Isolation Rm - office behind Galaxy Rm

2<sup>nd</sup> Year – (1) Remain within main campus building

(2) Proceed to Isolation Rm - First Aid Room, next to Rm 10

3<sup>rd</sup> Year –

(1) Exit building through 3<sup>rd</sup> designated exit

(2) walk around building, passing main entrance

(3) enter main campus building by Ms Hayes Office

(4) Proceed to Isolation Rm - First Aid Room, next to Rm 10

Transition Yr – (1) Exit building through TY designated exit

(2) walk around building,

(3) Enter main building by Ms Hayes office

(4) Proceed to Isolation Rm – First Aid

5<sup>th</sup> Year – (1) Remain within Nano Nagle building

(2) Proceed downstairs

(3) Proceed to Isolation Rm - Referee Rm

6<sup>th</sup> Year - (1) Exit 6<sup>th</sup> year building by Ms O Donnell's Office

(2) Follow lunch route

(3) Enter Nano Nagle Building at the rear of building, through 5<sup>th</sup> year entrance

3. If it is not possible to maintain a distance of 2m a staff member caring for a student should wear a face covering/mask and visor. Gloves should not be used as the virus does not pass through skin;
4. The student should continue to wear the mask in a common areas with other people or while exiting the premises;
5. The First Aid Responder will be called to the isolation Room and will assess whether the individual who is displaying symptoms can immediately be directed to go home/be brought home by parents and call their doctor and continue self-isolation at home;
6. Facilitate the person presenting with symptoms remaining in isolation if they cannot immediately go home and facilitate them calling their doctor. The individual should avoid touching people, surfaces and objects.
7. Advice should be given to the person presenting with symptoms to cover their mouth and nose with the disposable tissue provided when they cough or sneeze and put the tissue in the waste bag provided;
8. If the person is well enough to go home, arrange for them to be transported home by a family member, as soon as possible and advise them to inform their general practitioner by phone of their symptoms. Public transport of any kind should not be used;
9. If they are too unwell to go home or advice is required, contact 999 or 112 and inform them that the sick person is a COVID-19 suspect;
10. Carry out an assessment of the incident which will form part of determining follow-up actions and recovery;
11. Arrange for appropriate cleaning of the isolation area and work areas involved – (**details at Section 7**)

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

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

## 9) **Staff Duties**

Staff have a statutory obligation to take reasonable care for their own health and safety and that of their colleagues and other parties.

The cooperation and assistance of all staff is essential to reduce the risk of spread of COVID19 and to protect health and safety as far as possible within the school. All staff have a key role to play.

In this regard and in order to facilitate a safe return to work, these duties include, but are not limited to, the following:

- Adhere to the School COVID-19 Response Plan and the control measures outlined.
- Complete the RTW form before they return to work.
- Must inform the Principal if there are any other circumstances relating to COVID-19, not included in the form, which may need to be disclosed to facilitate their safe return to the workplace.
- Must complete COVID-19 Induction Training and any other training required prior to their return to school.
- Must be aware of, and adhere to, good hygiene and respiratory etiquette. Coordinate practices and work with their colleagues to ensure that physical distancing is maintained.
- Make themselves aware of the symptoms of COVID-19 and monitor their own wellbeing.
- Self-isolate at home and contact their GP promptly for further advice if they display any symptoms of COVID-19.
- Adhere to the procedure outlined above if they develop any symptoms of COVID-19 whilst within the school facility. .
- Keep themselves informed of the updated advice of the public health authorities and comply with same.
- 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

## 10) **COVID-19 related absence management**

The management of a COVID-19 related absence will be managed in line with agreed procedures with the Department of Education.

## 11) **Employee Assistance and Wellbeing Programme**

The Department recognises the need for school staff wellbeing and collective self-care. Support for school staff wellbeing will be provided by Department Support Services including the PDST and CSL, as well as by the HSE's Health Promotion Team. An Occupational Health Strategy is in place as a supportive resource for individual staff members in schools. The aim of the Occupational Health Strategy is to promote the health

and wellbeing of employees in the workplace, with a strong focus on prevention. The Occupational Health Strategy comprises the Employee Assistance Service and the Occupational Health Service. The Employee Assistance Service (EAS) is provided by Spectrum.Life under the logo of 'Wellbeing Together: Folláinne Le Chéile'.

