



An Roinn Oideachais
Department of Education

COVID Response Plan and Control Measures

for the Safe and Sustainable Re-opening of

Scoil Mhuire Leixlip, Co. Kildare



28th August 2020

Reviewed and Updated: 17th February 2021

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1) Introduction

Scoil Mhuire is a Catholic co-educational primary school. There are 274 pupils on roll, 12 Mainstream Classes and 2 ASD Classes, 12 mainstream teachers, 2 Special Education Teachers, 4 Support Teachers, 1 shared SET with another school, an Administrative Principal, 7.75 SNA posts, a full time Secretary, full time Caretaker and 5 Cleaners.

In accordance with the Work Safety Protocol, each workplace is required to have a Covid-19 Response Plan. In addition to being places of learning, schools are places of work. The purpose of this document is to provide clear and helpful guidance for the safe operation through the prevention, early detection and control of COVID-19 in primary and special schools. It provides key messages to minimise the risk of COVID-19 for staff, pupils, families and the wider community while recognising the importance of education for the health and wellbeing of pupils and society as a whole.

2) Scoil Mhuire Covid-19 Response Plan

A COVID-19 Response Plan is designed to support the staff and Board of Management (BOM) in putting measures in place that aim to prevent the spread of COVID-19 in the school environment. This document identifies the steps Scoil Mhuire are taking to do everything practical to avoid the introduction of COVID-19 into the school and the steps that will be taken to reduce the likelihood of the spread within the school itself in the event that COVID-19 is introduced to the school. One of the key challenges is to balance the need for a practical and sensible level of caution with the need to provide a supportive environment for teaching and learning.

The COVID-19 Response Plan details the policies and practices necessary for a school to meet the Government's '*Work Safely Protocol*', to prevent the introduction and spread of Covid-19 in the school environment.

It is important that school-based teaching and learning and the operation of school facilities complies with the public health advice and guidance documents prepared by the Department. Doing so minimises the risk to pupils, staff and others. The response plan supports the sustainable operation of schools where the overriding objective is to protect the health of staff and pupils while promoting the educational and developmental needs of the pupils in the school.

This document has been created in line with the following guidance documents and best practice.

- COVID -19 Response Plan for the Safe and Sustainable Operation of Primary and Special Schools (DES V4 August 2021)
- Reopening Our Schools: The Roadmap for the Full Return to Schools (DES, July 27th 2020)
- COVID-19 Response Plan for the Safe and Sustainable Re-opening of Primary and Special Schools (DES, July 27th 2020) and (DES V3, February 2021)

- Returning to School: Curriculum Guidance for Primary School Leaders and Teachers (July 2020)
Guidance for Primary Schools and Special Schools on PPE, Consumables and Equipment (7th August 2020)
- On-line material available from <https://www.gov.ie/en/campaigns/a128d-back-to-school/>
- Work Safely Protocol COVID-19 National Protocol for Employers and Workers (Govt of Ireland.v.30 December 2020)
- Framework Plan for phased return of primary school education

Note: This is a living document which will be updated accordingly as per Department guidelines (www.gov.ie and www.education.ie) and taking into account new guidance from www.dbe.ie, www.hse.ie, www.hpsc.ie and www.hsa.ie.

Parents / Guardians and Staff will be notified of any changes to this document. Every effort is made to ensure the accuracy of the information provided in this document. However, should errors or omissions be identified, please notify us so that appropriate measures can be taken to rectify same. Queries should be directed to office@scoilmhuireleixlip.com.

Responsibility

The Board of Management have a legal obligation under The Safety Health and Welfare at Work Act 2005 to assess the risks associated with COVID-19, implement control measures to eliminate/reduce the associated risks, design, provide and maintain a safe working environment, plan a safe system of work and provide suitable training and PPE measures.

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

The Board of Management, staff, pupils, parents and guardians have a collective responsibility to ensure the safety of themselves and others in the implementation of these measures. The assistance and co-operation of all is critical to the success of this plan.

Ratified by the Board of Management: 28th August 2020.

Reviewed and updated on 20th August 2021

3) **Scoil Mhuire Covid-19 Policy Statement**

The Covid-19 Policy Statement shows the commitment of the school (Board of Management and all school staff) to implement the Covid-19 Response Plan and help prevent the spread of Covid 19.



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 and updated 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
- 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
- keep a contact log to help with contact tracing
- ensure staff engage with the induction / familiarisation briefing provided by the Department of Education
- implement the agreed procedures to be followed in the event of someone showing symptoms of COVID-19 while at school
- provide instructions for staff and pupils to follow if they develop signs and symptoms of COVID-19 during school time
- implement cleaning in line with Department of Education advice

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

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

See Appendix A: the signed copy of this Covid 19 Policy Statement.

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

The Board of Management aims to facilitate the continuation of school based teaching and learning and a safe working environment for staff. The return to the workplace must be done safely and in strict adherence to the public health advice and any guidance issued by the Department of Education. Details for the safe reopening of the schools and the applicable controls are outlined in this document.

Before reopening, the school will ensure the following procedures are completed/in place:

Communication & Training

- Implemented means of keeping up to date with public health advice.
- Implemented means of passing on this information in a timely manner to staff, pupils, parents / guardians and others as required

Staff Communications

- Ensured that staff have reviewed the training materials provided by the Department of Education
- Provided staff with access to the updated Return to Work (RTW) form (Aug 2021)
- Identified a Lead Worker representative
- Outlined a process for staff to raise concerns via the Lead Worker Representative
- Identified any ‘Very High Risk Staff’ and advised them of the Department of Education’s agreed arrangements
- Arranged timetabled meetings between the Principal and the Lead Worker
- Advised staff of the availability of the supports of the occupational health and wellbeing programme through Spectrum Life

Parent & Student Communications

- Published **Scoil Mhuire COVID 19 Response Plan** on website & issued **Scoil Mhuire COVID policy** to all parents / guardians in advance of the school reopening.
- Issued **Scoil Mhuire Logistics document** in advance of school opening and updated it to the school website. This plan is to highlight the key points of information from the **Covid 19 Response plan** for parents/guardians.
- There are videos on the website showing entry points, sample classroom layout and hand-washing/sanitising facilities to help re-familiarise parents / guardians / carers and pupils with the existing measures in place and ease any apprehension about the return to school.
- On the first day of the school reopening, teachers will take all pupils through the following again:
 - The symptoms of the COVID -19 virus

- The importance of everyone playing their part in helping to prevent the introduction and spread of the virus
- Hygiene measures including viewing the washing hands video, use of hand sanitisers and locations, when they need to wash hands, respiratory measures to stop the spread of the virus etc.
- The Bubble and Pod approach and how that operates.
- The break/lunch arrangements and how they will operate.
- The system in place for the sharing of equipment
- Staying at home if feeling sick
- What to do if developing symptoms

School Building

- Posters and other signage are displayed throughout the building to prevent introduction and spread of COVID-19
- The necessary changes have been made to the classroom layout to support physical distancing
- An isolation area and isolation route has been identified
- There are hand sanitisers in all rooms/hallways.
- Unnecessary clutter has been removed to facilitate ongoing cleaning of the school taking into account the importance of having educational materials to create a stimulating learning environment.
- The health and safety risk assessment will be reviewed and updated
- Necessary arrangements have been made to restrict access to the school and maintain records of contacts to the school
- Water systems in the school have been flushed by maintenance throughout the lockdown to prevent Legionella disease.
- School equipment has been checked for signs of deterioration or damage before being used again.
- Bin collections and other essential services are in place.
- PPE, sanitation supplies and appropriate cleaning materials have been made available.
- School clean has taken place.

4.1) Induction Training

All new staff will undertake and complete COVID-19 Induction Training prior to the school reopening. Training videos have been re circulated to all staff members. The aim of such training is to ensure that staff has 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 will be updated with any changes to the control measures or guidance available from the public health authorities. The Health Protection Surveillance Centre has set out detailed advice in respect of the infection prevention and control measures required for the safe and sustainable operation of schools during the COVID 19 pandemic. This has been circulated to all staff.

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 who is supported in this role by the BOM.

4.2) Procedure for Returning to Work (RTW)

In order to return to the workplace, and after any absence of more than three days, staff must complete a **Return to Work (RTW)** form, which is available electronically or from the Principal. A RTW form should be completed and returned to the school before returning to work. Management will request staff (verbally or in writing) to confirm that the details in the pre-return to work form remain unchanged following subsequent periods of closure such as school holidays.

