

Scoil Mhuire Shankill

School Covid-19 Response Plan

Introduction

This *Covid-19 Response Plan* is designed to support the staff and Board of Management (BOM)/Education Training Board (ETB) in putting measures in place that will prevent the spread of Covid-19 in Scoil Mhuire

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

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

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

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

This document aims to provide details of:

1. **COVID-19 School Policy**
2. **Planning and Preparing for Return to School**
3. **Return to work safely and Lead Worker Representative(s)**
4. **Safety Statement and Risk Assessment**
5. **General advice to prevent the spread of the virus**
6. **Procedure for Returning to Work (RTW)**
7. **Control Measures**
8. **Dealing with a suspected case of Covid-19**
9. **Staff Duties**
10. **Covid related absence management**
11. **Employee Assistance and Wellbeing Programme**

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

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

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

1. **Scoil Mhuire** COVID-19 Policy

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

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

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

Procedure for Returning to Work (RTW)

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

A RTW form should only be completed **at least 3 days** prior to any proposed date of return to the workplace.

COVID 19 Policy Statement

Scoil Mhuire is committed to providing a safe and healthy workplace for all our staff and a safe learning environment for all our pupils. To ensure that, we have developed the following COVID-19 Response Plan. The BOM and all school staff are responsible for the implementation of this plan and a combined effort will help contain the spread of the virus. We will:

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

All school staff will be consulted on an ongoing basis and feedback is encouraged on any concerns, issues or suggestions. This can be done through the Lead Worker Representative(s) _____.

Signed: _____ Date: _____

On receipt of the completed form the 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.

2. Return to work safely and Lead Worker Representative

Responsibility for the development and implementation of the Covid-19 Response Plan and the associated control measures lies primarily with the Board of Management and the School Leadership.

The Return to Work Safely protocol provides for an agreed

procedure between management and staff to appoint a Lead Worker Representative to carry out a specific role. Given the short term nature of a summer provision programme and the likely involvement of only a small cohort of staff who may or may not be normally employed by the school, it is recommended that for the purposes of summer provision, a worker representative can be sought from this cohort of volunteering staff.

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

Name(s):	Contact details
Lorraine Higgins (to be confirmed)	Scoil Mhuire , Shankill Mobile :

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

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

- Promote good hygiene practices such as washing hands regularly and maintaining good respiratory etiquette along with maintaining social distancing in accordance with public health advice.
- Assist with the implementation of measures to suppress COVID-19 in the workplace.
- Monitor adherence to measures put in place to prevent the spread of COVID-19.
- Consult with colleagues on matters relating to COVID-19 in the workplace.
- Make representations on behalf of their colleagues on matters relating to COVID-19 in the workplace.

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

3. Safety Statement and Risk Assessment

Scoil Mhuire Shankill: August 2020

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

The process involved consultation with all school staff.

Methodology used for hazard identification and control

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

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

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

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

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

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

Control measures:

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

Control measure principles:

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

- Avoidance of risks

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

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

Severity x Probability = Risk Rating

Severity

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

Probability/Likelihood

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

Risk Rating

Numerical Value Severity x Probability	Descriptive risk rating	Interpretation
16 - 25	<p>Emergency - Extremely serious</p> <p>If an incident were to occur, it would be likely that a permanent, debilitating injury or death would result</p>	<p>Risks are unacceptable and immediate action required justifying special maintenance. Activity should be halted and stopped until the hazard is eliminated or appropriate risk controls are put in place.</p>

11 - 15	<p style="text-align: center;">Severe and Serious</p> <p>If an incident were to occur, it would be likely that an injury requiring medical treatment would result.</p>	<p>Activity can proceed but substantial efforts should be made to reduce the risk. Risk reduction measures should be implemented urgently within a defined time period and it might be necessary to consider suspending or restricting the activity or to apply interim control measures until this has been completed.</p>
6 - 10	<p style="text-align: center;">Medium</p> <p>If an incident were to occur, there would be some chance that an injury requiring First Aid treatment would result</p>	<p>Activity can proceed but consideration should be given as to whether the risks can be lowered. Control measures must be monitored and reviewed as required to ensure they remain suitable and sufficient.</p>
1 - 5	<p style="text-align: center;">Trivial or Negligible</p> <p>If an incident were to occur, there would be little likelihood that an injury would result</p>	<p>No additional controls are necessary as these risks are considered acceptable. Activity should be regularly reviewed to ensure there is no change to the risk rating and that controls are maintained.</p>

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

Who may be affected?	Identified Risks	Risk Communication, Education and Training		Action implementation
		Controls		
Staff	<p>Spread of Covid-19 virus</p> <p>Persons currently deemed most at risk of complications if they catch the coronavirus are:</p> <ul style="list-style-type: none"> • 60 years of age and over • have long-term medical conditions - i.e. heart disease, lung disease, high blood pressure, diabetes or cancer • pregnant women <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> • A fever (high temperature of 37.5 degrees Celsius or above) • A cough - this can be any kind of cough, not just a dry cough 	<p>The Board of Management will develop a response plan for the prevention and mitigation of Covid-19 following a risk assessment of the school facility. This plan will highlight the measures necessary to protect the health and safety of staff in re-opening and modifying the work arrangements within the school.</p> <p>The staff representative(s) will be properly consulted when developing and implementing the action plan for the prevention and mitigation of Covid-19 within the school and all staff will be informed about the measures being introduced, using specific risk communication and staff engagement approaches.</p> <p>The Board of Management will:</p> <ul style="list-style-type: none"> ✓ Ensure that all staff receive necessary training prior to returning to work ✓ Provide posters, information and electronic message boards to increase awareness of Covid-19 among staff and pupils ✓ Promote safe individual practices within the school campus ✓ Engage with staff in providing feedback on the preventive measures and their effectiveness ✓ Provide regular information about the risk of Covid-19 using official sources, such as government agencies (HSE, HSA, etc.) and the World Health Organisation ✓ Emphasise the effectiveness of adopting protective measures especially good personal hygiene ✓ Provide specific training in the proper use of PPE for staff, where required <p>Availability of Staff:</p> <ul style="list-style-type: none"> Meet staff who are reluctant to return ✓ follow DES advice about staff who do not wish to return ✓ Maintain review of staff availability and use substitution as per DES guidelines ✓ Ensure key staff are available at all times 	Negligible	Board of Management Principal Staff

- Shortness of breath or breathing difficulties
- Loss of sense of smell
- Loss of sense of taste or distortion of sense of taste
- Death

Staff Well-being

Risk:

- staff have experienced bereavement ,trauma.
- Staff get sick ,infected
- Staff have to self-isolate because of a family member or class pupil contact/colleague contact
- Staff feel anxious/overwhelmed

Mental Health of Staff:

- Principal and Deputy will continue to liaise closely with staff prior to and following return to school
- Principal and Deputy will continue to encourage colleagues to stay in touch, support each other, be kind to each other
- Advice on resources & help available through union and DES will be circulated
- staff should immediately speak to Patricia or Deirdre if they feel overwhelmed

Clinically Vulnerable Staff:

- As per DES advice, if staff feel they are vulnerable,they should communicate this via the Return To Work form. They could also contact Principal/Deputy at earlier stage to outline situation and allow for contingency planning to happen
- Staff are expected to provide documentation from Doctor/consultant as per circular /DES advice
- All efforts will be made when time-tabling to allow for staff to have some interaction with colleagues each day ,safely. However, risk of spread of covid is a higher risk to staff at present than well-being
- Arrange for class supervision for teachers while on breaks
- Staff wear PPE as advised by govt closer to return to work date
- Staff well being:
 - recommend that staff and pupils get Flu vaccine
 - Listen to staff.Look at what other countries are doing-best practice/INTO doc. Incorporate into our doc.
- Allow time /space for staff to liaise with each other in some safe format and with Patricia and Deirdre , for peer support

	<ul style="list-style-type: none"> • staff are in a vulnerable/at-risk category • staff have a family member in a vulnerable/at-risk category • teacher absence-impact on pupils 			
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<p><u>Risk Level Calculation</u></p> <p>(a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality</p> <p>(b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable</p> <p>(c) Risk Rating = (a) X (b)</p>	<p><u>Risk Level Action</u></p> <p>1-5 Trivial risk Acceptable</p> <p>6-10 Medium risk Requires monitoring</p> <p>11-15 Severe risk Requires immediate further action and control</p> <p>16-25 Emergency risk Halt activity and review immediately</p>
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<p><u>Assessment Date:</u> June, 2020</p>	<p><u>Assessor's Name:</u></p>
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Who may be affected?	Identified Risks	Hygiene	Risk Rating with controls	Action implementation
		Controls		

