
COVID-19 Response Plan

St. Martin de Porres NS
Roll Number: 19617W

Date: 31/07/2020
Reviewed and updated 15/02/2021



COVID-19 Response Plan

INTRODUCTION

This *Covid-19 Response Plan* is designed to support the staff and Board of Management in putting measures in place that will prevent the spread of Covid-19 in St. Martin de Porres NS.

The Covid-19 Response Plan details the policies and practices necessary for a school to meet the Government's '*Return to Work Safely Protocol*', The Department of Education and Skills' plan for school reopening and to prevent the spread of Covid-19 in the community issued by the National Public Health Emergency Team (NPHE).

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

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

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

This document aims to provide details of:

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

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

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

NOTE: The plan is a live, working document and may be reviewed and amended to take into account new guidance from www.gov.ie, www.dbei.ie, www.hpsc.ie, www.education.ie



1. ST. MARTIN DE PORRES NS COVID-19 POLICY

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

COVID-19 POLICY STATEMENT

St. Martin de Porres NS 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 Board of Management and all school staff are responsible for the implementation of this plan and a combined effort will help contain the spread of the virus. We will:

- ☐ continue to monitor our COVID-19 Response and amend this plan in consultation with our staff;
- ☐ provide up to date information to our staff and pupils on the Public Health advice issued by the HSE and www.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 and Skills;
- ☐ keep a contact log to help with contact tracing;
- ☐ ensure staff and pupils engage with the induction/ familiarisation briefing provided by the Department of Education and Skills;
- ☐ implement the agreed procedures to be followed in the event of someone showing symptoms of COVID-19 while at school;
- ☐ provide instructions for staff and pupils to follow if they develop signs and symptoms of COVID-19 during school time;
- ☐ implement cleaning in line with Department of Education and Skills advice.

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

This can be done through the Lead Worker Representative(s) _____

Signed: _____

Date: _____

Signed: _____

Date: _____

2. PLANNING AND PREPARING FOR RETURN TO SCHOOL

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

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

2.1 SCHOOL BUILDINGS

Before re-opening schools in the new school year, schools are reminded to check the following:

- ☐ Does the water system need flushing at outlets following low usage to prevent Legionnaire's disease?
- ☐ Has school equipment and mechanical ventilation been checked for signs of deterioration or damage before being used again?
- ☐ Have bin collections and other essential services resumed?

2.2 SIGNAGE

Schools will be required to display signage outlining the signs and symptoms of COVID-19 and to support good hand and respiratory hygiene. The following is a link to the dedicated area of the Health Protection and Surveillance Centre (HPSC) website where there are a number of posters, including those appropriate for primary school pupils. [Posters - Health Protection Surveillance Centre \(hpsc.ie\)](https://www.hpsc.ie/HealthProtection/Posters/Pages/default.aspx)

2.3 PROCEDURE FOR RETURNING TO THE WORKPLACE (RTW)

In order to return to the workplace, staff must complete a **Return to the Workplace (RTW) (APPENDIX 1)**

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

Details of training will be provided to staff.

3. RETURN TO WORK SAFELY AND LEAD WORKER REPRESENTATIVE

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

The Return to Work Safely protocol provides for an agreed procedure between management and staff to appoint a *Lead Worker Representative* to carry out a specific role.

NOTE: The process for appointment of the Lead Worker Representative in schools will be agreed centrally between the Department of Education and Skills and the education partners. That process, once agreed, will be circulated to all schools in advance of the re-opening of schools.

3.1 ROLE OF THE LEAD WORKER REPRESENTATIVE

The role of the Lead Worker Representative is to ensure that Covid-19 measures are adhered to in the workplace as follows:

- ☐ Work collaboratively with the employer to ensure, in so far as is reasonably practicable, the safety, health and welfare of employees in relation to COVID-19.
- ☐ Promote good hygiene practices such as washing hands regularly and maintaining good respiratory etiquette along with maintaining social distancing in accordance with public health advice.
- ☐ Assist with the implementation of measures to suppress COVID-19 in the workplace.
- ☐ Monitor adherence to measures put in place to prevent the spread of COVID-19.
- ☐ Consult with colleagues on matters relating to COVID-19 in the workplace.
- ☐ Make representations on behalf of their colleagues on matters relating to COVID-19 in the workplace.