The Principal will provide details and links to the **Induction Training (Training for Reopening Schools; DES)** for completion by new 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.

Details of the working arrangements that apply to the 'very high risk' school staff, is in accordance with those applying for the public service generally, and is detailed in the relevant Department of Education circulars available on the Department's website.

People at very high risk (extremely vulnerable):

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

- are over 70 years of age - even if you're fit and well
- have Down Syndrome
- have cancer and are being treated with chemotherapy or similar drugs other than hormone therapy
- have lung or head and neck cancer and are having radical surgery or radiotherapy
- are having radical radiotherapy for lung cancer or head and neck cancer
- are having certain complex cancer surgery, for example surgery for lung cancer, head and neck cancer or oesophageal cancer
- have advanced cancer or cancer that has spread to another part of the body
- are on dialysis or have end stage kidney disease and an eGFR less than 15
- have a condition affecting the brains or nerves that has significantly affected your ability to breathe, meaning you require non-invasive ventilation (such as motor neurone disease or spinal muscular atrophy)

- have unstable or severe cystic fibrosis, including people waiting for a transplant
- have severe respiratory conditions including Alpha-1 antitrypsin deficiency, severe asthma, pulmonary fibrosis, lung fibrosis, interstitial lung disease and severe COPD
- have uncontrolled diabetes
- have had an organ transplant or are waiting for a transplant
- have had a bone marrow or stem cell transplant in the last 12 months, or are waiting for a transplant
- have a rare condition that means you have a very high risk of getting infections (such as APECED or errors in the interferon pathway)
- sickle cell disease
- have been treated with drugs such as Rituximab, Cyclophosphamide, Alemtuzumab, Cladribine or Ocrelizumab in the last 6 months
- have certain inherited metabolic disorders (such as Maple Syrup Urine Disease)
- have obesity with a body mass index (BMI) greater than 40

The advice for this group is available from the HSE.

4.3) Lead Worker Representative

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

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

This section sets out how the provisions will operate in schools. The process for appointment of the lead worker representative in schools has been agreed centrally between the Department of Education and the education partners.

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

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

If a staff member has any concerns or observations in relation to the COVID-19 Response Plan, control measures or the adherence to such measures by staff, pupils or others he/she should contact the lead worker(s) who will engage with the principal/BOM.

Role of the Lead Worker Representative

In summary, the role of the LWR is to:

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

Names of Lead Worker Representative/s:	Contact details:
LWR: Ms. Sandra Eastman DLWR: Mary Doyle	office@scoilmhuireleixlip.com

- All staff, pupils, parents / guardians / carers, 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.

4.4) Signage

Signage has been displayed throughout the school.

- Posters in classrooms promoting good hand hygiene
- Posters in classrooms promoting good respiratory hygiene.
- Posters at each entrance to the school and throughout the building
- Circular floor signs on the corridors/stairs throughout the school (for the purpose of social distancing)
- Main door sign indicating protocols for visitors/parents / guardians / contractors etc.
- The signs and symptoms of COVID-19
- One-way directional signage in hallways.
- Appropriate signage is located in all classrooms, meeting rooms, staff rooms, offices, toilets, and circulation areas.

4.5) Making Changes to school layout

- The layout of our classrooms continues to facilitate social distancing.
- All excess furniture from the classrooms has been removed
- An extra staffroom is still in operation
- Staff toilets have been assigned
- There are CO2 monitors in every classroom and in the staffrooms and support rooms
- Half doors are still in use at both offices
- Perspex screens have been fitted to the teachers' desks in the support rooms
- The building has been divided into 4 sections with 4 corresponding doors - Red, Green, Yellow and Blue.
 - Each section has a corresponding door.
 - The Red door - at the front of the school, facing the road
 - The Green door - the Main door
 - The Yellow door - our Infant door
 - The Blue door - the door at the back of the school facing the grass.

4.6) Health and Safety Risk Assessment

COVID-19 represents a hazard in the context of health and safety in the school environment. A risk assessment to identify the control measures required to mitigate the risk of COVID-19 in our school has been completed.

We have reviewed and updated our emergency procedures involving, fire safety, first aid, accidents and dangerous occurrences to consider any new risks that arise due to the school's COVID-19 Response Plan.

The school's risk assessment will be updated to consider any new risks that arise due to the school's COVID-19 Response Plan.

First Aid/emergency procedure

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

4.7) Access to School and Contact Log

Arrangement for necessary visitors such as contractors and parents / guardians / carers will be restricted to essential purposes and limited to those who have obtained prior approval from the Principal. The Department of Education Inspectorate may also need to visit schools and centres for education to support them as appropriate in the implementation of public health advice relating to creating a safe learning and working environment for all.

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 will be maintained. The school will also maintain a log of staff and pupils' contacts. Staff, parents and guardians are responsible for providing their most up to date contact information details.

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

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

5) Infection Prevention Control Measures - To Prevent Introduction and Spread of COVID-19 in Schools

One of the key messages to manage the risks of COVID-19 is to do everything practical to avoid the introduction of COVID-19 into the school. If infection is not introduced, it cannot be spread. The risk of spreading the infection once introduced exists in all interpersonal interactions; pupil-pupil, adult-adult and adult-pupil and must be managed in all settings.

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 / carers and visitors as far as possible within the school. The control measures shall continue to be reviewed and updated as required on an ongoing basis.

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

The best ways to prevent the spread of COVID-19 in a workplace or any setting is to practise physical distancing, adopt proper hand hygiene, follow respiratory etiquette and increase ventilation.

Staff should note that they have a legal obligation under Section 13 of the Health, Safety 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.

We will implement the following reminders through our signage, communications and updates to prevent introduction and Spread of COVID-19 in our school:

- Promote awareness of COVID-19 symptoms (*details at Section 5.1*)
- Advise staff and pupils that have symptoms not to attend school, to phone their doctor and to follow HSE guidance on self-isolation
- Advise staff and pupils to self-isolate or restrict their movements at home if they display any signs or symptoms of COVID-19 and contact their family doctor to arrange a test
- Advise staff and pupils, to follow the HSE advice if they are a close contact of a suspected/ confirmed case of Covid-19
- If they have travelled outside of Ireland; in such instances staff and pupils are advised to consult and follow latest Government advice in relation to foreign travel
- Advise staff and pupils that develop symptoms at school to bring this to the attention of the Principal promptly
- Ensure that staff and pupils know the protocol for managing a suspected case of COVID-19 in school
- Advise staff and pupils to cooperate with any public health officials and the school for contact tracing purposes and follow any public health advice in the event of a case or outbreak in the school
- Everyone entering the school building needs to perform hand hygiene with a hand sanitiser

- Visitors to the school during the day should be by prior arrangement and should be received at a specific contact point
- Physical distancing (of 2m) should be maintained between staff and visitors where possible.

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

In order to prevent the spread of COVID-19 it is important to know and recognise the symptoms of coronavirus (which includes the DELTA variant).

Common symptoms of coronavirus include:

- a fever (high temperature - 38 degrees Celsius or above).
- a new cough - this can be any kind of cough, not just dry.
- shortness of breath or breathing difficulties.
- loss or change in your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal
- Fatigue
- Aches and Pains

Other uncommon symptoms of coronavirus include:

- sore throat
- headaches
- runny or stuffy noses
- feeling sick or vomiting
- diarrhoea

Infection with the virus that causes COVID-19 can cause illness, ranging from mild to severe, and, in some cases, can be fatal. It can take up to 14 days for symptoms to show. They can be similar to symptoms of cold and flu.

If you have any symptoms of COVID-19 (coronavirus), self-isolate (stay in your room) and phone your family doctor straight away to see if you need a free COVID-19 test.

Getting an early diagnosis means, you can get the help you need and take steps to avoid spreading the virus, if you have it.

For the complete list of symptoms, please refer to the HSE Website. Symptoms may be subject to change so regular review of the HSE Website is advised. If you **do not** have

symptoms, you can get a free COVID-19 (coronavirus) test at a COVID-19 walk-in test centre.