<p>All staff Pupils Visitors Contractors Public</p>	<p>Spread of Covid-19 virus</p> <p>Persons currently deemed most at risk of complications if they catch the coronavirus are:</p> <ul style="list-style-type: none"> • 60 years of age and over • have long-term medical conditions - i.e. heart disease, lung disease, high blood pressure, diabetes or cancer • pregnant women <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> • A fever (high temperature of 37.5 degrees Celsius or above) 	<p>The BoM will ensure that all staff can wash their hands regularly. Hot water and appropriate sanitisers (i.e. hand gel dispensers, etc.) will be available throughout the school. Staff should:</p> <ul style="list-style-type: none"> ✓ Wash their hands properly and often. Hands should be washed: <ul style="list-style-type: none"> o After coughing or sneezing o Before and after eating or preparing food o Before and after using protective gloves o Before and after being on public transport o When arriving and leaving the school campus o After toilet use ✓ Cover their mouth and nose with tissue or their sleeve when coughing and sneezing. ✓ Cough/ sneeze into the elbow not hands. ✓ Put used tissues into a bin and wash their hands ✓ Develop a routine of increased cleaning and disinfecting of frequently touched objects and surfaces <p>The BoM will supply required cleaning products, will ensure the correct use and storage of disinfectants and will ensure all products are stored safely and securely.</p> <p>No employees are permitted to attend work if they display any of the symptoms below: -</p> <ul style="list-style-type: none"> ✓ Fever (temperature of 37.5 degrees or above) ✓ Cough ✓ Shortness of breath ✓ Breathing difficulties ✓ Loss of sense of <p>Any Staff Member displaying symptoms must self-isolate and not attend school for 14 days</p> <p>Any staff member living with someone who is self-isolating or waiting for a Covid-19 test must restrict their movements for 14 days.</p> <p>Any Staff Member who has tested positive for Covid-19 must not return to work until deemed fit to do so and upon approval of their medical advisor</p> <p>Staff can follow https://www2.hse.ie/ for regular updates or can contact HSELive for advice 1850 241850</p>	<p>Requires monitoring</p>	<p>Board of Management Principal Staff Visitors</p>
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- A cough - this can be any kind of cough, not just a dry cough
- Shortness of breath or breathing difficulties
- Loss of sense of smell
- Loss of sense of taste or distortion of sense of taste
- Death

Risk Level Calculation

(a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality
 (b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable
 (c) Risk Rating = (a) X (b)

Risk Level Action

1-5 Trivial risk Acceptable
 6-10 Medium risk Requires monitoring
 11-15 Severe risk Requires immediate further action and control
 16-25 Emergency risk Halt activity and review immediately

Assessment Date: June, 2020

Assessor's Name:

Who may be affected?	Identified Risks	Hygiene	Risk Rating with controls	Action implementation
		Controls		

<p>All staff Pupils Visitors Contractors Public</p>	<p>Spread of Covid-19 virus</p>	<p>The Board of Management will ensure that:</p> <ul style="list-style-type: none"> ✓ Appropriate signage in line with public health guidelines will be displayed throughout school facilities (buildings and grounds). ✓ Appropriate social distancing markings are in place ✓ Necessary PPE is available to staff ✓ Standard cleaning and maintenance regimes are put in place and detailed records retained ✓ Toilet facilities are cleaned regularly ✓ ✓ ✓ In classrooms: ✓ Timetable to allow for additional handwashing ✓ ✓ Alcohol gel is provided for all on arrival at school. sanitiser is provided in every social bubble and in every toilet. ✓ Permanent signage in toilets directs children on how to wash their hands. ✓ Careful control of number of children in toilets at any one time: 1 at a time ✓ Guidance for effective hand washing shared with staff and pupils: <u>nephet & HSE</u> ✓ Stringent hand washing promoted by all staff to pupils regularly. ✓ Use of class sinks to reduce pressure on toilets. ✓ Children are to be taught and supervised while applying/washing and drying hands. ✓ Support younger pupils and those with SEN to understand risks of ingestion of hand sanitiser ✓ ✓ The onsite cleaner spot clean points of contact/toilets when each class is out in the yard and to replenish supplies during day ✓ All drinking water facilities will be shut down ✓ All staff to remind pupils to avoid touching face,eyes,nose or mouth with unclean hands <p>Around School Measures:</p> <ul style="list-style-type: none"> ✓ Fogging Machine used weekly ✓ Deep clean of school before return to school followed by Fogging Machine disinfection of school ✓ Equipment sharing is minimised. Staff are encouraged not to share equipment ✓ There is regular cleaning of frequently touched surfaces and that <u>staff are provided with essential cleaning materials to keep their own work areas i.e. teachers' desks clean</u> (for example wipes/disinfection products, paper towels and waste bins/bags) 	<p>Requires monitoring</p>	<p>Board of Management Principal Staff Visitors</p>
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- ✓ All school equipment is sanitised - cleaning programmes to be devised to ensure that shared equipment is cleaned and disinfected between use by different people
- ✓ Covid compliant work areas to be available where social distancing guidelines can be applied
- ✓ There is staggered use of staffroom: Time-tabled use of staffroom by staff in groups of 6 max .SEE lunch time rota/yard rota
- ✓ Bins are provided for disposal of waste materials (tissues, paper towels, wipes, etc.) and that adequate waste collection arrangements to be put in place to ensure they do not overflow ,checked daily by caretaker
- ✓ All waste collection points are emptied regularly throughout and at the end of each day checked daily by caretaker
- ✓ Staff use gloves when removing rubbish bags or handling and disposing of any Rubbish and they wash hands with soap and water for at least 20 seconds afterwards

Risk Level Calculation

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Risk Level Action

1-5 Trivial risk Acceptable
 6-10 Medium risk Requires monitoring
 11-15 Severe risk Requires immediate further action and control
 16-25 Emergency risk Halt activity and review immediately

Assessment Date: June, 2020

Assessor's Name:

Who may be affected?	Identified Risks	Social Distancing	Risk Rating with controls	Action implementation
		Controls		
<p>All staff Pupils Visitors Contractors Public</p>	<p>Spread of Covid-19 virus</p>	<p>Physical distancing is currently a key control measure in reducing the spread of infection. The Board of Management will ensure that:</p> <p><u>Physical Distancing Measures in-class</u></p> <ul style="list-style-type: none"> ✓ consistent groups (pods) are formed in 3rd class and up . ✓ records are kept of the names of pupils in each pod ✓ all effort is made to work/play at 1 m distance ✓ the pupils will stay in their pods of 4 pupils for work and play ✓ the pod will share materials amongst themselves ✓ the pod may have a screen ,depending on equipment availability ✓ the pods will be set and pupils may not move or change pods ✓ the pupils should maintain their pods when lining up in the yard also ✓ Pupils in classes 2nd class and below will not be required to social distance. ✓ These classes will be regarded as bubbles. ✓ See cleaning of equipment guidelines for these classes ✓ <p><u>Physical Distancing Measures around school</u></p> <ul style="list-style-type: none"> ✓ signage to indicate 1m and 2 m distances on corridors,in lobbies, in hall, in yards ✓ all persons will adhere to relevant social distancing rules in relation to entering the school, use of welfare facilities and while working in the school ✓ physical spacing (2 metres apart currently) for workstations and common spaces, such as entrances/exits, kitchen areas, staffroom, stairs(not possible), where congregation or queuing of staff, or students of visitors might occur ✓ Break times will be staggered and school supervision procedures must be strictly adhered to ✓ Appropriate signage in line with public health guidelines will be displayed throughout school facility (buildings and grounds) ✓ corridors marked with one-way system ✓ Staggered arrival /departure from school ✓ Use of all entrance and exit points ✓ maximise use of doors leading directly outside,minimise time on corridors 	<p>Requires monitoring</p> <p>Serious</p>	<p>Board of Management Principal Staff Visitors</p>

<p>Risk:</p> <ul style="list-style-type: none"> • pupils could come into school if unwell • parents/guardians unsure/confused by new routines for dropoff/pick up • parents/guardians not adhering to guidelines and could spread infection 	<ul style="list-style-type: none"> ✓ Assemblies in hall with one class at a time only ✓ Timetabling of breaks to maximise social distancing ✓ Encourage yard games that minimise social contact ✓ Pupils not to be sent on messages around the school ✓ limit movement around the school mark out the waiting/lining up areas to encourage 1m & 2 m distance ,where possible ✓ Keep record of any contact that takes place between children and staff in different groups ✓ Appropriate social distancing arrangements will be in place throughout the facility <p><u>Social Distancing -Staff</u></p> <ul style="list-style-type: none"> ✓ Meetings of staff will take place online and by using teleconferencing facilities ✓ where possible ,staff to maintain 2 m distance from pupils ✓ staff to maintain 2 m distance from each other ✓ Staff to spend short length of time in common areas: staffroom,car park ✓ Staff to mix in their bubble but avoid mixing outside of the bubble ✓ Staff are asked not to go to the office unnecessarily and to spend minimal time there,if they must go . ✓ Staff to avoid close face to face contact where working with children ✓ If in close contact with child,PPE can be worn ✓ Minimise time spent within 1 m of others ✓ limit face-to face meetings. Keep meetings that are face -to-face shorter than 15 mins ✓ Staff are encouraged to avoid public transport ✓ Staff are encouraged to make themselves aware of the govt guidelines on foreign travel,quarantine, up-to-date government advice ✓ There is currently a strict no handshaking policy in place within the school ✓ All staff, contractors and visitors should avoid direct physical contact with any other persons as far as possible <p><u>Where 2 metre distance cannot be maintained (DES guidance awaited)</u></p> <p><u>Requirements for personnel working within 2 metres of each other (where activity cannot be suspended):</u></p> <ul style="list-style-type: none"> ✓ No worker has symptoms of Covid-19 ✓ The close contact work cannot be avoided ✓ Installation of physical barriers e.g. clear plastic sneeze guards 	
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- ✓ PPE is present in line with the approved risk assessment (full face mask, gloves, etc) and public health advice
- ✓ An exclusion zone for <2m work will be set up pre task commencement
- ✓ Prior to donning appropriate PPE, staff will wash/sanitise their hands thoroughly