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

| Name of Lead Worker Representative | Contact details |
|--|----------------------|
| Barra de Róiste | bderoiste@smdpns.com |
| Name of Assistant Lead Worker Representative | Contact details |
| Gráinne Doyle | gdoyle@smdpns.com |
| Karen Healy | khealy@smdpns.com |

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

4. SAFETY STATEMENT AND RISK ASSESSMENT

COVID-19 represents a hazard in the context of health and safety in the school environment. A template assessment to identify the control measures required to mitigate the risk of COVID-19 in school settings is attached at **APPENDIX 2**.

It is important that schools review their 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. Any changes to the schools existing emergency procedures should be documented.

Schools should also review their existing risk assessments to consider any new risks that arise due to the school's COVID-19 Response Plan. Any changes to the school's current risk assessments should also be documented.

5. GENERAL ADVICE TO PREVENT THE SPREAD OF THE VIRUS

In order to prevent the spread of COVID-19 it is important to know and recognise the symptoms. The most common symptoms including, but not limited to;

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

The best way to prevent the spread of COVID-19 in a school is to minimise the risk of introduction of the disease into the school setting in the first place.

This can be achieved through the following measures;

- ☐ Promote awareness of COVID-19 and its symptoms amongst staff, pupils, parents and visitors.
- ☐ Advise staff and parents of pupils who have symptoms of COVID-19 or other acute infectious diseases not to attend school, to phone their GP and follow the HSE guidance on self-isolation.
- ☐ Advise staff and parents of pupils who have been identified by the HSE as contact of a person with COVID-19, not to attend school and to follow the HSE advice on restriction of movement.
- ☐ Ensure that staff and pupils know what to do if they develop symptoms at school.
- ☐ Everyone entering the school building should be required to perform hand hygiene with hand sanitiser.
- ☐ Visitors to school during the day should be by prior arrangement and should be received at a specific contact point.

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

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

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

The Department has been working closely with the HSE and the Health Protection Surveillance Centre (HPSC) to develop health advice which has been tailored to the needs of schools in order to support schools in planning for reopening in autumn. The link to the Interim Public Health recommendations for the reopening of schools can be found at <https://www.gov.ie/en/campaigns/a128d-back-to-school/>.

The advice will continue to be updated in line with public health advice generally and will inform the development of continued guidance for schools by the Department of Education and Skills.

5.1 MANAGING THE RISK OF SPREAD OF COVID-19

Sec 5 Infection Prevention Control Measures - To prevent Introduction and Spread of COVID-19 in Schools

- Staff and pupils are advised to self-isolate or restrict their movements at home if they display any signs or symptoms of COVID-19. They should also contact their family doctor to arrange a test
- Staff and pupils are advised 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.

Staff and pupils are advised to cooperate with any public health officials and the school for contact tracing purposes and follow any public health advice in the event of a case or outbreak in the school.

5.1.1 Wash your hands frequently

Regular hand washing with soap and water is effective for the removal of COVID-19.

Follow the HSE guidelines on hand washing:

1. Wet your hands with water and apply soap.
2. Rub your hands together palm to palm until the soap forms a lather.
3. Rub the back of one hand with your palm and fingers spread so you wash between

fingers. Repeat with the other hand.

4. Interlock the top of your hands and rub your fingertips – this cleans your fingertips and knuckles.
5. Then finally grasp your thumb tightly and twist to make sure your thumbs are cleaned. Repeat with the other hand.
6. This should take at least 20 seconds.
7. Rinse your hands under running water.
8. Dry your hands with a clean towel or paper towel.