COVID-19 Tracker App

COVID Tracker app is a free and easy-to-use mobile phone app that will:

- alert you if you have been in close contact with someone who has tested positive for COVID-19 (coronavirus)
- keep other app users safe by alerting them if you test positive for COVID-19
- give you advice on what to do if you have symptoms

You can download the free app from Apple's AppStore or the GooglePlay store

Employers and workers must keep themselves up to date on Public Health information as this can be updated on a regular basis. Public Health information on close contacts, casual contacts and testing is available from the HSE website.

5.2) Respiratory Hygiene will be encouraged.

- The school will display signage promoting respiratory hygiene and cough/sneeze etiquette.
- Teachers will teach respiratory hygiene and cough etiquette.
- Parents should reinforce the message from the school.
- 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 and safely into a nearby bin.
- Staff and pupils are advised to bring their own supply of tissues, but there will be supplies in each Classroom and staffroom.

5.3) Hand Hygiene will be taught to the children.

- Pupils and staff should perform hand hygiene:
 - On arrival at school
 - Before eating or drinking
 - After using the toilet
 - After playing outdoors
 - When hands are physically dirty
 - When they cough or sneeze.
 - Before using shared equipment.
 - When entering and exiting vehicles (School transport)

- Staff and pupils should understand why hand hygiene is important as well as when and how to wash their hands.
- Follow the HSE guidelines on handwashing: <https://www2.hse.ie/wellbeing/how-to-wash-your-hands.html>
- There is a requirement for access to hand washing facilities after activities that are likely to soil hands, for example playing outside or certain sporting activities as hand sanitiser does not work on dirty hands.
- Running water and liquid soap that emulsifies easily is provided in all toilets. Supply of liquid soap will be topped up regularly. Hot water is provided in the staff toilets.
- Hand washing facilities are maintained in good condition.
- Supplies of paper towels will be provided beside the hand washing stations with pedal bins to store the used towels. These will be topped up regularly to encourage people to use them.
- Parents are encouraged to practise hand washing with their children (remember you must wash your hands for 20 seconds – please watch hand washing videos provided - sing Happy Birthday in your head 3 times!)
- Scoil Mhuire promotes good hygiene and posters displaying hand washing techniques have been laminated and placed on walls over the washing facilities promoting effective hand washing.
- Sanitising equipment has been installed throughout the building:
 - at each entry/exit door
 - in each classroom
 - in offices
 - along the corridor
- Teachers will also have hand sanitiser available within the classroom for regular application to pupils' hands
- Supply and availability of hand sanitiser will be monitored and topped up throughout the day by the Cleaning Team and care will be taken to ensure any spills caused by the liquids are cleaned to prevent the risk of falls.
- Where a child experiences an allergy to the school sanitiser, they may bring in their own sanitiser.
- When hand rubs/gels are being used, care will be taken to ensure that pupils do not ingest them as they are flammable and toxic. Alcohol-based sanitiser must not be stored or used near heat or naked flame

5.4) **Physical Distancing**

Physical distancing can be usefully applied in primary and special school settings allowing for some flexibility when needed. It must be applied in a practical way to recognise that the learning environment cannot be dominated by a potentially counterproductive focus on this issue. Physical distancing will look different across the various ages and stages of learning.

It is also recognised that it is not always possible for staff to maintain physical distance from pupils and it is not appropriate that they would always be expected to do so where this could have a detrimental impact on the pupil i.e. if a child sustains an injury and requires first aid. `

Staff will maintain a minimum of 1m distance and where possible 2m. They will also take measures to avoid close contact at face to face level such as remaining standing rather than sitting beside/crouching down.

Physical distancing falls into two categories:

- Increasing separation
- Decreasing interaction

Increasing separation

- To maintain physical distancing in the classroom, we will implement the following:
 - Reconfigure class spaces to maximise physical distancing
 - Utilise and reconfigure all available space in the school in order to maximise physical distancing
- Yellow markings on the stairs and along the corridor floor will remind everyone of social distancing and the direction in which to travel.
- Meetings between Parents and Teachers will be held via phone call. Teachers and parents/guardians will agree a convenient time and date to schedule a meeting.

Decreasing interaction

In primary schools a distance of 1m should be maintained between desks or between individual pupils. It is recognised that younger children are unlikely to maintain physical distancing indoors. Therefore, achieving this recommendation in the first four years of primary or special schools, is not a pre-requisite to reopening a primary or special school for all pupils.

- Where possible work stations will be allocated consistently to the same staff and pupils rather than having spaces which are shared.

- Pupils and their teachers will be structured into Class Bubbles (i.e. a class grouping which stays apart from other classes as much as possible) and discrete groups or “Pods” within those class Bubbles.
- The school will follow the guidance from the Department of Education & Skills when looking at the potential options for each room layout which are in accordance with the public health advice. The recommendations for social distancing are:
 - 1 metre between children indoors (from 3rd to 6th)
 - 2 metres between adults and children
 - 1 metre between pods
 - 2 metres between adults
- **Pods and Bubbles**
 - A group of 5/6 children is now referred to as a ‘pod’
 - A collection of pods will be known as a ‘bubble’
 - Every class in Scoil Mhuire will be classed as a ‘bubble’
 - Rooms 3 and 4 will work as one ‘bubble’
 - According to Department of Education guidelines, ‘children should not mix with other ‘bubbles’, where possible’
- In line with Department of Education guidance, the pupils in Junior Infants - 2nd classes will sit in ‘pods’ with a distance of 1 metre between each ‘pod’.
- Each child in the ‘pod’ will have individual containers for crayons, pencils etc. Children will mix and work together with the other children in their pod.
- In 3rd - 6th classes, in line with Department of Education guidelines, the children will all be seated 1 metre apart from each other. (In some of our senior classes with larger numbers, we had difficulty trying to achieve this but we managed in the end. We have had to remove all extra furniture to ensure the 1 metre distance. All extra furniture has been stored in two large containers at the back of the school).
- Social physical contact (hand to hand greetings, hugs) will be discouraged.
- Where pupils need to move about within the classroom to perform activities (access to a shared resource) it will be organized to the greatest degree possible to minimize congregation at the shared resource.
- Pupils will be encouraged to avoid behaviours that involve hand to mouth contact (putting pens/pencils in the mouth).
- Where teaching and learning involves use of keyboards or tablets, the contact surface of the device will be cleaned regularly and hand hygiene encouraged.
- The teacher’s desk will be at least 1m and where possible 2m away from pupil desks.
- Staff and pupils will avoid sharing of personal items.

- **Staff**
- An assigned number of staff will work in a pod.
- They will use a designated staffroom and designated toilets
- As much as possible, staff will stay in their assigned pods.
- We will try to limit the number of staff members who move from class bubble to class bubble
- In the classrooms, an area for the teacher and the SNA (if applicable) will be marked out.
- A distance of 2m is recommended for physical distancing by staff. This is particularly relevant to distancing between adults when they are not engaged in teaching such as the staff room and arriving to work.
- If 2m cannot be maintained in staff groups, as much a distance as is possible and updated guidance on face covering will be observed.
- Physical distancing will be observed between staff members within the staff room through the use of staggered breaks etc.
- Staff meetings will be held remotely or in small groups or in large spaces to facilitate physical distancing.
- We will implement no hand shaking policy.
- We will minimise the gathering of school staff at the beginning or end of the school day.
- Staff can rotate between areas/classes but this will be minimized where possible.
- Briefly passing someone in a hall is very unlikely to contribute significantly to the spread of infection if people do not have physical contact and avoid informal group discussions.

- **Physical Distancing outside of the classroom and within the school**
- Arrangements for dropping off/collecting pupils have been arranged to encourage physical distancing of 2m where possible.
- Walking/cycling to school will be encouraged as much as possible.
- Arrangements have been made to maintain a distance of 2m between parents and guardians and between parents/guardians and school staff.
- The aim of any arrangements is to avoid congregation of people at the school gates where physical distancing may not be respected.
- Staggered drop off/pick up times have been arranged.
- Consideration will be given to where pupils congregate as they arrive at school.

- **Visitors to the school**
 - We will limit the number of visitors to the school and to the yard.
 - All visitors to the school must wear a mask.
 - If a parent needs to call to the school throughout the day, they will be required to ring the bell and wait outside.