Social Distancing Parents:

- Staggered start time to allow parents to drop their children and reduce risk of non-socially distanced interactions
- Parents /guardians cannot enter the building for the present time during school day
- If parents/guardians wish to speak to the teachers/Principal/Deputy Principal/H.S.C.L, they are asked to communicate by phone,email ,dojo
- Meetings will not be organised face-to face unless in exceptional circumstances and then for a period of no more than 15 minutes
- For the initial part of Term 1, Junior Infant parents will be allowed into the hall during the drop off time with their child but are expected to leave promptly after bringing their child in . If a child does not settle, the parent/guardian should try to settle the child before entering the grounds. We appreciate how difficult this is for incoming Junior Infants and their parents/guardians and will work closely with parents/guardians to address this safely.
- Parents/guardians of junior infants must socially distance when bringing their child into the hall
- Parents/guardians must not go up the corridors, into the secretary's office at this time. A hatch is available for communication
- Parents /guardians cannot enter the school if bringing their child to school late in the morning Parents bring child to the hatch and speak with the secretary
- Parents/guardians may not wait in the lobby while waiting to pick up their child after school
- Share info with parents in August to reinforce the new safety routines-explicit explanation of drop off and pick up points,times,FAQs,maps/zones
- Maps/Signs on railings each morning
- Class teacher will bring class in from designated drop off point
- ASK parents to ensure their contact details are correct and updated.Check that we have a second person to contact if first number doesn't answer
- Ask parents for contact name and number for their child's G.P. To be used in the event that we are unable to contact the parent/guardian
- use website to keep promoting the health messages

- Inform parents that school may use thermometer to take a pupil's temperature if they are unwell
- Ask B.O.M. to contact county council to arrange clean up outside the Shanganagh Road entrance
- Encourage parents to use LIDL ,church car park for the morning drop off."Park and walk "
- Share our plan with other schools in the parish and discuss with Fr John in case the schools overlap
- Aim to get parents to walk to school
- Prepare Parents Room for use as isolation room .Inform parents about this temporary change of use
- Parents/guardians are asked not to gather communally at the gate
- Parents/guardians are asked to comply with the new rules around drop off areas and arrival and pick up times for pupils

Social Distancing :Visitors

- In light of the risk to pupils and staff, the B.O.M. do not allow visits to the school at this time by outside professionals/bodies.

Risk Level Calculation

- (a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality
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Risk Level Action

- 1-5 Trivial risk Acceptable
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 16-25 Emergency risk Halt activity and review immediately

Assessment Date: June, 2020

Assessor's Name:

Who may be affected?	Identified Risks	Cleaning	Risk Rating with controls	Action implementation
		Controls		
Staff especially cleaning staff	<p>Spread of Covid-19 virus</p> <p>Persons currently deemed most at risk of complications if they catch the coronavirus are:</p> <ul style="list-style-type: none"> • 60 years of age and over • have long-term medical conditions - i.e. heart disease, lung disease, high blood pressure, diabetes or 	<p>All cleaning will be undertaken in line with DES and public health guidance.</p> <ul style="list-style-type: none"> ✓ Staff are responsible for cleaning personal items that have been brought to work and items handled at work or during breaks. Staff advised to clean personal items that they have bring to work (e.g. mobile phones) and to avoid leaving them down on communal surfaces or they will need to clean the surface after the personal item is removed ✓ Anti-bacterial spray of desks by pupils each hour ,under teacher supervision in classes 3rd up ✓ Cleaning staff will be trained in the new cleaning arrangements for the school ✓ Cleaning staff must attend training for the new cleaning arrangements ✓ Cleaning staff must be flexible in their availability to meet the new tighter cleaning regime ✓ Cleaning staff will need to pay extra attention to shared common areas;lobbies,library, staffroom,staff toilets,office,computer room, PE hall and equipment ✓ Daily clean of the entire building each day after pupils have gone home.2-30-5 pm including all surfaces cleaned with anti-bacterial products,toilets cleaned +disinfected,floors clean,Points of contact areas/toilets in classrooms are cleaned while children are in the yard. ✓ Caretaker to check building during school day and to inform cleaner of areas needing to be cleaned ✓ Caretaker to clean during day where a cleaner is unavailable and an areas requires attention ✓ Cleaning staff will now have to fill in checklist each day in each room,caretaker will check this checklist.Signatures.initials must record that the task has been completed or checked ✓ Cleaning schedule to ensure enhanced cleaning 	Requires monitoring	Board of Management Principal Staff

cancer
• pregnant women

Known effects of the coronavirus :

- A fever (high temperature of 37.5 degrees Celsius or above)
- A cough - this can be any kind of cough, not just a dry cough
- Shortness of breath or breathing difficulties
- Loss of sense of smell
- Loss of sense of taste or distortion of sense of taste
- Death

- ✓ Sufficient cleaning materials and PPE will be available to allow for increased cleaning
- ✓ Cleaning staff will be instructed to wear gloves when cleaning and are aware of the need to wash their hands thoroughly with soap and water, both before and after wearing gloves
- ✓ 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
- ✓ System in place to make sure reusable cleaning equipment including mop heads and non-disposable cloths are clean before re-use
- ✓ System in place to ensure that equipment such as buckets are emptied and cleaned with a fresh solution of disinfectant before re-use

<p><u>Risk Level Calculation</u></p> <p>(a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality</p> <p>(b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable</p> <p>(c) Risk Rating = (a) X (b)</p>	<p><u>Risk Level Action</u></p> <p>1-5 Trivial risk Acceptable</p> <p>6-10 Medium risk Requires monitoring</p> <p>11-15 Severe risk Requires immediate further action and control</p> <p>16-25 Emergency risk Halt activity and review immediately</p>
<p><u>Assessment Date:</u> June, 2020</p>	<p><u>Assessor's Name:</u></p>

Who may be affected?	Identified Risks	Infants Classrooms	Risk Rating with controls	Action implementation
		Controls		
Staff	<ul style="list-style-type: none"> The incoming infants could spread infection by not social distancing If unable to follow handwashing routines,risk of infection Infants may spread infection if not following respiratory hygiene etiquette Playing with Equipment /toys could spread virus spread of corona virus sickness death 	<ul style="list-style-type: none"> Teach explicit hand-washing routines. Use powerpoint,youtube videos. Send home links so parents can support this Have posters at each sink area in class and toilet s promoting correct hand washing routines Library areas/ areas accessible to children will need to be covered or turned towards the wall. Remove soft toys from room see Aistear comments in previous section Consider use of the following to teach social distancing: a rope for each infant class with handles attached at 2 metres apart like playschools have. Each handle will be labelled and assigned to a specific child Discuss how the bubble operates aInfant level, as a whole staff Consider use of face masks and visors teacher desks: perspex shields?? Have perspex dividers for infant tables which may or may not be used social distancing is not expected in junior infants to 2nd class class should be organised so as to maximise social distancing routes to and from bathroom may be marked out to avoid too much interaction between pupils whilst pods may not be formally introduced at this stage, it is expected that pupils will stay in their assigned groups as much as possible ,in class. sharing of materials should be closely monitored at this level.Groups should use the same materials for a number of days ,the materials should be cleaned +disinfected daily and a gap before they are then used by the next group. pupils will have their own stationery .ziplok bag. It should be clean and disinfected each day. pupils bring own water bottle 	Requires monitoring	

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|--|--|---|--|
| | | <ul style="list-style-type: none">• no sharing of materials• no bringing in of toys from home• SET teachers in class bubble to support pupils with identified needs and assist with keeping them safe• SNA to assist with hygiene by frequently spraying surfaces, equipment• SNA to help pupils with washing hands, use of anti-bac gel• Explicit teaching and reinforcement of social distancing around adults/others• Corridor rules taught and reinforced• Yard: | |
|--|--|---|--|