Frequency of Hand Hygiene

Pupils and staff should perform hand hygiene:

- ☐ On arrival at school;
- ☐ Before entering and leaving every room;
- ☐ Before eating or drinking;
- ☐ After using the toilet;
- ☐ After playing outdoors;
- ☐ When their hands are physically dirty;
- ☐ When they cough or sneeze.

Hand Hygiene and Hand Sanitisers

Hand hygiene can also be achieved by the use of hand sanitisers (when hands are clean).

Hand sanitisers are more readily deployed in school settings to avoid disruption to teaching and learning and to avoid congestion of staff and pupils waiting to use hand washing facilities. Young children should not have independent use of containers of alcohol gel.

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

Avoid touching eyes, nose and mouth

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

Practice respiratory hygiene

Good respiratory hygiene is extremely important. 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.

5.1.2 Physical distancing

Physical distancing is recommended to reduce the spread of infection in the workplace. 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. Care should be taken to avoid generating tension or potential conflict and some flexibility in the implementation of measures may be required at times.

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.

However, staff should maintain a minimum of 1m distance but where possible, 2m. They should 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, primary schools should:

1. Reconfigure class spaces to maximise physical distancing (ensure room is clear of any unnecessary furniture/shelves etc.)
2. Utilise and reconfigure all available space in the school in order to maximise physical distancing.

The teacher's desk should be at least 1m and where possible, 2m away from pupil desks.

Decreasing interaction

A common sense approach is required recognising the limits to which this can be achieved between pupils.

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 school or in a special class, is not a pre-requisite to reopening a primary school for all pupils

Where possible, work stations or 'Pods', should be allocated consistently to the same staff and children rather than having spaces which are shared.

The risk of infection may be reduced by structuring pupils and their teachers in 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 is practical.

If the class is divided into Pods, there should be at least 1m distance between individual Pods within the Class Bubble and between individuals in the Pod, where possible.

Generally speaking, the objective is to limit contact and sharing of common facilities between people in different Class Bubbles (and Pods within these Class Bubbles) as much as possible, rather than to avoid all contact between Pods, as the latter will not always be possible. The aim of the system within the school is that class groupings mix only with their own class from arrival at school in the morning until departure at the end of the school day.

To the greatest extent possible, pupils and teaching staff should consistently be in the same Class Bubbles although this will not be possible at all times. Staff members who move from Class Bubble to Class Bubble should be limited as much as possible.

Separate drop off and collection times, as well as break and lunch times will be necessary.

Staff and pupils should avoid sharing of personal items.

5.1.3 Physical Distancing outside of the classroom and within the school

School drop off/collection

Arrangements for dropping off/collecting pupils should be arranged to encourage physical distancing of 2m where possible.

Walking/cycling to school should be encouraged.

Staggered drop off/pick up times should be considered as well as the use of additional access points.

Staff

A distance of 2m is recommended for physical distancing by staff. If 2m cannot be maintained in staff groups, as much distance as possible and guidance on face coverings should be observed.

Physical distancing should be observed between staff members within the staff room through the use of staggered breaks.

Staff meetings should be held remotely or in small groups or in large spaces to facilitate physical distancing.

Corridors and Hallways

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.

Yard/Supervision

The risk of transmission from contact with outside surfaces or play areas is low. Stagger break and lunch times and outdoor access.

Children should be encouraged to perform hand hygiene before and after outdoor activities.

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.