- Forgotten lunches can be left on a table at the front door with the child's name clearly marked on them.
- If a parent wishes to make an appointment with a teacher or the Principal, we ask that you arrange a phone meeting.
- Visitors to the school must fill a Covid 19 Risk Assessment Questionnaire and a Contact Tracing Form.
- Please note: We are making a huge effort to reduce visitors to the school - the safety of our students and staff is of utmost importance at all times.

- **Ventilation**

The Department has published guidance setting out the practical steps for good ventilation in accordance with public health advice '*Practical Steps for the Deployment of Good Ventilation Practices in Schools*'.

The guidance sets out an overall approach for schools that windows should be open as fully as possible when classrooms are not in use (e.g. during break-times or lunch-times (assuming not in use) and also at the end of each school day) and partially open when classrooms are in use.

The guidance provides that good ventilation can be achieved in classrooms without causing discomfort, particularly during cold weather.

5.5) **Use of PPE in Schools**

- The updated advice from the HPSC to the Department of Education has recommended that face coverings should be worn by staff members where it is not possible to maintain a physical distance of 2 metres from other staff, parents / guardians / carers, essential visitors or pupils. The Department of Education and Skills has accepted this recommendation. Accordingly, it is now a requirement for face coverings to be worn by staff members where it is not possible to maintain a physical distance of 2 metres from other staff, parents / guardians / carers, essential visitors or pupils.
- Staff will be trained in the proper use of PPE.
- PPE will also need to be used at certain work activities or work areas. These might include roles such as:
 - Performing intimate care
 - Where a suspected case of COVID-19 is identified while the school is in operation
 - Where staff are particularly vulnerable to infection but are not on the list of those categorised as people in 'very high risk' groups, or may be living with people who are in a 'very high risk' category;
 - Administering first aid

- Where staff provide healthcare to children with medical needs in the school environment they should apply standard precautions as per usual practice.
- Masks/Face Coverings
 - Cloth face coverings act as a barrier to help prevent respiratory droplets from travelling into the air and onto other people when the person wearing the face covering coughs, sneezes, talks or raises their voice. Cloth face coverings are therefore intended to prevent transmission of the virus from the wearer (who may not know that they are infected) to those with whom they come into close contact.
 - All staff wearing face coverings will be reminded to not touch the face covering and to wash or sanitise their hands before putting on and after taking off the face covering.
 - Information will be provided on the proper use, removal, and washing of cloth face coverings: www.youtube.com/watch?v=T6ZqdpLfSqw
 - Cloth face coverings should be washed after every day of use and/or before being used again, or if visibly soiled.
 - Face coverings should not be worn if they are wet. A wet cloth face covering may make it difficult to breathe.
 - Whilst staff may wish to utilise their own face covering on a day-to-day basis, Scoil Mhuire has available a stock of additional disposable or multi-use face coverings and face visors, available for staff in case a back-up face covering is needed throughout the day or where required on an ongoing basis.
 - Schools must provide medical grade masks in the EN16483 category to all SNAs and teachers in special schools and special classes and those staff by necessity that need to be in close and continued proximity with pupils with intimate care needs including Bus escorts.
 - SNAs and teachers working in special class settings will wear visors and masks when working very closely with pupils.
 - Wearing a face covering or mask does not negate the need to stay at home if symptomatic.

- It is not a requirement that children attending primary school wear face-coverings.
- Gloves
The use of disposable gloves in the school by pupils or staff is not generally appropriate but may be necessary for cleaning, intimate care settings and when administering first aid. Routine use does not protect the wearer and may expose others to risk from contaminated gloves.
- Aprons
Aprons may also be appropriate in certain circumstances including for intimate care needs or for staff assigned to cleaning an area where a suspected or confirmed case of Covid 19 was present.
- Reception Areas / Office
 - Social distancing will be adhered to
 - A half door has been installed at the Principal and Secretary's office.
 - Perspex shields have been installed on the desks in the Principal and Secretary.
 - Only one person may enter the Principal's office/Secretary's office at their invitation only.
 - Meetings should be held over the phone, in a larger area or outdoors.
- All staff are being provided with a sanitising box which includes:
 - Disposable face masks
 - Disposable aprons (if necessary)
 - A bottle of hand sanitising gel
 - Disinfectant wipes
 - A bottle of cleaning product
 - Gloves (Disposable latex gloves are not required generally within the workplace for infection prevention and control purposes according to current guidance. They are available for administering First Aid and for cleaning purposes)
 - Kitchen towels (for cleaning)
- Sanitising gel is available from dispensers at each of the doors and at the entrance to each classroom. Bottles of hand sanitising gel are available in the classroom for use by staff and pupils. Where practical, the teacher will distribute the sanitising gel to the pupils.

6) Impact of COVID-19 on certain school activities

- **Choir/Music Performance**
Choir practices/performances and music practices/performances involving wind instruments may pose a higher level of risk and special consideration will be given as

to whether they will be held, and if so, how to ensure that the room is well-ventilated and the distance between performers is maintained.

- **Sport Activities**

Where possible, PE will take place outdoors and the use of equipment will be confined to class groupings. In inclement weather, if the PE hall is being used throughout the day by different bubbles, common touch points will be cleaned regularly.

- **Toys**

- The amount of toys in the various classrooms will be reduced. Those that are required will be cleaned/disinfected on a regular basis (weekly).
- Toys that are visibly dirty or contaminated with bodily fluids will be taken out of use immediately for cleaning.
- Soft toys will not be used.
- Toys that younger children are inclined to put into their mouths should be capable of being washed.
- All play equipment should be checked regularly for signs of damage and will be discarded if broken
- Clean toys and equipment should be stored in a clean container.
- If playdough is being used, it will be used for individual use only.

- **Shared Equipment**

- Where practical, pupils will have their own individual art and equipment supplies.
- Where equipment is shared, hygiene practices will be observed.
- Musical Equipment/Instruments – To the greatest extent possible, instruments will not be shared between pupils and if sharing is required, the instruments will be cleaned / sanitised between use.
- Library books –Where practical, pupils will have their own books. Pupils will be encouraged to perform hand hygiene after using any shared item. Shared books will have wipeable plastic covers on them.
- Shared Sports Equipment – Equipment sharing will be minimised and shared equipment will be cleaned/sanitised between uses by different people.
- Shared electronic devices such as tablets, touch screens and keyboards will be cleaned between use and we will endeavour to use wipeable covers for electronics to facilitate cleaning.

7) **Hygiene and Cleaning in School**

- The Department of Education has provided additional funding to schools to support the enhanced cleaning required to minimise the risks of Covid 19.
- Additional cleaning throughout the school - during the day and in the afternoons.
- Training videos will be resent to all cleaning staff.

- A written cleaning schedule is available for all cleaning staff.
- Particular care will be taken in relation to cleaning arrangements for toilets and frequently touched surfaces – taps, desks, door handles, switches, handrails, the photocopying machine, the phone, communal eating areas, sinks and toilet facilities.
- 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 will be asked to clean and disinfect their work area before and after use each day and at intervals throughout the day.
- There will be regular collection of used waste disposal bags from offices and other areas within the school facility.
- Staff may bring in their own eating and drinking utensils (plates, cutlery, drinking vessels) in an appropriate container. Staff are responsible for cleaning any item that they bring to work (e.g. keys, bags, 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
- Sufficient cleaning materials and PPE will be available to allow for increased cleaning.
- Cleaning staff will be instructed to wear kitchen gloves (rubber gloves) and disposable aprons when cleaning and are aware of the need to wash their hands thoroughly with soap and water, both before and after wearing gloves.
- There is a system in place for the disposal of cleaning cloths and used wipes in a rubbish bag. Current HSE guidance recommends waste such as cleaning waste, tissues etc. from a person suspected of having Covid-19 should be double bagged and stored in a secure area for 72 hours before being presented for general waste collection.
- There is a system in place to make sure reusable cleaning equipment including mop heads and non-disposable cloths are clean before re-use.
- There is a system in place to ensure that equipment such as buckets are emptied and cleaned with a fresh solution of disinfectant before re-use.