Who may be affected?	Identified Risks	Special Educational Needs	Risk Rating with controls	Action implementation
		Controls		
Pupils & Staff	<ul style="list-style-type: none"> Progress has been slower because of loss of teaching time Regression may have occurred Need to re-learn some concepts/skills Emotional responses to return to school/closure may be adverse School refusal may be an issue for some Some SEN pupils, especially the younger ones, may be unable to adhere to Social distancing 	<ul style="list-style-type: none"> Teach explicit hand-washing routines. Use powerpoint, youtube videos. Send home links so parents can support this Have posters at each sink area in class and toilets promoting correct hand washing routines Library area/ area accessible to children will need to be covered or turned towards the wall. Discuss how the bubble operates for SEN pupils as a whole staff; Accommodations to allow for withdrawal of pupils for one-to-one with SET, using appropriate PPE Consider use of face masks and visors/PPE teacher desks: perspex shields?? Teach social distancing rules using additional visual aids, linking in with home, as needed, depending on the pupil's individual needs Link in with parents/guardians in August to support return to school link in with teacher during July provision to support preparation of pupil and to address issues such as anxiety about returning Address anxiety in pupils about the return during School Summer Camp Provide information to parents/guardians to support preparing their pupils emotionally for the return to school Have perspex dividers for tables (which may or may not be used depending on how the pupil is) social distancing is not expected in junior infants to 2nd class arrange pods (3rd to 6th) that include the pupils and foster friendships, as much as possible. whilst pods may not be formally introduced in younger classes, stage, it is expected that pupils will stay in their assigned groups as much as possible, in class. pupils bring own water bottle no sharing of materials no bringing in of toys from home 	Requires monitoring	

- SET staff may have to substitute across school and may be less available for these pupils at times.
- pupils could infection by not social distancing
- If unable to follow hand washing routines,risk of infection
- pupils may spread infection if not following respiratory hygiene etiquette
- Pupils may require closer face -to-face contact for instruction
- Pupils may not be able to learn at 1m distance
- spread of virus
- sickness
- death

- SET teachers in class bubble to support pupils with identified needs and assist with keeping them safe
- SNA to assist with hygiene by frequently spraying surfaces,equipment
- SNA to help pupils with washing hands, use of anti-bac gel
- Explicit teaching and reinforcement of social distancing around adults/others
- Corridor rules taught and reinforced
- Yard: SNA monitors and supervises to ensure that the pupil is socially distancing ,where possible.
- SET work closely in bubble with class teacher to plan and address agreed goals.Share discussion with parents/guardians.Meet on zoom/phone calls
- HSCL to work closely with class teacher,Patrica and Deirdre, to address school refusal
- Staggered start times may be an option in short term,if school-based anxiety /refusal is manifesting, and the pupil cannot be minded properly for health and safety reasons
- Pupils that are presenting as flight risks: parents/guardians will be involved in discussions to resolve this. SNAs will encourage pupils to come in . PPE (visors/masks) may have to be worn by school staff in close contact with pupils on certain occasions such as these
- yard marked with 1 m intervals for lining up,SNA assist pupils at this time
- Social Stories for SEN pupils in August to pre-teach this
- Share information as needed among staff about pupils with additional needs
- Review and bring SEN pupils out separately with SNA ,if Social distancing is not possible for them
- SNA /Teacher Teach games that are Social distanced
- Explore having an Outdoor Classroom
- Have lessons outside as much as possible in September,October
- Avoid using chill out areas
- Review the safety in the Nurture Room after week 2 in September, but keep the room closed until then.

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Who may be affected?	Identified Risks	Office and administration areas		Risk Rating with controls	Action implementation
		Controls			
Staff	Spread of Covid-19 virus •Death	<ul style="list-style-type: none"> • Office capacity to be limited to facilitate the maintenance of physical distancing between secretary and staff • The number of employees permitted to work in an office at any particular time shall be limited as a necessary control measure to protect health and safety. • As per BOM direction; no visitors are permitted onsite at this time. 		Requires monitoring	Board of Management Principal Administration staff
<u>Risk Level Calculation</u>			<u>Risk Level Action</u>		

<p>(a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality</p> <p>(b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable</p> <p>(c) Risk Rating = (a) X (b)</p>	<p>1-5 Trivial risk Acceptable</p> <p>6-10 Medium risk Requires monitoring</p> <p>11-15 Severe risk Requires immediate further action and control</p> <p>16-25 Emergency risk Halt activity and review immediately</p>
<p><u>Assessment Date:</u> June, 2020</p>	<p><u>Assessor's Name:</u></p>

Who may be affected?	Identified Risks	Use of PPE	Risk Rating with controls	Action implementation
		Controls		
Staff	<p>Spread of Covid-19 virus</p> <p>Persons currently deemed most at risk of complications if they catch the coronavirus are:</p> <ul style="list-style-type: none"> • 60 years of age and over • have long-term medical conditions - i.e. heart disease, lung disease, high blood pressure, diabetes or cancer 	<p>The correct use of Personal Protective Equipment (PPE) such as face shields/visors or clear plastic barriers or Perspex screens etc. may be required in some circumstances to address identified risks of spread of the virus.</p> <p>Where PPE is required by staff, they will be notified accordingly and be provided with the necessary PPE and provided with training and information in the proper use, cleaning, storage and disposal of PPE.</p> <p>PPE needs to be consistently and properly worn when required. In addition, it must be regularly inspected, cleaned, maintained and replaced as necessary.</p> <p>PPE will not be required to be worn within the school facility according to current occupational and public health guidance.</p> <p>Current general guidance from the HSE in relation to the wearing of face coverings, masks and gloves is available at the following Link: https://www2.hse.ie/conditions/coronavirus/face-masks-disposable-gloves.html</p> <p>Face masks will be provided to all staff and are available for optional use.</p> <p>Gloves are not required generally within the workplace for infection prevention and control purposes according to current guidance. Due to the risks associated with the usage of gloves, the Board of Management will not be providing gloves to staff for general use. Staff are reminded that wearing gloves can lead to a reduction in handwashing, according to Dept of Health advice</p> <p>*Face coverings are not recommended to be worn by children under 13 years.</p>	Requires monitoring	Board of Management + Principal Staff

• pregnant women

Known effects of the coronavirus :

• A fever (high temperature of 37.5 degrees Celsius or above)

• A cough - this can be any kind of cough, not just a dry cough

• Shortness of breath or breathing difficulties

• Loss of sense of smell

• Loss of sense of taste or distortion of sense of taste

•Death

<u>Risk Level Calculation</u> (a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality (b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable (c) Risk Rating = (a) X (b)		<u>Risk Level Action</u> 1-5 Trivial risk Acceptable 6-10 Medium risk Requires monitoring 11-15 Severe risk Requires immediate further action and control 16-25 Emergency risk Halt activity and review immediately	
<u>Assessment Date:</u> June, 2020		<u>Assessor's Name:</u>	

Who may be affected?	Identified Risks	Handling books and other resources during Covid-19	Risk Rating with controls	Action implementation
		Controls		

<p>Staff (particularly SNAs, school secretaries and school book rental coordinator)</p>	<p>Spread of Covid-19 virus</p>	<p>The Board of Management has to prepare for the return of school books (book rental scheme) and other resource materials (including IT equipment) so that these will be available to pupils for the start of the new school year. The following guidelines are recommended for staff when receiving or assisting in compiling resource packs, in collecting pupils work, in organisation of materials which pupils have been in contact with:</p> <ul style="list-style-type: none"> • Maintain physical distancing (currently 2 metres) • Observe good hygiene (hand washing and respiratory etiquette, do not touch your eyes, nose, mouth with unwashed hands, etc.) before and after handling books and other materials returned to the school • Follow the agreed school protocols if you are displaying symptoms of Covid-19 • Any books or other items (resource packs, computers, etc.) being returned to the school should be quarantined for 72 hours. Quarantining means placing these items in sealed boxes that are labelled with the time and date of the start of the 72-hour quarantine period. These boxes should be stored in a separate location away from active work areas within the school • Following the expiry of the 72-hour quarantine period the items may be unboxed, cleaned and prepared for the next school year • Hands should be washed in line with relevant guidance • <p><u>Handling Equipment</u></p> <ul style="list-style-type: none"> • Children should bring in their own water bottles • Children should fetch their own lunches from the carambola crate • children should bring their stationery in a ziploc, labelled. Each night their items should be sprayed /disinfected at home • Pupils in 3rd-6th may use spray to disinfect their materials/equipment within their bubble, under teacher's direction and under adult supervision • Pupils in pods from 3rd-6th may share school equipment, under the teacher's direction, within their pod. • Cleaning of equipment must happen after use/at the end of lesson, ideally every 45 mins a spray down of surfaces & equipment and safe disposal of the blue roll used for the purposes of cleaning the equipment. • Younger pupils should minimise the sharing of equipment and toys • Equipment in the classes 2nd and below should be within a set group for a set period, to avoid overlap and spread of infection. • Equipment which is shared should be cleaned after each use or kept out of circulation for 48 hours (72 hours for plastics). Washing machine or hot soapy water, depending on the item. • Soft furnishings and toys should be stored away safely and are not suitable at 	<p>Requires monitoring</p>	<p>Board of Management Principal Staff</p>
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- present times.
- Particular attention to communal play areas is needed in junior classes: sand tray, aistear area: limit use to one group for a period of days and cover/turn away large items that cannot be safely kept clean and disinfected.
 - Cleaning Staff to pay particular attention to disinfecting these rooms and using fogging machine in these rooms
 - Toys must not be brought in from home
- SET Equipment :
- Maths and Literacy resources must not be shared across different classes/bubbles. Records should be kept of equipment which goes out to various rooms, by teachers. It will not be possible to borrow maths resources for a short period, then return them, as previously. Now, this must be recorded. The items should be thoroughly cleaned and disinfected after and left for 48 hours, before returning to the maths room
 - Shared reading material such as power hour readers must be given out in a weekly pack, rather than on a daily basis. The packs can be collected back at the end of the week, teachers can spray books and let them be quarantined for the weekend.
- Homework:
- Online learning and online platforms may be introduced by teachers, depending on discussion at staff meeting
 - packs /tasks can be set for submission on wednesday to the teacher. The teacher can return work to pupils on friday afternoon. This may be subject to change following staff meetings and review of homework policy.
 - Library books: Gloves should be worn by the teacher when allowing pupils to borrow books and the book should be sprayed for the borrower. As per previous item: books should be placed in clearly labelled quarantine boxes upon return.