Under the EAS, employees have a dedicated free-phone confidential helpline 1800 411 057 available 24 hours a day, 365 days a year providing advice on a range of issues such as wellbeing, legal, financial, mediation, management support etc. Where required, short-term counselling is available to employees and their families (over the age of 18 years and living at home). A bespoke wellbeing portal and app which offers access to podcasts and blogs on topics around wellbeing and mental health, family life, exercise and nutrition is also available. In addition online cognitive behavioural therapy is provided. As part of the services provided by Spectrum.Life a Mental Health Promotion Manager is available to develop and deliver evidence based mental health and wellbeing initiatives to reduce stigma and improve mental health literacy and to increase engagement with the service. They will also be providing a series of webinars and presentations to promote staff wellbeing in schools as schools reopen and during the upcoming school year.



## **APPENDIX 1**

### **COVID -19 Policy Statement**

*John the Baptist Community School* 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 BOM/ETB and all school staff are responsible for the implementation of this plan and a combined effort will help contain the spread of the virus. We will:

- continue to monitor our COVID-19 response and amend this plan in consultation with our staff
- provide up to date information to our staff and 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
- agree with staff, a worker representative who is easily identifiable to carry out the role outlined in this plan in relation to summer provision
- inform all staff and 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 in line with Department of Education advice

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

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

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

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



## Appendix 2

### **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.

Name: \_\_\_\_\_

Name of School: John the Baptist Community School

Name of Principal: Noreen Rafferty Date: \_\_\_\_\_

	Questions	YES	NO
1.	Do you have symptoms of cough, fever, high temperature, sore throat, runny nose, breathlessness or flu like symptoms 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.	Have you been advised by the HSE that you are you a close contact of a person who is a confirmed or suspected case of COVID-19 in the past 14 days?		
4.	Have you been advised by a doctor to self-isolate at this time?		
5.	Have you been advised by a doctor to cocoon at this time?		
6.	Have you been advised by your doctor that you are in the very high risk group? If yes, please liaise with your doctor and Principal re return to work.		
7.	Are you awaiting the results of a COVID-19 test?		
8.	In the past 14 days, have you been in contact with a person who is a confirmed or suspected case of COVID-19?		

I confirm, to the best of my knowledge that I have no symptoms of COVID-19, am not self-isolating, awaiting results of a COVID-19 test or 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 will be held securely in line with our retention policy.

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

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



## Appendix 8 Lead Worker Representative – Post primary Schools

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).

### 1. 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 is 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.

### 2. Role of the Lead Worker Representative

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 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.

### **3. 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
- 

#### **4. 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.

#### **5. 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.

#### **6. Selection of Lead Worker Representative(s)**

The school staff are entitled to select staff members for the LWR position(s). The LWR(s) represent all staff in the workplace regardless of role and must be aware of specific issues that may arise in respect of different staff cohorts. In this regard, where a school has two LWRs, the roles should be spread between teaching and non-teaching staff where feasible e.g. where there is a significant number of non-teaching staff in the school and one or more expressions of interest are received from that cohort (this will be discussed further between the parties).

The process for the selection and appointment of the LWR(s) is that management will seek expressions of interest from all staff in the first instance. A template email for this purpose is attached. If an election is necessary, all school staff have a vote to select the LWR(s).

The LWR(s) will, following selection by the school staff, be formally appointed by the BoM/ETB. The LWR(s) will be required to confirm, prior to taking up the role, that they have been provided with and have completed the requisite training and that they are fully aware of the requirements of the role.

#### **7. 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 [*further detail to be provided*];
- 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. In the rare instances where the appointment of a teacher selected for the LWR would cause curricular/timetabling difficulties which cannot be resolved, school management will examine internal and external possibilities to enable the teacher's appointment as LWR. Where the matter cannot be resolved, management will set out the reasons why this is the case. In this circumstance, an alternative individual must be appointed as LWR.

Where the LWR is an SNA, 66 of the "72 hours" will be utilised by the LWR to carry out their duties in that role.

Where the LWR is a Secretary or Caretaker, a re-prioritisation of duties by school management should be carried out to afford the staff member sufficient time to carry out their duties in that role within the scope of their normal contracted hours.