Cleaning/Disinfecting rooms where a pupil/staff member with suspected COVID19 was present

- The room should be cleaned as soon as practicably possible.
- Once the room is vacated the room will not be reused until the room has been thoroughly cleaned and disinfected and all surfaces are dry.
- Disinfection only works on things that are clean.
- A person assigned to cleaning should avoid touching their face while they are cleaning and should wear household gloves and a plastic apron.
- Clean the environment and furniture using disposable cleaning cloths and a household detergent followed by disinfection with a chlorine based product (household bleach).
- Pay special attention to frequently touched surfaces, the back of chairs, couches, door handles and any surfaces that are visibly soiled with body fluids.
- Once the room has been cleaned and disinfected and all surfaces are dry, the room can be reused.
- If a pupil or member of staff diagnosed with COVID-19 spent time in a communal area like a staffroom, play area or if they used the toilet facilities, then the areas will also be cleaned with household detergent followed by a disinfectant as soon as is practically possible.

8) Dealing with a Suspected Case of COVID-19

Staff or pupils should not attend school if displaying any symptoms of COVID-19.

If a staff member/pupil displays symptoms of COVID-19 while at school 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 2m away from the symptomatic person and also making sure that others maintain a distance of at least 2m from the symptomatic person at all times;
- The isolation area does not have to be a room but if it is not a room it should be 2m away from others in the room;
- If it is not possible to maintain a distance of 2m, a staff member caring for a pupil should wear a face covering or mask. Gloves should not be used as the virus does not pass through skin;
- Provide a mask for the person presenting with symptoms. 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 who will 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 – *(details at Section 7).*

The HSE will inform any staff/parents who have come into close contact with a diagnosed case via the contact tracing process. The HSE will contact all relevant persons where a diagnosis of COVID-19 is made. The instructions of the HSE should be followed and staff and pupil confidentiality is essential at all times. School staff should be encouraged to download the HSE COVID-19 tracker app to assist Public Health for contract tracing purposes. Both in and out of the school setting (see section 5.1).

9) **Special Educational Needs**

Additional considerations for those with Special Educational Needs

For children with special educational needs (SEN) maintaining physical distancing in many instances will not be practical or appropriate to implement. The focus should therefore be on emphasising that parents/guardians should have a heightened awareness of signs, symptoms or changes in baseline which suggests illness/COVID-19 infection and where symptoms are present, children should not attend school.

Similarly, staff should be aware of their responsibility not to attend work if they develop any symptoms.

Hand hygiene

Children who are unable to wash their hands by themselves should be assisted to clean their hands using soap and water or a hand sanitiser (if their hands are visibly clean) as outlined previously.

Equipment

Some children may have care needs (physical or behavioural) which requires the use of aids and appliances and/or medical equipment for example toileting aids, moving and handling

equipment, respiratory equipment. Where cleaning of aids and appliances is carried out in the school it is recommended that a cleaning schedule is provided, detailing when and how the equipment is cleaned and the cleaning products to be used in accordance with the manufacturers' instructions.

- Equipment used to deliver care should be visibly clean;
- Care equipment should be cleaned in accordance with the manufacturers' instructions.
- Cleaning is generally achieved using a general purpose detergent and warm water.
- Equipment that is used on different children must be cleaned and, if required, disinfected immediately after use and before use by another child e.g. toileting aids;
- If equipment is soiled with body fluids:
 - First clean thoroughly with detergent and water;
 - Then disinfect by wiping with a freshly prepared solution of disinfectant;
 - Rinse with water and dry.

10) Staff Duties

Staff have a statutory obligation to take reasonable care for their own health and safety and that of their colleagues and other parties. The cooperation and assistance of all staff is essential to reduce the risk of spread of COVID-19 and to protect health and safety as far as possible within the school.

All staff have a key role to play. In this regard and in order to facilitate a safe return to work, these duties include, but are not limited to, the following:

- Adhere to the School COVID-19 Response Plan and the control measures outlined.
- Complete the RTW form before they return to work.
- Must inform the principal if there are any other circumstances relating to COVID19, not included in the form, which may need to be disclosed to facilitate their safe return to the workplace.
- New staff must complete COVID-19 Induction Training and any other training required prior to their return to school.
- Must be aware of, and adhere to, good hygiene and respiratory etiquette practices.
- Coordinate and work with their colleagues to ensure that physical distancing is maintained.

- Make themselves aware of the symptoms of COVID-19 and monitor their own wellbeing.
- Self-isolate at home and contact their GP promptly for further advice if they display any symptoms of COVID-19.
- Not return to or attend school if they have symptoms of COVID-19 under any circumstances.
- Follow the HSE guidance if they are identified as a close contact.
- If they have travelled outside of Ireland; in such instances staff are advised to consult and follow latest Government advice in relation to foreign travel.
- If they develop any symptoms of COVID-19 whilst within the school facility, they should adhere to the procedure outlined above.
- Keep informed of the updated advice of the public health authorities and comply with same.
- Cooperate with any public health personnel and their school for contact tracing purposes and follow any public health advice given in the event of a case or outbreak in their school
- Undergo any COVID-19 testing that may be required as part of mass or serial testing as advised by Public Health

11) COVID-19 related absence management

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

12) Employee Assistance and Wellbeing Programme

The Department recognizes the need for school staff wellbeing and collective self care. Support for staff wellbeing will be provided by Department Support Services including the PDST and CSL, as well as by the HSE's Health Promotion Team. An Occupational Health Strategy is in place as a supportive resource for individual staff members in schools. The aim of the Occupational Health Strategy is to promote the health and wellbeing of employees in the workplace, with a strong focus on prevention. The Occupational Health Strategy comprises the Employee Assistance Service and the Occupational Health Service. The Employee Assistance Service (EAS) is provided by *Spectrum Life* under the logo of 'Wellbeing Together: Folláinne Le Chéile'.

Under the EAS, employees have access to a dedicated free-phone confidential helpline 1800 411 057 available 24 hours a day, 365 days a year providing advice on a range of issues such as wellbeing, legal, financial, mediation, management support etc. The service is also available via SMS, Whats App, email, live chat and call back request. All points of contact for the service are qualified, accredited and experienced mental health professionals.

Where required, short-term counselling is available to employees and their families (over the age of 18 years and living at home).

The EAS also provides advice and support to managers and delivers interventions to help them deal with health and wellbeing issues in the workplace.

A bespoke wellbeing portal and app is available which offers access to Podcasts, blogs, live chats and videos on topics around wellbeing and mental health, family life, exercise and nutrition. E Learning programmes across mental health, sleep and a range of wellbeing topics are also available. In addition, online cognitive behavioural therapy is provided. As part of the services provided by *Spectrum Life* a Mental Health Promotion Manager is available to develop and deliver evidence based mental health and wellbeing initiatives to reduce stigma and improve mental health literacy and to increase engagement with the service. Spectrum Life also provides a series of webinars and presentations to promote wellbeing in schools.

Appendix 1: Signed Covid 19 Policy Statement

COVID-19 Response Plan for the safe and sustainable operation of primary and special schools V4 August 2021

COVID-19 Policy Statement

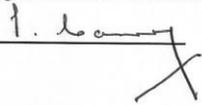
Scoil Mhuire is committed to providing a safe and healthy workplace for all our staff and a safe learning environment for all our pupils. To ensure that, we have developed and updated the following COVID-19 Response Plan. The BOM and all school staff are responsible for the implementation of this plan 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
- 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
- keep a contact log to help with contact tracing
- ensure staff engage with the induction / familiarisation briefing provided by the Department of Education
- implement the agreed procedures to be followed in the event of someone showing symptoms of COVID-19 while at school
- provide instructions for staff and pupils to follow if they develop signs and symptoms of COVID-19 during school time
- implement cleaning in line with Department of Education advice

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

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

Signed: _____



Date: _____

20/8/21

Appendix 2: Pre Return to Work Form (made available to staff via email on Google Forms)



Pre Return to Work Form (sent to staff via Google forms)

To help prevent the spread of COVID-19 in the workplace, every worker must complete and submit this Pre-Return to Work form 3 days before returning to work. On review of the form, management may contact you and ask you not to return to work immediately and will discuss a suitable future date for your return. Every question must be answered. Management may also request you to reconfirm that the details in the Pre-Return to Work form remain the same following an extended period of absence

1. Do you have symptoms of cough, fever / high temperature (38° C or above), difficulty breathing, loss or change in your sense of smell or taste now or in the past 14 days?
 - Yes
 - No
2. Have you been diagnosed with a confirmed or suspected COVID-19 infection in the past 14 days?
 - Yes
 - No
3. Are you awaiting the results of a COVID-19 test?
 - Yes
 - No
4. In the past 14 days, have you been in contact with a person who is a confirmed or suspected case of COVID-19?
 - Yes
 - No
5. Have you been advised to self-isolate at this time?
 - Yes
 - No
6. Have you been advised to restrict your movements at this time?
 - Yes
 - No
7. Have you been categorised as 'very high risk' or 'high risk' by the Occupational Health Service (OHS)?
 - Yes
 - No
8. Please provide details below* of any other circumstances relating to COVID-19, not included in the above, which may need to be considered to allow your safe return to work, e.g. if you are returning from travel abroad.