Risk Level Calculation

(a) Severity of risk/injury 1=trivial, 2=slight,
3=moderate, 4=major, 5=fatality
(b) Likelihood of event 1=rare, 2=unlikely, 3=likely,

Risk Level Action

1-5 Trivial risk Acceptable
6-10 Medium risk Requires monitoring
11-15 Severe risk Requires immediate further action and control

4=very likely, 5=inevitable (c) Risk Rating = (a) X (b)		16-25 Emergency risk Halt activity and review immediately			
<u>Assessment Date:</u> June, 2020		<u>Assessor's Name:</u>			
Who may be affected?	Identified Risks	Using hand tools or equipment		Risk Rating with controls	Action implementation
		Controls			
All staff	<p>Spread of Covid-19 virus</p> <p>Persons currently deemed most at risk of complications if they catch the coronavirus are:</p> <ul style="list-style-type: none"> • 60 years of age and over • have long-term medical conditions - i.e. heart disease, lung disease, 	<ul style="list-style-type: none"> ✓ Staff must wear the appropriate PPE for the nature of the work that they are undertaking ✓ All tools and equipment must be properly sanitised to prevent cross contamination ✓ Arrangements should be put in place for one individual to use the same tool, equipment and machinery as far as is reasonably practicable ✓ Cleaning material will be available so that all tools can be wiped down with disinfectant between each use ✓ All mobile machinery (including lawnmowers) must be thoroughly cleaned and sanitized prior to use 		Requires monitoring	Board of Management Principal Staff

high blood pressure, diabetes or cancer

- pregnant women

Known effects of the coronavirus :

- A fever (high temperature of 37.5 degrees Celsius or above)
- A cough - this can be any kind of cough, not just a dry cough
- Shortness of breath or breathing difficulties
- Loss of sense of smell
- Loss of sense of taste or distortion of sense of

taste
•Death

Risk Level Calculation

(a) Severity of risk/injury 1=trivial, 2=slight,
3=moderate, 4=major, 5=fatality

(b) Likelihood of event 1=rare, 2=unlikely, 3=likely,
4=very likely, 5=inevitable

(c) Risk Rating = (a) X (b)

Risk Level Action

1-5 Trivial risk Acceptable

6-10 Medium risk Requires monitoring

11-15 Severe risk Requires immediate further action and control

16-25 Emergency risk Halt activity and review immediately

Assessment Date: June, 2020

Assessor's Name:

Who may be affected ?	Identified Risks	Dealing with a suspected case of Covid-19		Risk Rating with controls	Action implementation
		Controls			
Staff Pupils Visitors Contractors	Spread of Covid-19 virus	<p>The Board of Management will:</p> <ul style="list-style-type: none"> ✓ Appoint an appropriate person for dealing with suspected cases. ✓ Have a designated isolation area available within the school building. The designated area and the route to the designated area should be easily accessible and as far as is reasonable and practicable, should be accessible by people with disabilities. The possibility of having more than one person displaying signs of Covid-19 needs to be considered so having additional isolation areas available or another contingency plan for dealing with additional cases must be planned. It would be important that the designated area has the ability to isolate the person behind a closed door and away from other workers. <u>The designated isolation room is :THE PARENTS' ROOM</u> <p>If a person displays symptoms of Covid-19 the following procedure is to be implemented:</p> <ul style="list-style-type: none"> ✓ Isolate the person and have a procedure in place to accompany the individual to the designated isolation area via the isolation route, keeping at least 2 metres away from the symptomatic person and also making sure that others maintain a distance of at least 2 metres from the symptomatic person at all times. ✓ Provide a mask for the person presenting with symptoms if one is available. He/she should wear the mask if in a common area with other people or while exiting the premises. ✓ Assess whether the individual who is displaying symptoms can immediately be directed to go home and call their doctor and continue self-isolation at home. ✓ Facilitate the person presenting with symptoms remaining in isolation if they cannot immediately go home and facilitate them calling their doctor. The individual should avoid touching people, surfaces and objects. Advice should be given to the person presenting with symptoms to cover their mouth and nose with the disposable tissue provided when they cough or sneeze and put the tissue in the waste bag provided 		Requires monitoring	Board of Management Principal Staff
<p><u>Risk Level Calculation</u></p> <p>(a) Severity of risk/injury 5=fatality</p> <p>(b) Likelihood of event 5=inevitable</p>		1=trivial, 2=slight, 3=moderate, 4=major, 1=rare, 2=unlikely, 3=likely, 4=very likely,	<p><u>Risk Level Action</u></p> <p>1-5 Trivial risk Acceptable</p> <p>6-10 Medium risk Requires monitoring</p> <p>11-15 Severe risk Requires immediate further action and control</p> <p>16-25 Emergency risk Halt activity and review immediately</p>		

(c) Risk Rating = (a) X (b)	
<u>Assessment Date:</u> June, 2020	<u>Assessor's Name:</u>

Who may be affected?	Identified Risks	Dealing with a suspected case of Covid-19 (continued)		Risk Rating with controls	Action implementation
		Controls			
Staff Pupils Visitors Contractors	<p>Spread of Covid-19 virus</p> <p>Persons currently deemed most at risk of complications if they catch the coronavirus are:</p> <ul style="list-style-type: none"> • 60 years of age and over • have long-term medical conditions - i.e. heart disease, lung disease, high blood pressure, diabetes or cancer 	<ul style="list-style-type: none"> ✓ If the person is well enough to go home, arrange for them to be transported home by a family member, as soon as possible and advise them to inform their general practitioner by phone of their symptoms. Public transport of any kind should not be used ✓ If they are too unwell to go home or advice is required, contact 999 or 112 and inform them that the sick person is a Covid-19 suspect. ✓ Carry out an assessment of the incident which will form part of determining follow-up actions and recovery. ✓ Arrange for appropriate cleaning of the isolation area and work areas involved. 		Requires monitoring	Board of Management Principal Staff

• pregnant women

Known effects of the coronavirus

:

• A fever (high temperature of 37.5 degrees Celsius or above)

• A cough - this can be any kind of cough, not just a dry cough

• Shortness of breath or breathing difficulties

• Loss of sense of smell

• Loss of sense of taste or distortion of sense of taste

• Death

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<u>Risk Level Calculation</u> (a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality (b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable (c) Risk Rating = (a) X (b)	<u>Risk Level Action</u> 1-5 Trivial risk Acceptable 6-10 Medium risk Requires monitoring 11-15 Severe risk Requires immediate further action and control 16-25 Emergency risk Halt activity and review immediately
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<u>Assessment Date:</u> June, 2020	<u>Assessor's Name:</u>
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Who may be affected?	Identified Risks	Covid-19 cleaning	Risk Rating with controls	Action implementation
		Controls		

<p>Staff Pupils Visitors</p>	<p>Spread of Covid-19 virus</p> <p>Persons currently deemed most at risk of complications if they catch the coronavirus are:</p> <ul style="list-style-type: none"> • 60 years of age and over • have long-term medical conditions - i.e. heart disease, lung disease, high blood pressure, diabetes or cancer • pregnant women <p>Known effects of the coronavirus :</p> <ul style="list-style-type: none"> • A fever 	<p>All cleaning will be undertaken in line with DES and public health guidance.</p> <ul style="list-style-type: none"> ✓ It is recommended cleaning an area with normal household disinfectant after a suspected coronavirus (Covid-19) case. This will reduce the risk of passing the infection on to other people ✓ The area should be kept closed and secure for 72 hours (if possible) for cleaning as the amount of virus living on surfaces will have reduced significantly by 72 hours ✓ For cleaning purposes, wear a face mask, disposable or washing up gloves. These should be double-bagged, then stored securely for 72 hours and then put with the regular rubbish after cleaning is finished should be double-bagged, ✓ Using a disposable cloth, first clean the hard surfaces with warm soapy water. Then disinfect these surfaces with the cleaning products you normally use. Pay particular attention to frequently touched areas and surfaces, such as toilets, banisters on stairwells and door handles ✓ If an area has been heavily contaminated, such as with visible bodily fluids, from a person with coronavirus (Covid-19) consider using protection for the eyes, mouth and nose, as well as wearing gloves and apron ✓ Wash hands regularly with soap and water for 20 seconds and after removing gloves, aprons and other protection used while cleaning ✓ Public areas where a symptomatic individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids can be cleaned as normal ✓ All surfaces that the symptomatic person has come into contact with must be cleaned and disinfected, including objects which are visibly contaminated with body fluids ✓ Fogging machine clean as soon as possible and on weekly basis 	<p>Serious</p> <p>Requires monitoring</p>	<p>Board of Management Principal Cleaning staff</p>
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(high temperature of 37.5 degrees Celsius or above)