## 8. Procedure for dealing with issues that arise

Where a COVID-19 control concern is identified by the LWR (or is notified to the LWR by a staff member), the LWR 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 in the first instance)/ Education and Training Board head office of the issue. Action points for addressing the issue should where possible be agreed between the LWR and the BoM/ETB head office 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](#).

## 9. 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.





## Appendix 5



### Contact Tracing Log

<b>Name of School</b>	John the Baptist Community School		<b>School Contact Person</b>	Noreen Rafferty
<b>Address of School</b>	Hospital, Co. Limerick		<b>For Queries only: Phone No</b>	061-383283
			<b>Email</b>	info@johnthebaptistcs.ie
<b>Name of Visitor</b>				Was the visit pre-arranged with the Principal? Yes o No o
<b>Date of Visit</b>	___/___/___	<b>Time</b>	<b>Entry to school</b> _____ am o pm o	<b>Exit from School</b> _____ am o pm o
<b>Visitor Status</b>	Contractor o	Parent/Guardian o	Other o Please complete: _____	
<b>Contact details of visitor</b>	Company Name (if applicable)			
	Address			
	Contact No.		Email Address	

## John the Baptist Community School – Covid 19 Response Plan

	Reason for Visit	
<b>Who the visitor met (separate line required for each person the visitor met)</b>		
<b>Name of Person visited</b>		<b>Length of time spent with each person in the school</b>





## **Appendix 6**

## **Checklist for School Management**

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. This is likely to be the principal (with supports as agreed with the Department).**

### **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?
2. Have you appointed staff member/s to the LWR position (detailed at Section 4.3 above) in accordance with the agreed protocol?
3. Have you advised staff as to has been appointed to the position of LWR?
4. Have you prepared a school COVID-19 response plan and made it available to staff and students? ***Department of Education guidance and templates provided***
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?
6. Have you displayed the COVID-19 posters in suitable locations highlighting the signs and symptoms of COVID-19?
7. Have you told staff and students of the purpose of the COVID-19 contact log?
8. Have you a COVID-19 contact log in place to support HSE tracing efforts if required? ***(Contact log template attached).***
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?
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? ***(Risk template attached)***
11. Have you updated emergency plans, in particular to take account of the COVID response plan?

### **Staff**

12. 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? ***(Template attached)***
13. Are you aware of staff members who are at very high risk under the HSE guidance on people most at risk (HSE guidance on people most at-risk) and advised them of the Department of Education's agreed arrangements for management of those staff?

14. Have you advised staff and students they must stay at home if sick or if they have any symptoms of COVID-19?
15. 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?
16. Have you advised staff of the availability of the supports of the occupational health and wellbeing programme through Spectrum Life?
17. Have you requested confirmation that the details in the pre-return to work form remain unchanged following periods of closure such as school holidays.
18. 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.
19. 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
20. 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;

### **Training and Induction**

21. Have you advised staff and students to view the Department of Education's training materials which are available online?
22. Have you taken the necessary steps to update your school induction / familiarisation training to include all information relating to COVID-19?
23. Have first aiders, if available, been given updated training on infection prevention and control re hand hygiene and use of PPE as appropriate? *(It is intended that training will be provided as part of the DES online training programme).*

### **Buildings / Equipment**

24. If you have mechanical ventilation does it need cleaning or maintenance before the school reopens?
25. Does your water system need flushing at outlets following low usage to prevent Legionnaire's Disease?
26. 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?
27. Have you arranged for the school including all equipment, desks, benches, doors and frequently touched surfaces points, been thoroughly cleaned before reopening?

### **Control Measures in place**

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

28. 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.
29. 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?
30. Have arrangements been made for staff and students to have regular access to hand-washing/hand sanitising facilities as appropriate?
31. 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?
32. Have you made arrangements to ensure hand hygiene facilities are regularly checked and well-stocked?
33. Does the alcohol-based hand sanitiser have at least 60% ethanol or 70% isopropanol as the active ingredient?
34. Have you informed staff and students about the importance of hand washing?
35. 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?
36. Have you shown staff and students how to use hand sanitiser correctly and where hand-sanitising stations are located?
37. Have you displayed posters on how to wash hands correctly in appropriate locations?
38. Have you told staff and students when they need to wash their hands or use hand sanitiser? This includes:
  - before and after eating and preparing food
  - after coughing or sneezing
  - after using the toilet
  - where hands are dirty
  - before and after wearing gloves
  - before and after being on public transport
  - before leaving home
  - when arriving/leaving the school /other sites
  - after each class
  - after touching potentially contaminated surfaces
  - if in contact with someone displaying any COVID-19 symptoms
  - When entering and exiting vehicles
  - When entering and exiting school buildings
39. Have you told staff and students of the importance of good respiratory measures to limit the spread of the virus, including?