Signed: _____

If your situation changes after you complete and submit this form, please inform the Principal.
Completed forms should be maintained for as long as necessary, and in line with advice from the [Data Protection Commission](#)

Appendix 3: Return to Educational Facility Parental Declaration Form



Scoil Mhuire **Pre Return to School Parental Declaration Form**

(sent to parents via Google Forms)

This form is to be used when children are returning to the school after any absence.
(Please note that your child will not be able to return to school if this form is not completed)

Child's Name:

Parent/Guardian's Name:

Class:

Parental Declaration:

I declare that I have followed all medical and public health guidance.

- Agree

I declare that I have no reason to believe that my child has an infectious disease and to my knowledge he/she is medically well to return to school.

- Agree

I declare that my child has not been advised to self-isolate/restrict their movements at this time.

- Agree

Signed _____

Date: _____



Scoil Mhuire Covid 19 Risk Assessment Aug '21

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

Hazards	Is the hazard present ?Y/N	What is the risk?	Risk rating H=High M=Medium L=Low	Controls (When all controls are in place, risk will be reduced)	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date when action completed
Covid-19	Y	Spread of the virus resulting from lack of preparation before School reopens in August.	H	<p>School Covid19 Response Plan in place in line with Department of Education guidance and the Return to Work Safely Protocol and public health advice</p> <p>Follow public health guidance from HSE re hygiene and respiratory etiquette.</p> <p>Measures put in place to promote physical distancing - 2 x staffrooms, assigned staff toilets, signage throughout building, one way system, classroom layout adjusted:</p> <ul style="list-style-type: none"> •Children in J1 – 2nd – sitting in pods with pods 1 metre form other pods •Children 3rd – 6th – sitting 1m apart from each other <p>Staggered entry and exit times(see logistics plan)</p> <p>Complete School COVID-19 Policy Statement</p> <p>Return to Work Forms received and reviewed</p> <p>Undertake Induction Training</p> <p>Checklists completed:</p>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<p>Continue to follow public health guidance from HSE re hygiene and respiratory etiquette.</p> <p>Complete checklist for School Management</p>	<p>Staff, pupils</p> <p>BOM</p>	

				<ul style="list-style-type: none"> • For dealing with a suspected case • For Lead Worker Representative • Checklist for Cleaning 	<p>Y</p> <p>Y</p> <p>Y</p>			
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Covid -19	Y	Spread of the virus increased by lack of hygiene	H	<p>Hand Hygiene and respiratory hygiene encouraged</p> <p>Signage re hand hygiene throughout the school, hand sanitiser dispensers installed in every class and throughout the school, pedal bins, paper towels, etc,</p> <p>Enhanced cleaning put in place including regular collection of waste</p>	<p>Y</p> <p>Y</p> <p>Y</p>	<p>Hand hygiene promoted - lessons on hand hygiene, Staff and pupils encouraged not to share equipment,</p> <p>Enhanced Cleaning</p> <p>Enhanced Cleaning will be monitored</p>	<p>Staff</p> <p>Cleaners</p> <p>Principal BOM</p>	
Covid -19	Y	Spread of the virus increased by children/staff who are unwell attending school	H	<p>Staff and children have been encouraged to stay at home if they are unwell or have any symptoms of Covid-19</p> <p>Staff filled a pre return to work form</p> <p>Parents filled a parental declaration form</p>	<p>Y</p> <p>Y</p> <p>Y</p>	<p>Staff will fill a pre return to work form following all absences</p> <p>Parents will fill a parental declaration form following a child being absent from school</p> <p>Children who feel unwell or who develop symptoms will be sent home immediately</p> <p>Review pre return to work and parental declaration forms following an absence.</p>	<p>Staff</p> <p>Parents</p> <p>Principal</p> <p>Principal/ Deputy Principal</p>	

Covid-19	Y	Spread of the virus introduced to the school by visitors/parents	H	<p>Visitors limited to essential visits only. Parent, guardian, contractor etc visits only by prior appointment and contact details captured to facilitate contact tracing if required.</p> <p>Essential visitors limited to the following list:</p> <ul style="list-style-type: none"> •Department of Education representatives •NEPS Psychologist •Sports instruction <ul style="list-style-type: none"> – GAA/Rugby coach •Dental Nurse •HSE Nurse •Workmen(after school) <p>Parents informed not to enter school grounds in the morning (with the exception of Junior Infants, parents of the children in rooms 3 and 4 and those needing assistance).</p> <ul style="list-style-type: none"> • Rota in place for supervision at school gates/grounds • At home time – parents/guardians/ carers of Junior Infants, Senior Infants, First and Second Classes, and those who require assistance can enter yard but must socially distance and stand back from exit doors • Contact log in place 	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<p>Parent meetings will be held over the phone but if a face to face meeting is deemed necessary, they will be arranged by prior appointment only. Parents will fill the visitors to the school form.</p>	All Staff.	
Covid -19	Y	Spread of the virus introduced to the school by a person returning from travelling abroad	M	<p>Parents and staff are advised to consult and follow latest Government advice in relation to foreign travel.</p>	Y	<p>LWR will keep informed of countries on the 'list of designated states'.</p> <p>Anyone travelling from a country on the list of designated states'. will be required to quarantine.</p> <p>Reminders from Principal</p>	<p>LWR</p> <p>Staff and Parents</p> <p>Principal</p>	

Covid-19	Y	Spread of virus resulting from lack of appropriate cleaning	H	<p>Cleaning arrangements in place for full enhanced clean of school</p> <p>Enhanced cleaning of full school taking place in the afternoons daily and cleaning of frequently used surfaces taking place once during the day.</p> <p>Teachers & SNAs asked to clean their own work stations</p> <p>Completion checklist created for cleaning staff</p>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<p>Staff clean their own work stations throughout the day (they have been provided with cleaning products)</p> <p>After a case of Covid 19, isolation room will be deep cleaned.</p> <p>Checklist completed by cleaning staff and signed following the cleaning in each area</p>	<p>Teachers/SNA</p> <p>Caretaker</p> <p>Cleaners</p>	
Covid-19	Y	Spread of the virus resulting from materials being shared by pupils and staff	M	<p>Sharing of equipment by Pupils and staff will be limited</p> <p>Staff and students reminded to bring in own lunch containers, cups, cutlery and drinks and to wash and disinfect after each use at home</p> <p>Staff and children wash hands/sanitise before using equipment</p> <p>Staff disinfect equipment after use</p>	<p>Y</p> <p>y</p> <p>y</p> <p>y</p>	<p>Staff and students continue to bring in own lunch containers, cups, cutlery and drinks and to wash and disinfect after each use at home</p> <p>Staff and children will wash hands/sanitise before using equipment</p> <p>Staff will continue to disinfect equipment after use</p>	Staff and pupils	
Covid-19	Y	Spread of the virus on the bus	H	Public health guidance re school Transport will be followed	Y	<p>Children will sanitise before getting on the bus</p> <p>Adults will wear masks on the bus</p> <p>Children will sanitise before entering the school.</p>	Bus driver, bus escort, children	

