

COVID Response Plan and Control Measures

for the Safe and Sustainable Re-opening of

**Scoil Mhuire
Leixlip, Co. Kildare**



Last Updated: 17th February 2021

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1) **Introduction**

Scoil Mhuire is a Catholic co-educational primary school. There are 293 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.

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 following document outlines the control measures Scoil Mhuire has put in place to mitigate the risk of infection and transmission of COVID-19. It is important that staff, pupils, parents / guardians / carers and the wider school community adopt these control measures to help mitigate the risk of infection from COVID-19.

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

- 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.dbei.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

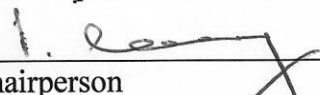
The Board of Management have a legal obligation under The Safety Health and Welfare at Work Act 2005 to assess the risks associated with COVID-19, implement control measures to eliminate/reduce the associated risks, design, provide and maintain a safe working environment, plan a safe systems of work 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 17th Feb 2021

Signed 
Chairperson

 17/2/21
Principal

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 the virus.



Scoil Mhuire COVID-19 Policy Statement

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

- continue to monitor our COVID-19 response and amend this plan in consultation with our staff
- provide up to date information to our staff and pupils on the Public Health advice issued by the HSE and Gov.ie
- display information on the signs and symptoms of COVID-19 and correct hand-washing techniques
- agree with staff, a worker representative who is easily identifiable to carry out the role outlined in this plan
- 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 BOM aims to facilitate the resumption of school based teaching and learning and the return to the workplace of staff. The return to the workplace must be done safely and in strict adherence to the public health advice and any guidance issued by the Department of Education. Details for the safe reopening of the schools and the applicable controls are outlined in this document.

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

Communication & Training

- Implemented means of keeping up to date with public health advice, with changes to any Government plans for the safe reopening of society and with Department of Education updates
- 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 (Feb 2021)
- Identified a Lead Worker representative
- Outlined a process for staff to raise concerns via the Lead Worker Representative
- Identified any 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 will be a video issued in advance of school opening showing entry points, sample classroom layout and hand-washing/sanitising facilities to help familiarise parents / guardian / carers and pupils with the new 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:
 - Acknowledgement of the COVID -19 virus and discussion on the difficult period that it may have presented over the last number of months
 - 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 will operate.
 - The new break/lunch arrangements and how they will operate.

- The system in place for the sharing of equipment
- Approach for homework for the initial settling in period
- 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
- Identification of isolation room and isolation route
- Installation of hand sanitisers in all rooms/hallways.
- Storage boxes for every student are available in each classroom to store their books
- 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 staff will undertake and complete COVID-19 Induction Training prior to returning to the school building. 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.

A national information campaign to support parents / guardians / carers and pupils will happen in advance of schools reopening on issues such as COVID-19 awareness and to help minimise the risk of introduction and spread of the virus in schools.

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 revised **Return to Work (RTW)** form, which is available electronically or from the Principal. A revised RTW form should be completed and returned **3 days** 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 staff prior to the return to the workplace and details of any additional health and safety measures in place in the school to facilitate the staff member's return to the school facility.

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

***During the phased reopening, pregnant staff, those over 60 and those in the high risk category (according to Medmark) can be accommodated to work remotely until the whole school is reopen.**

4.3) Lead Worker Representative

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.

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

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, they should contact the LWR who will engage with school management.

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:
Ms. Michelle Doyle and Ms. Sandra Eastman	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 1metre distanced on the corridors/stairs throughout the school (for 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 has been changed to facilitate social distancing.
- All excess furniture from the classrooms has been removed
- An extra staffroom has been created
- Staff toilets have been assigned
- Half doors have been installed at both offices
- A first aid area has been created with the use of Perspex dividers
- 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.

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
- Advise staff and pupils to self-isolate or restrict their movements at home if they display any signs or symptoms of COVID-19 and contact their family doctor to arrange a test.
- Advise staff and pupils not to return to or attend school in the event of the following:
 - if they are identified by the HSE as a close contact of a confirmed case of COVID-19
 - if they live with someone who has symptoms of the virus
 - If they have travelled outside of Ireland; in such instances staff are advised to consult and follow latest Government advice in relation to foreign travel.
- Advise staff and pupils to cooperate with any public health officials and the school for contact tracing purposes and follow any public health advice in the event of a case or outbreak in the school
- Advise staff and pupils that develop symptoms at school to bring this to the attention of the Principal (or deputy Principal if the Principal is unavailable) promptly
- Ensure that staff and pupils know the protocol for managing a suspected case of COVID-19 in school
- Advise everyone entering the school building that they need to perform hand hygiene with a hand sanitiser
- Advise all relevant parties that visitors to the school during the day should be by prior arrangement with the Principal and should be received at a specific contact point
- Physical distancing of 2 metres should be maintained between staff and visitors where possible
- Encourage staff to use the COVID-19 Tracker App. The 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 (corona virus)
 - 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 the Apple App Store or the Google Play store

5.1) Know the Symptoms of COVID-19

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.