- A cough - this can be any kind of cough, not just a dry cough
- Shortness of breath or breathing difficulties
- Loss of sense of smell
- Loss of sense of taste or distortion of sense of taste
- Death

Risk Level Calculation

(a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality
 (b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable
 (c) Risk Rating = (a) X (b)

Risk Level Action

1-5 Trivial risk Acceptable
 6-10 Medium risk Requires monitoring
 11-15 Severe risk Requires immediate further action and control
 16-25 Emergency risk Halt activity and review immediately

Assessment Date: June, 2020

Assessor's Name:

Who may be affected?	Identified Risks	Cleaning a space with a suspected/confirmed case of Covid-19		Risk Rating with controls	Action implementation
		Controls			
Staff Pupils Visitors	<p>Spread of Covid-19 virus</p> <p>Persons currently deemed most at risk of complications if they catch the coronavirus are:</p> <ul style="list-style-type: none"> • 60 years of age and over • have long-term medical conditions - i.e. heart disease, lung disease, high blood pressure, diabetes or 	<p>All cleaning will be undertaken in line with DES and public health guidance.</p> <p>Use disposable cloths or paper roll and disposable mop heads to clean all hard surface floors, chairs, door handles and sanitary fittings, using an approved and recognised detergent and disinfectant in line with the manufacturer's instructions for dilution, application and contact times</p> <p>Caretaker immediately uses fogging machine to disinfect room. Disinfectants used should be effective against viruses.</p> <p>Additionally:</p> <p>Avoid creating splashes and spray when cleaning. Any cloths and mop heads used must be disposed of and should be put into waste bags as outlined below.</p> <p>When items cannot be cleaned using detergents or laundered (upholstered furniture or mattresses for example) steam cleaning should be used</p> <p>Any items that have been heavily contaminated with body fluids and that cannot be cleaned by washing should be disposed of</p> <p>If possible, keep an area closed off and secure for 72 hours. After this time the amount of virus contamination will have decreased substantially, and cleaning can take place as normal</p>		<p>Serious</p> <p>Requires monitoring</p>	<p>Board of Management Principal Cleaning staff</p>

cancer
• pregnant women

Known effects of the coronavirus

:

• A fever (high temperature of 37.5 degrees Celsius or above)

• A cough - this can be any kind of cough, not just a dry cough

• Shortness of breath or breathing difficulties

• Loss of sense of smell

• Loss of sense of taste or distortion of sense of taste

• Death

<u>Risk Level Calculation</u> (a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality (b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable (c) Risk Rating = (a) X (b)		<u>Risk Level Action</u> 1-5 Trivial risk Acceptable 6-10 Medium risk Requires monitoring 11-15 Severe risk Requires immediate further action and control 16-25 Emergency risk Halt activity and review immediately	
<u>Assessment Date:</u> June, 2020		<u>Assessor's Name:</u>	

Who may be affected?	Identified Risks	Cleaning a space with a suspected/confirmed case of Covid-19 (continued)		Risk Rating with controls	Action implementation
		Controls			
Staff Pupils Visitors	Spread of Covid-19 virus Persons currently deemed most at risk of complications if they catch the corona virus are: • 60 years of age and over • have long-term medical	<p>Laundry</p> <ul style="list-style-type: none"> ✓ Wash items in accordance with the manufacturer's instructions. Use the warmest water setting and dry items completely. Dirty laundry that has been in contact with an unwell person can be washed with other people's items. Do not shake dirty laundry as this minimises the possibility of dispersing the virus through the air ✓ Clean and disinfect anything used for transporting laundry with your usual products, in line with the cleaning guidance outlined above <p>Waste Management</p> <ul style="list-style-type: none"> ✓ Waste should be put in a plastic rubbish bag and tied when full ✓ The plastic bag should then be placed in a second bin bag and tied ✓ It should be put in a suitable and secure place and marked for storage until the individual's test results are known ✓ All waste should be stored safely and kept away from children. You should not put waste in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours ✓ If the individual tests negative, the waste can be put in with the normal waste. If the individual tests positive, then store it for at least 72 hours and put in with the normal waste <p>Where a teacher has to leave school early and Covid is suspected:</p> <ul style="list-style-type: none"> • Principal informed immediately • the pupils in the class should be brought outside immediately so that the cleaning of the room can take place • Parents should be informed and offered to collect their child as soon as possible • Advice should be sought from HSE/Public health as to whether to immediately send the class home. 		Serious Requires monitoring	Board of Management Principal Cleaning staff

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- HSE may advice contact tracing, isolate pupil at home for 5 days and family members of pupils in affected classes may also have to self -isolate, depending on public health advice
- The above procedure also applies in the event of a pupil going home early with suspected covid: Parents/guardians should be made aware of this and public health advice should be sought
- Incident report forms to be filled in after, when it is safe to do so

	<ul style="list-style-type: none">• A cough - this can be any kind of cough, not just a dry cough• Shortness of breath or breathing difficulties• Loss of sense of smell• Loss of sense of taste or distortion of sense of taste		
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•Death

Risk Level Calculation

(a) Severity of risk/injury 1=trivial, 2=slight,
3=moderate, 4=major, 5=fatality

(b) Likelihood of event 1=rare, 2=unlikely, 3=likely,
4=very likely, 5=inevitable

(c) Risk Rating = (a) X (b)

Risk Level Action

1-5 Trivial risk Acceptable

6-10 Medium risk Requires monitoring

11-15 Severe risk Requires immediate further action and control

16-25 Emergency risk Halt activity and review immediately

Assessment Date: June, 2020

Assessor's Name:

Who may be affected?	Identified Risks	Curriculum Access	Risk Rating with controls	Action implementation
		Controls		
Pupils	<p>Delivery of learning/Risk to learning</p> <p>Risk to :</p> <ul style="list-style-type: none"> pupils' education pupils social,emotional,spiritual, physical development risk of inequity to our pupils in DEIS and in families with higher concentration of job loss(continued impact of covid when this phase passes) greater impact on the families in extreme need/target 	<ul style="list-style-type: none"> implement shared planning for continuity-so that any teacher in the school can deliver the curriculum +to allow for subs /SET acting as subs . Have a Whole School Approach to teaching remotely and a unified approach. Look at what platform suits each class level and allow for flexibility across class levels . But suggest that teachers use one platform per class need to get set up on google classrooms early Autumn 2020 so we are ready for a phase 2 /closure in Sept if it spikes? Identify families with ICT/device gaps pre-recorded lessons which can be put up Using open boards Create online 8 mins lessons on dojo? Implement Google drive,upload lessons/videos to G suite Organise staff training in use of Google docs,drive,suite Distribute laptops to identified families;vulnerable identified SEN pupils, if we have to deliver a blended approach in September HAVE whole staff meeting to ensure consistency in our teaching approach and volume of content Have consensus on what aspects of school /curriculum pans lend themselves to online delivery/learning. Consider topics that might be better placed in terms 2 &3/ back in classroom for full days Discuss pared curriculum that addresses identified core areas, if in a shortened day scenario maintain some form of contact with our pupils all through the summer to help with smooth transition ; Reconnecting With School Summer Camp in August for this purpose Promote CPD in closure that spreads the Restorative Approach Spread and share REstorative Approach information and ideas <p>Restorative Approach; RESTORE</p>	Requires monitoring	All staff

ed families and risk of longer- term impact on their educational outcomes during lockdown

Risk:

- Pupils may feel anxious about the return after the long period of absence
- school refusal
- pupils may be at risk of not being able to engage in learning as they are in a transition from home/may be affected by the absence
- Pupils may have become withdrawn
- Pupils may display

- **R-Recognition** of what people have gone through. Share experiences. Don't brush off the things that have happened to our pupils too early.
- **E-Empathy.**
- **S-Safety.** Paramount.
- Safety: Our approach might be wrong if based on fear and nerves; Guard dog rather than wise owl ; have patience , make generous assumptions.
- **T-Trauma.** Connect . ACE model. Our capacity to engage is affected by trauma. Recognise this.
- Give the student space. Be mindful of our tolerance .
- Heal through relationships. Have high expectations. See the best in people . Social and emotional-meet pupils needs. Create space. Mindfulness as detention
- **O-Opportunity**
- Conflict is an opportunity to connect
- **R-Relationships**
- Collaboration. Work with. INTENTION
- Be explicit about our intention. esp when dealing with challenges.
- CONNECTION BEFORE CORRECTION
- Look at our school mission statement; how do we practice this? Look at our SIP ; does it meet our needs for this time?
- New possibilities; what areas can we change for the better? what do we really care about
- **E-Engagement** ; Problem-Solution
- Identify pupils who are likely to experience anxiety
- Implement link in via SET +HSCCL coordinate preparation of pupils where overlap occurs
- Staff meeting to discuss common approach
- communicate whole school community message in mini-assembly , class-based

behavioral responses of avoidance, attention, escape

Risk Level Calculation

(a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality
 (b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable
 (c) Risk Rating = (a) X (b)