Covid-19	Y	Heightened risk as a result of social distancing not being practised by Pupil / Staff Member / Parent	H	<p>Following Department of Education guidance: Social distancing measures are in place throughout the school– 2m between adults, 1m between pupils, 2m between adults and children.</p> <p>Masks worn by all adults</p> <p>Where social distancing procedures or other precautionary measures are not being practised, reminders and escalation procedure will apply.</p> <p>Signage promoting social distancing displayed</p> <p>PPE provided to staff (Covid 19 box)</p> <p>Reminders provided to pupils and communication sent to parents/guardians if continuous lack of adherence to Scoil Mhuire Code of Behaviour</p>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<p>If consistent breach by staff member / parent, Lead Worker representative will be informed for attention by management</p> <p>See Circular 49/2018 – Revised Procedures for Suspension and Dismissal of Teachers and Principals</p> <p>See Circular 72/2011Grievance and Disciplinary Procedures for Special Needs Assistants</p> <p>New PPE purchased if necessary</p> <p>Signage replaced if damaged</p> <p>Covid 19 boxes updated at each school break</p>	<p>LWR Principal</p> <p>Caretaker Secretary</p> <p>Caretaker</p> <p>LWR</p>	
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Covid-19	y	Risk of perceived lack of confidentiality in relation to COVID suspected cases / confirmed cases	L	<p>No information will be provided in relation to the reason for sickness of any pupil / staff member</p> <p>If a child is feeling unwell, they may be asked to wear a mask as a precaution and this will be communicated to all staff & pupils as part of the First Day at School instructions. This will be important so that assumptions will not be made about whether someone has a mask on and linking it automatically to a suspected case.</p>	<p>Y</p> <p>Y</p>	<p>No information will be provided for reasons of absence relating to any sickness as per current procedure</p> <p>If a child is feeling unwell, they may be asked to wear a mask as a precaution</p>	Principal, staff	
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If there is one or more High Risk (H) actions needed, then the risk of injury could be high and immediate action should be taken. Medium Risk (M) actions should be dealt with as soon as possible. Low Risk (L) actions should be dealt with as soon as practicable.

Risk Assessment carried out by: Principal , Deputy and Caretaker: Date: 30/8/21

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Appendix 5 Contact Tracing Log

Name of School			School Contact Person	
Address of School			For Queries only: Phone No	
			Email	
Name of Visitor				Was the visit pre-arranged with the Principal? Yes <input type="checkbox"/> No <input type="checkbox"/>
Date of Visit	__ / __ / ____	Time	Entry to school _____ am <input type="checkbox"/> pm <input type="checkbox"/>	Exit from School _____ am <input type="checkbox"/> pm <input type="checkbox"/>
Visitor Status	Contractor <input type="checkbox"/>	Parent/Guardian <input type="checkbox"/>	Other <input type="checkbox"/> Please complete: _____	
Contact details of visitor	Company Name (if applicable)			
	Address			
	Contact No.		Email Address	
	Reason for Visit			
Who the visitor met (separate line required for each person the visitor met)				
Name of Person visited				Length of time spent with each person in the school

Appendix 6

Checklist for School Management

Composite Checklist for Schools

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

For completion by the agreed person with overall responsibility of managing the implementation of the COVID-19 Response plan in line with the supports as agreed with Department of Education.

Planning and Systems

1. Is there a system in place to keep up to date with the latest advice from Government and Department of Education, to ensure that advice is made available in a timely manner to staff and pupils and to adjust your plans and procedures in line with that advice?
2. Have you prepared a school COVID-19 response plan and made it available to staff and pupils?
Department guidance and templates provided
3. Have you a system in place to provide staff and pupils with information and guidance on the measures that have been put in place to help prevent the spread of the virus and what is expected of them?
4. Have you displayed the COVID-19 posters in suitable locations highlighting the signs and symptoms of COVID-19?
5. Have you told staff of the purpose of the COVID-19 contact log?
6. Have you a COVID-19 contact log in place to support HSE tracing efforts if required? (**Contact log template attached**).
7. Have you informed staff on the measures and provided a system for them to raise issues or concerns and to have them responded to?
8. Have you reviewed and updated risk assessments in line with DES advice to take account of any controls to help prevent the spread of COVID-19? (**Risk template attached**)
9. Have you updated emergency plans, if necessary to take account of the COVID-19 response plan?

Staff

10. Have you made available to each staff member a COVID-19 return-to-work form to be completed and returned before they return to the workplace? (**Template attached**)
11. Have you request confirmation that the details in the Return to Work Form remain unchanged following periods of closure such as school holidays.
12. Are you aware of staff members who are at very high risk under the HSE guidance on people most at risk (HSE guidance on people most at-risk) and advised them of the DE agreed arrangements for management of those staff?
13. Have you advised staff and pupils they must stay at home if sick or if they have any symptoms of COVID-19?
14. Have you advised staff and pupils to follow public health advice if they are identified by the HSE as a close contact of a confirmed case of COVID-19 or if they live with someone who has symptoms of the virus.
15. Have you advised staff and pupils consult and follow latest Government advice in relation to foreign travel.
16. Have you told staff and pupils what to do and what to expect if they start to develop symptoms of COVID-19 in school, including where the isolation area is?
17. Have you advised staff and pupils to cooperate with any public health officials and the school for contact tracing purposes and follow any public health advice in the event of a case or outbreak in the school;

18. Have you advised staff of the availability of the supports of the occupational health and wellbeing programme through Spectrum Life?
19. Has a lead worker representative been identified (in line with the process agreed with the DE and education partners) and detailed at Section 4.3 of this plan to help advise staff and to monitor compliance with COVID-19 control measures in the school and taken measures to ensure all staff know who the representative is?

Training and Induction

20. Have you advised new staff to view the Department of Education's training materials which are available online?
21. Have you taken the necessary steps to update your school induction / familiarisation training to include any additional information relating to COVID-19 for your school?
22. Have first aiders, if available, been given updated training on infection prevention and control re: hand hygiene and use of PPE as appropriate?

Buildings / Equipment

23. If you have mechanical ventilation does it need cleaning or maintenance before the school reopens after periods of closure?
24. Does your water system need flushing at outlets following low usage to prevent Legionnaire's Disease?
25. Have you visually checked, or had someone check, all equipment in the school for signs of deterioration or damage before being used again?
26. Have you arranged for the school, including all equipment, desks, benches, doors and frequent touched surfaces points, to be cleaned once a day

Infection Prevention Control Measures in place

Hand / respiratory hygiene

27. Have you accessed supplies of hand sanitisers and any necessary PPE equipment in line with the interim HPSC health guidance from the national framework provided by the Department?
28. Are there hand washing/hand sanitising stations in place to accommodate staff, pupils and visitors adhering to hand hygiene measures in accordance with Department guidance?
29. Have arrangements been made for staff and pupils to have regular access to hand-washing/hand sanitising facilities as appropriate?
30. Are hand sanitisers easily available and accessible for all staff, pupils and visitors – e.g. in each classroom and at entry and exit points to school buildings?
31. Have you made arrangements to ensure hand hygiene facilities are regularly checked and well-stocked?
32. Does the alcohol-based hand sanitiser have at least 60% ethanol or 70% isopropanol as the active ingredient?
33. Have you informed staff about the importance of hand washing?
34. Have you arranged for newstaff to view how to wash their hands (with soap and water for at least 20 seconds) and dry them correctly through the use of the HSE video resource?
35. Have you shown newstaff and pupils how to use hand sanitiser correctly and where hand-sanitising stations are located?
36. Have you displayed posters on how to wash hands correctly in appropriate locations?
37. Have you told staff and pupils when they need to wash their hands or use hand sanitiser? This includes:
 - before and after eating and preparing food
 - after coughing or sneezing

- after using the toilet
 - where hands are dirty
 - before and after wearing gloves
 - before and after being on public transport
 - before leaving home
 - when arriving/leaving the school /other sites
 - when entering and exiting vehicles
 - after touching potentially contaminated surfaces
 - if in contact with someone displaying any COVID-19 symptoms
38. Has you told staff and pupils of the importance of good respiratory measures to limit the spread of the virus?
- avoid touching the face, eyes, nose and mouth
 - cover coughs and sneezes with an elbow or a tissue
 - dispose of tissues in a covered bin

Physical Distancing:

39. Have you identified all available school space to be used to maximise physical distancing?
40. Have you reviewed the templates provided by the Department of Education which show options for revised layout of school rooms to meet physical distancing requirements?
41. Have you arranged to revise the layout of the rooms and furniture as per the Department guidelines if necessary?
42. Have you arranged in each room that the teacher's desk should be at least 1m and where possible 2m away from pupil desks?
43. Have you arranged in each room that pupils would be at least 1m away from each other?
44. Have you allocated work stations consistently to the same staff and children rather than having spaces that are shared?
45. Have you structured pupils and their teachers into Class Bubbles (i.e. a class grouping which stays apart from other classes as much as possible) and discrete groups or "Pods" within those class bubbles to the extent that this is practical?
46. If you have divided a class into Pods, have you arranged at least 1m distance between individual Pods within the class bubble and between individuals in the pod, whenever possible?
47. Have you taken steps to limit contact and sharing of common facilities between people in different Class Bubbles (and Pods within those class bubbles) as much as possible?
48. Have you arranged Pod sizes to be as small as it is likely to be reasonably practical in the specific classroom context?
49. Have you arranged to the greatest extent possible for pupils and teaching staff to be consistently in the same Class Bubbles acknowledging that this will not be possible at all times?
50. Have you arranged where possible that different class bubbles to have separate breaks and meal times or separate areas at break or meal times?
51. Have you made arrangements to limit interaction on arrival and departure from school and in other shared areas?
52. Have you encouraged walking or cycling to school as much as possible?
53. Have you made arrangements, in so far as practicable, to open additional access points to school to reduce congestion?
54. Can you provide a one system for entering and exiting the school, where practical?
55. Have you arranged for staff meetings to be held remotely or in small groups or in large spaces to facilitate physical distancing?
56. Have you a system to regularly remind staff and pupils to maintain physical distancing

57. Have you advised staff not to shake hands and to avoid any physical contact?
58. Have you advised staff of the Department's guidance to achieve good ventilation
59. Have you checked any mechanical ventilation systems to ensure an adequate supply of fresh air is used

Visitors to Schools

60. Have you identified the activities that involve interacting with essential visitors to the school, made arrangements to minimise the number of such visitors and put in place measures to prevent physical contact, as far as possible?
61. Are there arrangements in place to inform essential visitors to the school of the measures to help prevent the spread of infection?
62. Have you a system in place for all visitors who do need to come to the school to make appointment, arrange to contact a central point and to record their visit using the contact tracing log?

Appendix 7 Checklist for dealing with a suspected case of COVID-19

Staff members will be required to manage a suspected case in line with the protocol and training.

A nominated member of the school management team will be nominated as the designated contact person for ensuring that all aspects of the protocol to deal with suspected cases have been adhered to.

Isolation Area

1. Have you identified a place that can be used as an isolation area, preferably with a door that can close?
2. The isolation area does not have to be a separate room but if it is not a room it should be 2m away from others in the room.
3. Is the isolation area accessible, including to staff and pupils with disabilities?
4. Is the route to the isolation area accessible?
5. Have you a contingency plan for dealing with more than one suspected case of COVID-19?
6. Are the following available in the isolation area(s)?
 - Tissues
 - Hand sanitiser
 - Disinfectant/wipes
 - Gloves/Masks
 - Waste Bags
 - Bins

Isolating a Person

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

Arranging for the affected person to leave the school

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

Follow up

19. Have you carried out an assessment of the incident to identify any follow-up actions needed?

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

Cleaning

- 21.** Have you taken the isolation area out-of-use until cleaned and disinfected?
- 22.** Have you made arrangements to clean and disinfect any classroom space where the staff or pupils were located?
- 23.** Have you arranged for cleaning and disinfection of the isolation area and any other areas involved, as soon as practical after the affected person has left the building?
- 24.** Have the cleaners been trained in dealing with contaminated areas and supplied with the appropriate PPE?).

Appendix 8 Checklist Lead Worker Representative

1. Have you agreed with your school to act as a Lead worker representative for your school?
2. Have you been provided with information and training in relation to the role of lead worker representative if you are new to the role?
3. Are you keeping up to date with the latest COVID-19 advice from Government?
4. Are you aware of the signs and symptoms of COVID-19?
5. Do you know how the virus is spread?
6. Do you know how to help prevent the spread of COVID-19?
7. Have you watched and do you understand the online Induction Training provided by the Department of Education before returning to school?
8. Are you helping in keeping your fellow workers up to date with the latest COVID-19 advice from Government?
9. Have you completed the COVID-19 return-to-work form and given it to your school? (*Department template Return-to-Work form available*)
10. Are you aware of the control measures your school has put in place to minimise the risk of you and others being exposed to COVID-19? (*Checklist for School Management available*)
11. Did your school consult with you when putting control measures in place? *Control measures have been agreed centrally between the Department and education partners. Consultation at school level should take place on any specific local arrangements necessary to implement the protocol*
12. Have you a means of regular communication with the person with overall responsibility for the school COVID-19 plan?
13. Are you co-operating with your school to make sure these control measures are maintained?
14. Have you familiarised yourself with the cleaning requirements needed to help prevent cross contamination? (*Checklist for Cleaning and Disinfection available*)
15. Have you been asked to walk around and check that the control measures are in place and are being maintained?
16. Are you reporting immediately to the person with overall responsibility for the school COVID-19 plan any problems, areas of non-compliance or defects that you see?
17. Are you keeping a record of any problems, areas of non-compliance or defects and what action was taken to remedy the issue?
18. Are you familiar with what to do in the event of someone developing the symptoms of COVID-19 while at school?
19. Are you co-operating with your school in identifying an isolation area and a safe route to that area? (*Checklist for dealing with suspected case of COVID-19 available*)
20. Are you helping in the management of someone developing symptoms of COVID-19 while at school?
21. Once the affected person has left the school, are you helping in assessing what follow-up action is needed?
22. Are you helping in maintaining the contact log?
23. Have you been made aware of any changes to the emergency plans or first aid procedures for your school?
24. Are you making yourself available to fellow staff to listen to any COVID-19 control concerns or suggestions they may have?
25. Are you raising those control concerns or suggestions with your school and feeding back the response to the worker who raised the issue?
26. Are you aware of the availability of the Spectrum Life Wellbeing Together Programme?

Appendix 9 Checklist for Cleaning

1. Have you a system in place for checking and keeping up to date with the latest public health advice from Government and the Department of Education, to ensure that advice is made available in a timely manner in order to adjust your cleaning procedures in line with that advice?
2. Have you reviewed the HPSC interim health advice for the safe reopening of schools, in particular **Section 5.6 Environmental Hygiene**?
3. Have you explained the need for the enhanced cleaning regime to staff?
4. Are you aware that cleaning is best achieved using a general purpose detergent and warm water, clean cloths, mops and the mechanical action of wiping and cleaning, following by rinsing and drying?
5. Have you sufficient cleaning materials in place to support the enhanced cleaning regime?
6. Have you provided training for cleaning staff on the enhanced cleaning regime?
7. Have you made arrangements for the regular and safe emptying of bins?
8. Are you familiar with the cleaning options for school settings set out in the interim HPSC health advice for schools for surfaces, toilets, cleaning equipment, PPE and waste management?
9. Are you aware that each school setting should be cleaned once per day?
10. Have you provided cleaning materials to staff so that they can clean their own desk or immediate workspace?
11. Have you advised staff that they are responsible for cleaning personal items that have been brought to work and are likely to be handled at work or during breaks (for example, mobile phone and laptops) and to avoid leaving them down on communal surfaces or they will need to clean the surface after the personal item is removed?
12. Have you advised staff and pupils to avoid sharing items such as cups, bottles, cutlery, and pens?
13. Have you put in place a written cleaning schedule to be made available to cleaning staff including:
 - Items and areas to be cleaned
 - Frequency of cleaning
 - Cleaning materials to be used
 - Cleaning of frequently touched surfaces such as vending machines, coffee machines and door handles
 - Equipment to be used and method of operation?
14. Details of how to clean following a suspected case of COVID-19 are at **Section 7 of the Plan above**
15. If disinfection of contaminated surfaces is required, is a system in place to do this following cleaning?
16. If cleaning staff have been instructed to wear gloves when cleaning are they aware of the need to wash their hands thoroughly with soap and water, both before and after wearing gloves?
17. Have you a system in place for disposing personal waste such as cleaning cloths and used wipes in a rubbish bag? The Protocol advises *that personal waste such as cleaning waste, tissues etc. should be double bagged and stored in a secure area for 72 hours before being presented for general waste collection.*
18. Have you ensured there is a system in place to make sure reusable cleaning equipment including mop heads and non-disposable cloths are clean before re-use?
19. Have you ensured there is a system in place to ensure that equipment such as buckets are emptied and cleaned with a fresh solution of disinfectant before re-use?