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

If you have any common symptoms of COVID-19 (coronavirus), self-isolate (stay in your room) and phone your family doctor straight away to see if you need a COVID-19 test. Other people in your household will need to restrict their movements (stay at home).

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.

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 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.
- Alcohol-based sanitiser must not be stored or used near heat or naked flame
- Where a child experiences an allergy to the school sanitiser, they may bring in their own sanitiser.

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 the minimum 1 metre 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 adults
- 1 metre between children indoors (from 3rd to 6th)
- 2 metres between adults and children
- 1 metre between pods

- **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 is 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. These will be provided by the school. Children will 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).
 - The teacher’s desk should be at least 1m and where possible 2m away from pupil desks.
 - In the classrooms, an area for the teacher and the SNA (if applicable) will be marked out.
 - Each child will have a basket under their table where they will store their books. These will be provided by the school. They will also have individual containers for colours etc.

Scoil Mhuire Logistics plan

- Pre Return to School
 - All parents will be required to fill a parental declaration form before children return to school in the phased reopening or after any absence.

- Entry to the school in the morning
 - Entry to the school grounds will not be possible before 9.15am.
 - Children can arrive to the school anytime between 9.15 a.m. and 9.25 a.m.
 - The school traffic warden (lollipop lady) will be on duty at this time.
 - Children can enter the school grounds either through the Scoil Mhuire pedestrian gate or the Scoil Mhuire car park gate.
 - Each class will have an assigned door (which corresponds to their section of the building).
 - Parents can only come as far as the school gates (except for parents of Junior Infants and Rooms 3 & 4).
 - Parents are asked to wear face coverings during drop off and collection time.
 - Parents should not congregate outside the school.
 - Class teachers will be in their classrooms to receive the children from 9.10am.
 - There will be extra staff members on duty on the corridors/grounds in the mornings to begin with (wearing hi vis).
 - The children in Rooms 3 & 4 should arrive between 9.20am and 9.30am.
 - Before they enter the building, children will sanitise their hands. They will then make their way to their classroom where they will have to sanitise at their classroom door.
 - Children will sit in their allocated seat and engage with a morning activity on their desk while waiting.

- Exit from school in the afternoon
 - *During the phased reopening, Junior Classes up to 2nd class will go home at 3pm as there will be no other classes leaving the building at this time.
 - When the whole school reopens, we will stagger the 'home times' to avoid having too many children leaving the school buildings on Green Lane at 'home time'. Here are the new arrangements:
 - **Infant classes will go home at 2 pm**
 - **1st and 2nd classes will go home at 2.50pm**

- **3rd, 4th and 5th classes will go home at 2.55pm**
- **6th classes will go home at 3pm.**
- There will be socially distanced arrangements in place for the collection of children in the yard for parents of children in Junior Infants -3rd classes.
- If necessary, children who finish school before their siblings can remain with their class teacher until their older sibling are ready to collect them.
- 4th-6th class parents will not be allowed to enter the yard in the evening.
- Break time, Lunch time and Yard
 - The Department of Education guidelines state that the risk of transmission from contact with outside surfaces or play areas is low.
 - To eliminate contact between 'bubbles', we have divided the yard in 6. We will stagger the breaks and lunches so that 6 'bubbles'/classes will be on the yard at the first break/lunch and 6 'bubbles'/classes at the second break/lunch.
 - The children in Rooms 3 and 4 have been assigned an extra yard space along with the sensory garden where they can play as a 'bubble'.
 - We have changed our breaks from the usual 10 mins break and 30 mins lunch to 15 mins break and 25 mins lunch.
 - Lunch times will be as follows:
 - **At 10.45am – 11.00am the Red and Yellow 'bubbles'** will have their 'small break'
 - **At 11.05am – 11.20am the Green and Blue 'bubbles'** will have their 'small break'
 - **At 12.30pm – 12.55pm the Red and Yellow 'bubbles'** will have their 'big lunch'
 - **At 12.40pm – 1.05pm the Green and Blue 'bubbles'** will have their 'big lunch'