- avoid touching the face, eyes, nose and mouth
- cover coughs and sneezes with an elbow or a tissue
- dispose of tissues in a covered bin

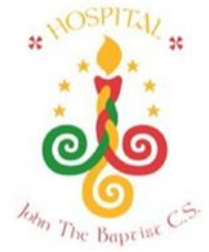
### **Physical Distancing:**

40. Have you identified all available school space to be used to maximise physical distancing?
41. 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?
42. Have you arranged to revise the layout of the rooms and furniture as per the Department guidelines?
43. Have you arranged in each room that the teacher's desk should be at least 1m (and where possible 2m) away from student desks?
44. Have you arranged in each room that students would be, at least 1m and (where possible 2m) away from each other?
45. Have you where possible and practicable assigned students to main class cohorts to minimise the risk of infection from COVID-19?
46. Have you arranged the timetable to facilitate double classes where possible and practicable?
47. 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?
48. Have you made arrangements to limit interaction on arrival and departure from school and in other shared areas?
49. Have you encouraged walking or cycling to school as much as possible?
50. Have you made arrangements, in so far as possible, to open additional access points to school to reduce congestion?
51. Can you provide a one system for entering and exiting the school, where practical?
52. Have you arranged for staff meetings to be held remotely or in small groups or in large spaces to facilitate physical distancing?
53. Have you taken steps to minimise rotation of staff between classes where possible?
54. Have you a system to regularly remind staff and students to maintain physical distancing?
55. Have you advised staff and students not to shake hands and to avoid any physical contact?
56. Have you stopped all non-essential travel for school activities?
57. Have you advised staff of the Department's guidance to achieve good ventilation
58. Have you checked any mechanical ventilation systems to ensure an adequate supply of fresh air is used

### **Visitors to Schools**

59. 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?

- 60.** Are there arrangements in place to inform essential visitors to schools of the measures to help prevent the spread of infection?
- 61.** Have you a system in place for all visitors who do need to come to the school to make appointment, arrange to contact a central point and to record their visit using the contact tracing log?



## **Appendix 7      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.

**A nominated member of the school management team 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?
2. The isolation area does not have to be a separate room but if it is not a room it should be 2m away from others in the room.
3. Is the isolation area accessible, including to staff and students with disabilities?
4. Is the route to the isolation area accessible?
5. Have you a contingency plan for dealing with more than one suspected case of COVID-19?
6. Are the following available in the isolation area(s)?
  - Tissues
  - Hand sanitiser
  - Disinfectant/wipes
  - Gloves/Masks
  - Waste Bags
  - Bins

### **Isolating a Person**

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

**Arranging for the affected person to leave the School**

11. Staff – have you established by asking them if the staff members feel well enough to travel home?
12. 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.
13. The affected person should be advised to avoid touching other people, surfaces and objects.
14. 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.
15. Has transport home or to an assessment centre been arranged if the affected person has been directed to go there by their GP?
16. Has the affected person been advised not to go to their GP's surgery or any pharmacy or hospital?
17. Has the affected person been advised they must not use public transport?
18. Has the affected person been advised to continue wearing the face mask until they reach home?

**Follow up**

19. Have you carried out an assessment of the incident to identify any follow-up actions needed?
20. Have you advised the LWR of the incident in accordance with the agreed protocol?
21. Are you available to provide advice and assistance if contacted by the HSE?