5.2 PEOPLE AT VERY HIGH RISK (EXTREMELY VULNERABLE)

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

- ☐ are over 70 years of age – even if you're fit and well
- ☐ have had an organ transplant
- ☐ are undergoing active chemotherapy for cancer
- ☐ are having radical radiotherapy for cancer
- ☐ have cancers of the blood or bone marrow such as leukaemia or myeloma who are at any stage of treatment
- ☐ are having immunotherapy or other continuing antibody treatments for cancer
- ☐ are having other targeted cancer treatments which can affect the immune system, such as protein kinase inhibitors or PARP inhibitors
- ☐ have had bone marrow or stem cell transplants in the last 6 months, or who are still taking immune suppression drugs
- ☐ severe respiratory conditions including cystic fibrosis, severe asthma, pulmonary fibrosis, lung fibrosis, interstitial lung disease and severe COPD
- ☐ have a condition that means you have a very high risk of getting infections (such as SCID, homozygous sickle cell)
- ☐ are taking medicine that makes you much more likely to get infections (such as high doses of steroids or immune suppression therapies)
- ☐ have a serious heart condition and you are pregnant

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

6. CONTROL MEASURES

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

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

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

The following control measures have been put in place.

i. Return to the Workplace form

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

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

ii. Induction Training

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

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

Staff will be kept fully informed of the control measures in place in the school and their duties and responsibilities in preventing the spread of Covid-19 and with any changes to the control measures or guidance available from the public health authorities. If a staff member is unsure about any aspect of the Covid-19 Response Plan, the associated control measures, or his/her duties, he/she should immediately seek guidance from the Principal.

iii. Hygiene and Respiratory Etiquette

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

Guidance documentation and information posters will be available at various locations with the school facility.

Hand washing facilities and/or hand sanitisers will be available at multiple locations with the school facility and will be available in each classroom.

iv. Use of Personal Protective Equipment (PPE)

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

- ☐ Assisting with intimate care needs
- ☐ 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 those who are in the very high-risk category.

Appropriate PPE will be available for dealing with suspected COVID-19 cases, intimate care needs and for 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

Cloth face coverings are not suitable for children under the age of 13 and anyone who:

- ☐ Has trouble breathing;
- ☐ Is unconscious or incapacitated;
- ☐ Is unable to remove it without help;
- ☐ Has special needs and may feel upset or very uncomfortable wearing the face covering.

Schools must provide medical grade masks in the EN14683 category to all SNAs and teachers in special classes and those staff by necessity that need to be in close and continued proximity with pupils with intimate care needs. The most recent guidance outlines that masks must be worn if school staff are within 2 metres of a child. Visors do not provide protection equivalent to a mask. Cloth masks worn by school staff should consist of at least three layers of material.

Gloves

Gloves may be necessary for intimate care settings, but are generally not appropriate for use by pupils or staff.

v. Cleaning

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

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

All staff will have access to cleaning products and will be required to maintain cleanliness of their own work area. Staff should thoroughly clean and disinfect their work area before and after use each day.

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

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

vi. Access to the school building/contact log

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

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

The prompt identification and isolation of potentially infectious individuals is a crucial step in restricting the spread of the virus and protecting the health and safety of the individuals themselves and other staff, contractors and visitors at the workplace. A detailed sign in/sign out log of those entering the school facility will be maintained (**APPENDIX 3**). The school will maintain a log of staff and student contacts.

vii. First Aid/Emergency procedure

The standard First Aid/Emergency procedure shall continue to apply in St. Martin de Porres NS.

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

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

7. DEALING WITH A SUSPECTED CASE OF COVID-19

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

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

If a staff member/pupil displays symptoms of Covid-19 while at work in St. Martin de Porres NS, the following are the procedures to be implemented:

- ☐ If the person with the suspected case is a pupil, the parents/guardians should be contacted immediately.
- ☐ Isolate the person and have a procedure in place to accompany the individual to the designated isolation area via the isolation route, keeping at least 2 metres away from the symptomatic person and also making sure that others maintain a distance of at least 2 metres from the symptomatic person at all times.
- ☐ Provide a mask for the person presenting with symptoms if one is available. He/she should wear the mask if in a common area with other people or while exiting the premises.
- ☐ Assess whether the individual who is displaying symptoms can immediately be directed to go home/be brought home by parents. Their GP should be called and they should self-isolate at home until clarification is received.
- ☐ Facilitate the person presenting with symptoms remaining in isolation if they cannot immediately go home and facilitate them calling their doctor/advise their parent to contact 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 GP by phone of their symptoms. Public transport of any kind should not be used.
- ☐ If they are too unwell to go home or advice is required, contact 999 or 112 and inform them that the sick person is a Covid-19 suspect.
- ☐ Carry out an assessment of the incident which will form part of determining follow-up actions and recovery.
- ☐ Arrange for appropriate cleaning of the isolation area and work areas involved.