(While the Red and Yellow 'bubbles' are outside playing, the Green and Blue 'bubbles' will eat inside and vice versa)

 - Junior Infants will have a separate break/lunch for the first few weeks
 - Here is a plan of our yard for your child to see where their 'bubble' will be:

Map of Yard at first break/lunch:

	Scoil Eoin Phóil building			
Grass	Senior Infants (Ms. Haughney)	2 nd class (Ms.Hanafin)	6 th class (Ms. Munroe)	Car park
	Junior Infants (Ms. O' Grady)	4 th class (Ms. McBrearty)	6 th class (Ms. O' Mara)	
	* * * Scoil Mhuire building * *			

Map of Yard at second break/lunch:

	Scoil Eoin Phóil building			
Grass	5 th class (Ms.Milner)	2 nd class (Ms.McCormack)	1 st class (Ms. Doyle)	Car Park
	3 rd class (Ms. De Barra)	5 th class (Ms. Cleary)	1 st class (Ms.Hughes)	
	* * * Scoil Mhuire building * *			

○ Wet Day Supervision

- Pupils will stay in their Classrooms and will be provided with an activity. They will be supervised by one of the teachers in their section.
- Pupils will be reminded to stay in their places and practise social distancing.

Additional measures include:

● **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.

- 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 minimise congregation at the shared resource.
- 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 (3 days before visiting the school) and a Contact Log.
 - Please note: We are making a real effort to reduce visitors to the school - the safety of our students and staff is of utmost importance at all times.
- Staff and pupils will avoid sharing personal items.
- Pupils will be encouraged to avoid behaviours that involve hand to mouth contact (putting pens/pencils in the mouth).
- Where teaching and learning involves the use of equipment, the contact surface of the equipment will be cleaned regularly and hand hygiene encouraged. Before equipment is used by any pupil, the pupil will wash and sanitise their hands. At the end of the activity, the equipment will be wiped down with disinfectant wipes. The child will re-wash and sanitise their hands again before moving onto the next activity.
- Coat racks will not be used so children will store their coats in their empty bags (their books will be in their baskets).
- Staff members who move from class bubble to class bubble will be limited as much as possible, and if this is to happen, the same staff members will cover an allocated set of bubbles.
- Staff and pupils who display symptoms of Covid 19 should not attend school, they should phone their doctor and follow HSE guidance on self isolation.
- Staff and pupils who have been identified by the HSE as a contact of a person with Covid 19 should not attend school.

- We suggest that in the morning before they leave for school, parents ensure that their child's hands are washed and take their child's temperature.
- Please don't send your child to school if they are unwell.
- Reminder to anyone attending school who has travelled abroad:
 - Government policy, which is based on official public health advice, continues to advise against non-essential travel overseas for everyone. It is a requirement for anyone coming into Ireland to restrict their movements for 14 days, and this includes school staff, parents and children.
 - Restricting your movements means staying indoors in one location and avoiding contact with other people and social situations as much as possible.

Staff

- A distance of 2m is recommended for physical distancing between staff. If 2m cannot be maintained in staff groups, as much distance as is possible will be observed and face coverings must be worn.
- The staff has been assigned into four Pods to encourage physical distancing.
- There will be two staff rooms and assigned staff toilets.
- Physical distancing will be observed between staff members within the staff room through the use of individual tables and staggered breaks.
- The windows and doors should be left open for ventilation.
- Staff meetings will be held remotely or in small groups or in large spaces where physical distancing can be facilitated.
- Staff can rotate between areas/classes but this will be minimized where possible.
- Staff members will be asked to keep their mobile phones on during school time to enable prompt contact with office.
- Briefly passing someone in a hall is very unlikely to contribute significantly to the spread of infection if people do not have physical contact and avoid informal group discussions.