**Cleaning**

22. Have you taken the isolation area out-of-use until cleaned and disinfected?
23. Have you made arrangements to clean and disinfect any classroom space where the staff or students were located?
24. 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?
25. Have the cleaners been trained in dealing with contaminated areas and supplied with the appropriate PPE? *(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)*



## **Appendix 8      Checklist Lead Worker Representative**

**Checklist of questions in line with the protocol at Appendix 3 as agreed between the Department and management bodies**

- 32.** 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 *lead worker representative/s in schools that has been agreed centrally and is to be implemented locally*).
- 33.** Have you been provided with information and training in relation to the role of Lead Worker Representative? (*Training for this role is currently being explored with the HSA*).
- 34.** Are you keeping up to date with the latest COVID-19 advice from Government?
- 35.** Are you aware of the signs and symptoms of COVID-19?
- 36.** Do you know how the virus is spread?
- 37.** Do you know how to help prevent the spread of COVID-19?
- 38.** 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?
- 39.** 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?
- 40.** Are you helping in keeping your fellow workers up to date with the latest COVID-19 advice from Government?
- 41.** Have you completed the COVID-19 return-to-work form and given it to your school? (*DES template Return-to-Work form available*)
- 42.** 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? (*Checklist for School Management available*)
- 43.** 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
- 44.** 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?
- 45.** Are you co-operating with your school to make sure these control measures are maintained?
- 46.** Have you familiarised yourself with the cleaning requirements needed to help prevent cross contamination? (*Checklist for Cleaning and Disinfection available*)
- 47.** Have you been asked to walk around and check that the control measures are in place and are being maintained?



48. 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?
49. Are you keeping a record of any problems, areas of non-compliance or defects and what action was taken to remedy the issue?
50. Are you familiar with what to do in the event of someone developing the symptoms of COVID-19 while at school?
51. 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*)
52. Are you helping in the monitoring and keeping under review the management of someone developing symptoms of COVID-19 while at school?
53. Once the affected person has left the school, are you helping in assessing what follow-up action is needed?
54. Are you helping in maintaining the staff and student contact log?
55. Have you been made aware of any changes to the emergency plans or first aid procedures for your school?
56. Are you making yourself available to fellow staff to listen to any COVID-19 control concerns or suggestions they may have?
57. 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?
58. Are you aware of the availability of the Spectrum Life Wellbeing Together Programme?
59. Have you been provided by the Principal/ school management with the supports to which you are entitled in your role as Lead Worker Representative?
60. 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?
61. If you are an SNA, have you been provided with 66 of the “72 hours”, as provided for in the protocol?
62. If you are a school secretary or a caretaker have your duties been school management to afford you sufficient time to carry out your duties the scope of your normal contracted hours, as provide for in the prot



## **Appendix 9      Checklist for Cleaning**

1. Have you a system in place for checking and keeping up to date with the latest public health advice from Government and the Department of Education, to ensure that advice is made available in a timely manner to staff and students and to adjust your cleaning procedures in line with that advice?

2. Have you reviewed the HPSC health advice for the safe reopening of schools, in particular **Section 5.6 Environmental Hygiene**?
3. Have you explained the need for the enhanced cleaning regime to staff and students?
4. 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?
5. Have you sufficient cleaning materials in place to support the enhanced cleaning regime?
6. Have you provided training for cleaning staff on the enhanced cleaning regime? (*DES intends to provide online training for cleaning staff*)
7. Have you made arrangements for the regular and safe emptying of bins?
8. 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?
9. Are you aware that each school setting should be cleaned once per day?
10. Have you in place a system for regular cleaning of the following frequently touched surfaces?
  - Door handles,
  - Hand rails
  - Chairs/arm rests
  - Communal eating areas
  - Sinks
  - Toilets facilities
11. Have you provided cleaning materials to staff and students so that they can clean their own desk or immediate workspace?
12. 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.
13. Have you advised staff and students to avoid sharing items such as cups, bottles, cutlery, pens
14. Have you put in place a written cleaning schedule to be made available to cleaning staff including:
  - Items and areas to be cleaned
  - Cleaning of frequently touched surfaces such as vending machines, coffee machines and door handles
  - Frequency of cleaning
  - Cleaning materials to be used
  - Equipment to be used and method of operation
15. 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*)

- 16.** If disinfection of contaminated surfaces is required, is a system in place to do this following cleaning?
- 17.** 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?
- 18.** Have you a system in place for the disposal of cleaning cloths and used wipes in a rubbish bag? *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.*
- 19.** 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?
- 20.** 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?