Risk Level Action

1-5 Trivial risk Acceptable
 6-10 Medium risk Requires monitoring
 11-15 Severe risk Requires immediate further action and control
 16-25 Emergency risk Halt activity and review immediately

Assessment Date: June, 2020

Assessor's Name:

Who may be affected?	Identified Risks	Dropping off and picking up of pupils		Risk Rating with controls	Action implementation
		Controls			

<p>Staff Pupils Parents/guardians Bus and taxi drivers Wider Community</p>	<p>Spread of Covid-19 virus</p> <p>Persons currently deemed most at risk of complications if they catch the coronavirus are:</p> <ul style="list-style-type: none"> • 60 years of age and over • have long-term medical conditions - i.e. heart disease, lung disease, high blood pressure, diabetes or cancer • pregnant women <p>Known effects of the coronavirus :</p> <ul style="list-style-type: none"> • A fever 	<ul style="list-style-type: none"> • Arrangements for dropping off and picking up pupils from the school facility will be organised to maintain, as far as is reasonably practicable, a safe social distance between drivers/parents/guardians and all school staff. • Where pupils travel by public transport and use the bus stop on Shanganagh Road, their parents/guardians should remind them of the need to maintain social distance while awaiting the bus and to sit in designated seats on public transport ,wearing masks. • Parents/guardians will be encouraged to wait in the car outside of the school . Parents/guardians are asked not to gather communally before /after school. • Parents/guardians are asked to respect the new drop off and pick up zones and staggered times 	<p>Requires monitoring</p>	<p>Board of Management Principal Staff Bus and taxi drivers</p>
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(high temperature of 37.5 degrees Celsius or above)

- A cough - this can be any kind of cough, not just a dry cough
- Shortness of breath or breathing difficulties
- Loss of sense of smell
- Loss of sense of taste or distortion of sense of taste
- Death

Risk Level Calculation

(a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality
 (b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable
 (c) Risk Rating = (a) X (b)

Risk Level Action

1-5 Trivial risk Acceptable
 6-10 Medium risk Requires monitoring
 11-15 Severe risk Requires immediate further action and control
 16-25 Emergency risk Halt activity and review immediately

Assessment Date: June, 2020

Assessor's Name:

Who may be affected?	Identified Risks	Travel to and from work		Risk Rating with controls	Action implementation
		Controls			
Staff	<p>Spread of Covid-19 virus</p> <p>Persons currently deemed most at risk of complications if they catch the coronavirus are:</p> <ul style="list-style-type: none"> • 60 years of age and over • have long-term medical conditions - i.e. heart disease, lung disease, high blood pressure, diabetes or cancer • pregnant women 	<p>Where a staff member exhibits any signs of Covid-19 or has been exposed to a confirmed case they should not travel to work.</p> <p>Wherever possible, staff should travel to work alone using their own means of transport - staff should not share transport to or from work.</p> <p>If availing of public transport, sit down to minimise contact with frequently touched surfaces, handles, roofstraps, isolation bars, etc.</p> <p>Wear a face mask and carry hand sanitizer (at least 60% alcohol) and use it regularly throughout your journey.</p>		Requires monitoring	All staff

Known effects of the coronavirus :

- A fever (high temperature of 37.5 degrees Celsius or above)

- A cough - this can be any kind of cough, not just a dry cough

- Shortness of breath or breathing difficulties

- Loss of sense of smell

- Loss of sense of taste or distortion of sense of taste

- Death

Who may be affected ?	Identified Risks	Visitors to school	Risk Rating with controls	Action implementation
		Controls		
Staff Pupils Wider Community	<p>Spread of Covid-19 virus</p> <p>Persons currently deemed most at risk of complications if they catch the coronavirus are:</p> <ul style="list-style-type: none"> • 60 years of age and over • have long-term medical conditions - i.e. heart disease, lung disease, 	<p>The Board of Management will ensure the safety and wellbeing of all visitors to the school premises.</p> <p><u>Visits to the school at this time are not allowed for Health and Safety reasons.</u></p> <p>This decision will be reviewed at future BOM meetings and if a change of decision is made then restricted visits may then ensue.</p> <p>Restricted Visits means that :</p> <p>Visits to the school will be severely restricted and visitors will be asked to:</p> <ul style="list-style-type: none"> ✓ Make a prior appointment before visiting the school ✓ sign the log on entry and exit ✓ Remain at home if they have any Covid-19 symptoms ✓ Follow the agreed Covid-19 protocols for the school ✓ Sanitise before entering the premises ✓ Attendance to be recorded on entry to building ✓ Wear PPE if instructed ✓ Adhere to social distancing requirements ✓ Not to loiter - complete their business and leave premises <p>Substitute teachers will be expected to :</p> <ul style="list-style-type: none"> • not have travelled outside of Ireland without quarantining • sign in and out • be made aware of covid response plan by Patricia/Deirdre • follow all school guidelines to keep themselves and their pupils safe • Be aware of who to report to if they or a pupil in their class develop covid symptoms/complain of feeling unwell • Fill in records relating to equipment,pupil pods as needed • Fill in record of entering other bubbles ,if necessary 	Requires monitoring	Board of Management Principal

high
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Known
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Risk Level Calculation

(a) Severity of risk/injury 1=trivial, 2=slight,
3=moderate, 4=major, 5=fatality
 (b) Likelihood of event 1=rare, 2=unlikely, 3=likely,
4=very likely, 5=inevitable
 (c) Risk Rating = (a) X (b)

Risk Level Action

1-5 Trivial risk Acceptable
 6-10 Medium risk Requires monitoring
 11-15 Severe risk Requires immediate further action and control
 16-25 Emergency risk Halt activity and review immediately

Assessment Date: June, 2020

Assessor's Name:

Who may be affected ?	Identified Risks	Management of deliveries and supplies to school	Risk Rating with controls	Action implementation
		Controls		
Staff Pupils Drivers Wider Community	<p>Spread of Covid-19 virus</p> <p>Persons currently deemed most at risk of complications if they catch the coronavirus are:</p> <ul style="list-style-type: none"> • 60 years of age and over • have long-term medical conditions - i.e. heart disease, lung disease, 	<ul style="list-style-type: none"> ▪ All drivers to remain in their vehicle and to follow instructions to set down area ▪ Ensure that all delivery transactions comply with physical distancing requirements ▪ Agree a delivery protocol with suppliers ▪ All deliveries to be planned with allocated times for collections and deliveries ▪ Arrangements to be made for paperless deliveries ▪ System to be agreed with suppliers to ensure reconciliations are accurate ▪ Appropriate sanitising arrangements at set down areas (for materials and stock) and at access and egress points. 	Requires monitoring	<p>Board of Management</p> <p>Principal</p> <p>Staff</p> <p>Delivery personnel</p>

high blood pressure

, diabetes or cancer

• pregnant women

Known effects of the coronavirus:

• A fever (high temperature of 37.5 degrees Celsius or above)

• A cough - this can be any kind of cough, not just a dry cough

• Shortness of

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• Death

Risk Level Calculation

(a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality
 (b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable
 (c) Risk Rating = (a) X (b)

Risk Level Action

1-5 Trivial risk Acceptable
 6-10 Medium risk Requires monitoring
 11-15 Severe risk Requires immediate further action and control
 16-25 Emergency risk Halt activity and review immediately

Assessment Date: June, 2020

Assessor's Name:

Declaration of Sight

I have read and understand the contents of this document.

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4. General advice to prevent the spread of the virus

Staff and visitors should at all times adhere to the up to date advice and instructions of the public health authorities in relation to protecting oneself and others against the risk posed by the Covid-19 virus.

Updated advice from the HSE is available on its website - <https://www2.hse.ie/coronavirus/>

The Department of Education and Skills will ensure all updated advice is circulated to schools. Scoil Mhuire will arrange for this advice to be circulated to staff, pupils and visitors in a timely manner.

The most common respiratory symptoms of Covid-19 infection include; a high temperature, fever, cough, shortness of breath and breathing difficulties.

Any staff member displaying these symptoms should immediately inform the Principal teacher. They will not be permitted to attend work if they have any of the symptoms listed below:

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

Staff must inform the Principal of this situation as soon as possible. The following advice is provided to inform school staff and pupils **how to reduce the chance of getting infected by the coronavirus:**

Wash your hands frequently

Regularly and thoroughly clean your hands with soap and water or with an alcohol-based hand sanitiser in line with the health guidance, especially after touching another person or their personal items, after using the toilet and before eating or preparing food.

Why? Washing your hands with soap and water or using alcohol-based hand sanitiser kills viruses that may be on your hands.

Maintain social distancing

This section will be updated with public health advice in the coming days to facilitate running Summer Provision in 2020

Avoid touching eyes, nose and mouth

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

Practice respiratory hygiene

Make sure you, and the people around you, follow good respiratory hygiene. This means covering your mouth and nose with a tissue or your bent elbow when you cough or sneeze. Then dispose of the used tissue immediately.