5.5) Use of PPE in Schools

- 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.
- 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
 - Parent Teacher meetings

- 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 should be provided on the proper use, removal, and washing of cloth face Coverings.
 - 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 closely with pupils.
 - It is not a requirement that children attending primary school wear face-coverings.
- Reception Areas / Office
 - A half door will be installed on the Principal and Secretary's office.
 - Perspex shield will be installed on the desks in the Principal and Secretary's office.
 - 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 that includes a supply of:
 - Disposable face masks
 - A Visor
 - Disposable aprons
 - Bottle of hand sanitising gel
 - Disinfectant wipes

- Bottle of cleaning product
 - Tissues
 - 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)
- 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**

- Homework
 - Teachers will not give homework for the first week or until the students are settled.
 - Each child will have two homework copies (A and B). These copies will be rotated.
- Choir/Music Performance
Choir practices/performances and music practices/performances involving wind instruments may pose a higher level of risk and special consideration is being 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 use of equipment will be confined to class groupings. In inclement weather, if the PE hall is being used by different bubbles, common touch points will be cleaned at intervals throughout the school day.
- Toys
The amount of toys in the various classrooms will be reduced. Those that are required will be cleaned/disinfected on a regular basis.
- 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 Policy –Pupils will be encouraged to perform hand hygiene after using any shared item.

Shared Sports Equipment – Equipment sharing will be minimised and shared equipment will be cleaned/sanitised between uses by different people.

7) **Hygiene and Cleaning in School**

- There will be 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 etc.
- All staff will have access to cleaning products and will be required to maintain cleanliness of their own work area. 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 must 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.
- System in place for the disposal of cleaning cloths and used wipes in a rubbish bag. Current HSE guidance recommends waste such as cleaning waste, tissues etc. from a person suspected of having Covid-19 should be double bagged and stored in a secure area for 72 hours before being presented for general waste collection.
- System in place to make sure reusable cleaning equipment including mop heads and non-disposable cloths are clean before re-use.
- System in place to ensure that equipment such as buckets are emptied and cleaned with a fresh solution of disinfectant before re-use.

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.
- The environment and furniture will be cleaned using disposable cleaning cloths and a household detergent followed by disinfection with a chlorine based product (household bleach).
- 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

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

- Staff/pupils who display symptoms of Covid 19 may not attend school until they are symptom free.
- Children with a blocked or runny nose, but no fever can attend school or childcare, but if they require paracetamol or ibuprofen for their symptoms, they must not attend school for 48 hours.
- If staff/pupils display symptoms they should contact their doctor who will arrange for a test. While awaiting the test and test results, it is advised that the household restrict their movements (stay at home).
 - If the test result is negative, the other members of the household carry on as normal. The person with the symptoms who has tested negative must be clear of symptoms for at least 48 hours before returning to school/workplace. All diarrhoea symptoms need to have been resolved for 48 hours prior to return to school.
 - If the test result is positive, the person must follow HSE guidance on self isolation.
- Staff and pupils may not attend school if they have been identified by the HSE as a close contact of a person with Covid 19. The staff member/pupil who is identified as a close contact must isolate for 14 days. A test will be arranged for the individual who is the close contact. While waiting for the test and the results, the household is advised to restrict movements (stay at home).
 - If the individual who is the close contact tests negative for the virus, they must continue to isolate until the 14 days have passed but the household may return to work/school.
 - If the individual tests positive, they must follow HSE guidance on self isolation.

Return to School

- Anyone displaying symptoms of COVID-19, may not return to Scoil Mhuire until they are symptom free.
 - If the pupil/staff member has a negative test result they can stop self-isolation 48 hours after their symptoms resolve and return to school.
 - If they are a close contact however they need to finish the period of restricted movements regardless of the negative result and stay out of school until this period (14 days) is complete. Restricted movement includes staying indoors in one location and avoiding contact with other people and social situations as much as possible.
 - Before a staff member returns to school after any absence, they must fill a pre return to work form.
 - Before a pupil returns to school after any absence a parent must sign a parental declaration form for their child.
- At the start of the year parents were asked to give their consent for staff to take their child's temperature (using a scanning thermometer).
 - A designated isolation area for suspected cases of Covid-19 has been identified within the school building - it is a small room on the main corridor, near the office. This room will be used for suspected cases of Covid-19.
 - If a child develops a fever and symptoms such as outlined in HPSC guidance whilst in school:
 - They should be immediately isolated in the isolation area, with good ventilation and preferable an outside window opened.