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

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.

8. STAFF DUTIES

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

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

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

9. COVID RELATED ABSENCE MANAGEMENT

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

10. EMPLOYEE ASSISTANCE AND WELLBEING PROGRAMME

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

The Board of Management aims to foster a culture and work environment that support healthy behaviours and staff wellbeing and shall continue to make health and wellbeing tools and guidance available to staff as well as organising suitable support programmes, initiatives and events.

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

APPENDIX 1:



St. Martin de Porres N.S.

Principal: Ms. Valerie O'Loughlin
Heatherview Lawn, Aylesbury, D24HF54
Roll No. 19617W



Return to Work Form

This form must be completed by staff in advance of returning to work.

If the answer is Yes to any of the below questions, you are advised to seek medical advice before returning to work.

Name: _____
Name of School: _____
Name of Principal: _____ Date: _____

| | Questions | YES | NO |
|----|--|-----|----|
| 1. | Do you have symptoms of cough, fever, high temperature, difficulty breathing, loss or change in your sense of smell or taste now or in the past 14 days? | | |
| 2. | Have you been diagnosed with confirmed or suspected COVID-19 infection in the last 14 days? | | |
| 3 | Are you awaiting the results of a COVID-19 test? | | |
| 4 | In the past 14 days, have you been in contact with a person who is a confirmed or suspected case of COVID-19? | | |
| 5 | Have you been advised by a doctor to self-isolate at this time? | | |
| 6 | Have you been advised to restrict your movements at this time? | | |
| 7 | Have you been advised to cocoon at this time? Note: if you're at very high risk (extremely vulnerable) from COVID-19 you may be advised to cocoon. | | |

I confirm, to the best of my knowledge that I have no symptoms of COVID-19, am not self-isolating or awaiting results of a COVID-19 test and have not been advised to restrict my movements.

Please note: The school is collecting this sensitive personal data for the purposes of maintaining safety within the workplace in light of the COVID-19 pandemic. The legal basis for collecting this data is based on vital public health interests and maintaining occupational health and this data will be held securely in line with our retention policy.

Signed: _____

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? Y/N | Action/to do list/outstanding controls <small>*Risk rating applies to the outstanding controls outlined in this column</small> | Person responsible | Signature and date when action is completed |
|----------|-------------------------------|-------------------|--|---|----------------------------------|---|--------------------|---|
| COVID-19 | N | Illness | H | School Covid Response Plan in place in line with Department of Education and Skills guidance and the Return to the Workplace Safely protocol and public health advice | | Follow public health guidance from HSE re hygiene and respiratory etiquette Complete School COVID-19 Policy Statement Return to the Workplace forms received and reviewed Undertake Induction Training Maintain log of staff, students and visitors | | |

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: _____

Date: _____

Contact Tracing Log

| | | | | | | |
|---|--|--|---|--|--|--|
| Name of School | St. Martin de Porres NS | | | School Contact Person | Valerie O'Loughlin | |
| Address of School | Heatherview Lawn, Aylesbury, Tallaght, D24HF54 | | | For queries only: Phone Number | (01) 4511319 | |
| | | | | Email | smdpnsoffice@gmail.com | |
| 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 specify: _____ | | | |
| Contact details of visitor | Company Name (if applicable) | | | | | |
| | Address | | | | | |
| | Contact No. | | | Email: | | |
| | 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 | |
| | | | | | | |
| | | | | | | |
| | | | | | | |