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

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

Do

- Wash your hands properly and often
- Cover your mouth and nose with a tissue or your sleeve when you cough and sneeze
- Put used tissues into a bin and wash your hands
- Clean and disinfect frequently touched objects and surfaces.

Do Not

- Touch your eyes, nose or mouth if your hands are not clean
- Share objects that touch your mouth - for example, bottles, cups, cutlery, etc.

You should wash your hands:

- After coughing or sneezing
- Before and after eating
- Before and after preparing food
- If you were in contact with someone who has a fever or respiratory symptoms (cough, shortness of breath, difficulty breathing)
- Before and after being on public transport
- Before and after being in a crowd (especially an indoor crowd)
- When you arrive and leave buildings
- If your hands are dirty
- After toilet use

For advice from HSE on how to wash your hands the following link will be helpful: <https://www2.hse.ie/wellbeing/how-to-wash-your-hands.html>

People at very high risk (extremely vulnerable):

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

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

- are over 70 years of age - even if you're fit and well
- have had an organ transplant
- are undergoing active chemotherapy for cancer

- are having radical radiotherapy for lung cancer
- have cancers of the blood or bone marrow such as leukaemia, lymphoma or myeloma who are at any stage of treatment
- are having immunotherapy or other continuing antibody treatments for cancer
- are having other targeted cancer treatments which can affect the immune system, such as protein kinase inhibitors or PARP inhibitors
- have had bone marrow or stem cell transplants in the last 6 months, or who are still taking immunosuppression drugs
- severe respiratory conditions including cystic fibrosis, severe asthma, pulmonary fibrosis, lung fibrosis, interstitial lung disease and severe COPD
- have a condition that means you have a very high risk of getting infections (such as SCID, homozygous sickle cell)
- are taking medicine that makes you much more likely to get infections (such as high doses of steroids or immunosuppression therapies)
- have a serious heart condition and you are pregnant

The advice for this group is available from the HSE. Staff who are in this group should self-declare on the Return to Work form if they believe that they are at very high risk. Details of the leave arrangements that will apply will be updated by the Department of Education and Skills.

If the Board/Principal is unsure whether or not staff fall into the very high-risk category, advice will be sought from the Occupational Health Service. It is not envisaged that anyone considered very high risk would volunteer for Summer Provision 2020.

5. Control Measures

A range of essential control measures have been implemented to reduce the risk of the spread of Covid-19 virus and to protect the safety, health and welfare of staff, pupils, parents/guardians and visitors as far as possible within the school .

These control measures are outlined in this document.

The control measures shall continue to be reviewed and updated as required on an ongoing basis.

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

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

The following control measures have been put in place:

i. Return to Work Form

Staff will be required to complete a RTW form at least 3 days prior to any return to the school facility (see section 2 above). The purpose of the RTW form is to get confirmation from staff that, to the best of his/her knowledge, he/she has no symptoms of Covid-19 and is not self-isolating or cocooning or awaiting the results of a Covid-19 test.

ii. Induction Training

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

- Latest up to-date advice and guidance on public health
- Covid-19 symptoms
- What to do if a staff member or pupil develops symptoms of Covid-19 while at school
- Outline of the Covid-19 response plan

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

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

iii. Hygiene and Respiratory Etiquette

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

Guidance documentation and Information posters will be available at various locations within the school facility. Information posters will be prominently displayed at appropriate locations within the school facility including offices, corridors, staffroom area, classrooms and toilet areas. Such are intended to inform but also remind everyone about the importance of hygiene in preventing the spread of Covid-19 virus and protecting health and safety.

Handwashing facilities and/or hand sanitisers are available at multiple locations within the school facility and should be available in each classroom.

iv. Cleaning

Arrangements for more regular and thorough cleaning of areas and surfaces within the school will be made.

Regular and thorough cleaning of communal areas and frequently touched surfaces shall be conducted, in particular, toilets, lifts, door handles and kitchens. Cleaning will be performed regularly and whenever facilities or surfaces are visibly dirty.

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

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

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

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

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

v. Access to the school building /contact log

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

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

The prompt identification and isolation of potentially infectious individuals is a crucial step in restricting the spread of the virus and protecting the health and safety of the individuals themselves and other staff, contractors and visitors at the workplace. A detailed sign in/sign out log of those entering the school facilities should be maintained. The school should maintain a log of staff and students contacts. In addition see visitor contact log at Appendix 2.

vi. Use of Personal Protective Equipment (PPE)

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

Such include roles where:

- Performing intimate care
- Where a suspected case of Covid 19 is identified while the school is in operation

Appropriate PPE will be available for dealing with suspected COVID-19 cases, intimate care needs and for first aid. This will be updated in line with advice from the HPSC (Health Protection Surveillance Centre)

vii. First Aid/emergency procedure

The standard First Aid/Emergency procedure shall continue to apply in Scoil Mhuire

In an emergency or in case of a serious incident, call for an ambulance or the fire brigade on 112/999

Contact the principal or nearest first aider giving details of location and type of medical incident.

6. Dealing with a suspected case of Covid-19

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

A designated isolation area should be identified within the school building. The possibility of having more than one person displaying signs of Covid-19 should be considered and a contingency plan for dealing with additional cases put in place. The designated isolation area should be behind a closed door and away from other staff and pupils.

If a staff member/pupil displays symptoms of Covid-19 while at work in **scoil Mhuire** the following are the procedures to be implemented:

- If the person with the suspected case is a pupil, the parents/guardians should be contacted immediately
- Isolate the person and have a procedure in place to accompany the individual to the designated isolation area via the isolation route, keeping at least 2 metres away from the symptomatic person and also making sure that others maintain a distance of at least 2 metres from the symptomatic person at all times
- Provide a mask for the person presenting with symptoms if one is available. He/she should wear the mask if in a common area with other people or while exiting the premises
- Assess whether the individual who is displaying symptoms can immediately be directed to go home/be brought home by parents and call their doctor and continue self-isolation at home
- Facilitate the person presenting with symptoms remaining in isolation if they cannot immediately go home and facilitate them calling their doctor. The individual should avoid touching people, surfaces and objects. Advice should be given to the person presenting with symptoms to cover their mouth and nose with the disposable tissue provided when they cough or sneeze and put the tissue in the waste bag provided
- If the person is well enough to go home, arrange for them to be transported home by a family member, as soon as possible and advise them to inform their general practitioner by phone of their symptoms. Public transport of any kind should not be used
- If they are too unwell to go home or advice is required, contact 999 or 112 and inform them that the sick person is a Covid-19 suspect.
- Carry out an assessment of the incident which will form part of determining follow-up actions and recovery
- Arrange for appropriate cleaning of the isolation area and work areas involved.

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

7. Staff Duties

Staff have a statutory obligation to take reasonable care for their own health and safety and that of their colleagues and other parties. In order to facilitate a safe return to work, these duties include, but are not limited to, the following:

- i. Adhere to the School Covid-19 Response Plan and the control measures outlined. The cooperation and assistance of all staff is essential to reduce the risk of spread of Covid-19 and to protect health and safety as far as possible within the school. All staff have a key role to play
- ii. Coordinate and work with their colleagues to ensure that physical distancing is maintained
- iii. Make themselves aware of the symptoms of Covid-19 and monitor their own wellbeing
- iv. Self-isolate at home and contact their GP promptly for further advice if they display any symptoms of Covid-19
- v. Not return or attend school if they have symptoms of Covid-19 under any circumstances.
- vi. If they develop any symptoms of Covid-19 whilst within the school facility, they should adhere to the procedure outlined above
- vii. Complete the RTW form before they return to work
- viii. Must inform the Principal if there are any other circumstances relating to Covid-19, not included in the form, which may need to be disclosed to facilitate their safe return to the workplace
- ix. Must complete Covid-19 Induction Training and any other training required prior to their return to school
- x. Must be aware of, and adhere to, good hygiene and respiratory etiquette practices
- xi. Keep informed of the updated advice of the public health authorities and comply with same.

8. Covid related absence management

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

9. Employee Assistance and Wellbeing Programme

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

The Board of Management aims to foster a culture and work environment that support healthy behaviours and staff wellbeing and shall continue to make health

and wellbeing tools and guidance available to staff as well as organising suitable support programmes, initiatives and events.

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

Appendix 1

Pre-Return to Work Questionnaire COVID-19

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: _____

Name of Principal: _____

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 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.		

I confirm, to the best of my knowledge that I have no symptoms of COVID-19, am not self-isolating or awaiting results of a COVID-19 test. Please note: The organisation 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: _____

HSA link to Employee checklist

https://www.hsa.ie/eng/topics/covid-19/return_to_work_safely_templates_checklists_and_posters/employee_checklist_no-61.pdf

Appendix 2

School Contact Tracing Log for Visitors

Name of School: _____

Address of School: _____

Contact Person in School for queries: _____

Contact Phone Number/email address for queries: _____

Name of Visitor	Time of Entry to school	Time of Exit from school	Reason for Visit (Contractor, Parent, Other)	If contractor name of company and address	Contact details of visitor	Date of Visit	Who the visitor met (separate line required for each person the visitor met)	Length of time spent with each person in the school