- The school should contact their parent or guardian and ask them to collect their child as soon as possible.
 - A mask will be provided for any pupil presenting with symptoms. He/she should wear the mask if in a common area with other people or while exiting the premises.
 - The child should be cared for appropriately by a staff member whilst they are waiting to go home.
 - The staff member supervising the child should wear a mask and maintain a distance of 2m. Use of gloves is not essential, but staff members may wish to use them. If a staff member has helped someone with symptoms, it is essential they avoid touching their nose, mouth or eyes whilst caring for them, and undertake hand hygiene.
 - If any child presents extremely unwell, from whatever potential cause, 112 and an ambulance should be called. NB we do not expect this to happen in relation to Covid-19.
 - After the isolation space is vacated, it should be cleaned and contact surfaces disinfected.
 - The staff member assisting with the child does not need to go home unless they develop symptoms themselves, or are later advised to by public health.
- If a staff member displays symptoms of COVID-19 while at school, the following are the procedures to be implemented:
 - A mask will be provided for any person presenting with symptoms. He/she should wear the mask if in a common area with other people or while exiting the premises.
 - If the person presenting with the suspected case is a staff member, another staff member will assess whether the staff member who is displaying symptoms can immediately be directed to go home.
 - If a staff member presenting with symptoms is able to go home, they will be sent home immediately.
 - If a staff member presenting with symptoms cannot immediately go home they will be facilitated to call their doctor and arrangements will be made for them to be transported home by a family member, as soon as possible. They will be advised to inform their general practitioner by phone of their symptoms. Public transport of any kind should not be used.
 - If a staff member is too unwell to go home or advice is required, the school will contact 999 or 112 and inform them that the sick person is a Covid-19 suspect.
 - Whether the suspected case is a pupil/staff member, the individual should avoid touching people, surfaces and objects.
 - Advice will 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.
 - The school will carry out an assessment of the incident which will form part of determining follow-up actions and recovery.
 - The school will arrange for appropriate cleaning of the isolation area and work areas involved

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

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 Scoil Mhuire COVID-19 Response Plan and the control measures outlined.
- Complete the revised RTW form before they return to work.
- Inform the Principal if there are any other circumstances relating to COVID-19, not included in the form, which may need to be disclosed to facilitate their safe return to the workplace.
- Complete COVID-19 Induction Training and any other training required prior to their return to school.
- Be aware of, and adhere to, good hygiene and respiratory etiquette practices.
- Consider using the COVID 19 Tracker App.
- 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.
- Not return to or attend school if they have symptoms of COVID-19 under any circumstances.
- Not to return to or attend school in the event of the following:
 - if they are identified as a close contact of a confirmed case of COVID-19
 - if they live with someone who has symptoms of the virus
 - If they have travelled outside of Ireland; in such instances staff are advised to consult and follow latest Government advice in relation to foreign travel.
- Self-isolate at home and contact their GP promptly for further advice if they display any symptoms of COVID-19.
- Adhere to the procedure outlined above if they develop any symptoms of COVID-19 whilst within the school facility.
- Keep 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. (Circulars 49/2020 and 54/202)

12) Employee Assistance and Wellbeing Programme

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 a dedicated free-phone confidential helpline 1800 411 057 available 24 hours a day, 365 days a year providing advice on a range of issues such as wellbeing, legal, financial, mediation, management support etc.

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

A bespoke wellbeing portal and app which offers access to Podcasts and blogs on topics around wellbeing and mental health, family life, exercise and nutrition is also available. In addition, online cognitive behavioural therapy is provided. As part of the services provided by *Spectrum Life* a Mental Health Promotion Manager is available to develop and deliver evidence based mental health and wellbeing initiatives to reduce stigma and improve mental health literacy and to increase engagement with the service. They will also be providing a series of webinars and presentations to promote staff wellbeing in schools as schools reopen and during the upcoming school year.

Appendix 1: Signed Covid 19 Policy Statement



Scoil Mhuire COVID-19 Policy Statement

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

- continue to monitor our COVID-19 response and amend this plan in consultation with our staff
- provide up to date information to our staff and pupils on the Public Health advice issued by the HSE and Gov.ie
- display information on the signs and symptoms of COVID-19 and correct hand-washing techniques
- agree with staff, a worker representative who is easily identifiable to carry out the role outlined in this plan
- 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: Marie Meehan Date: 17/2/21

Signed: Paul O'Leary Date: 17/2/21

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



Pre Return to Work Form

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? Click [hse.ie/coronavirus](https://www.hse.ie/coronavirus) for up to date information on 'close contact' and 'casual contact'.
 - 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 advised to cocoon at this time?
 - 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 in an 'at risk' group**or returning from travel abroad***.

** Further information on people at very high risk (extremely vulnerable) or high risk from COVID-19 can be found at [hse.ie/coronavirus](https://www.hse.ie/coronavirus)

*** See Department of Foreign Affairs (DFA) for up to date travel advice. Note travel restrictions within the island of Ireland may be subject to domestic Public Health restrictions.

If your situation changes after you complete and submit this form, please tell 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

Phase 3: 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:

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: _____