



# **COVID-19 RESPONSE PLAN**

***September 2020***

**In consultation with the Board of Management & Staff**

## **COVID-19 Policy Statement**

Darrara 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 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: \_\_\_\_\_ (Siobhan Courtney)      Date: \_\_\_\_\_

Signed: \_\_\_\_\_ (John Hayes)      Date: \_\_\_\_\_

## Pre-Return to Work Questionnaire COVID-19

This questionnaire must be completed by staff **at least 3 days** in advance of returning to work.

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

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

Name of School: \_\_\_\_\_

Name of Principal: \_\_\_\_\_

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

	Questions	YES	NO
1.	Do you have symptoms of cough, fever, high temperature, sore throat, runny nose, breathlessness or flu like symptoms now or in the past 14 days?		
2.	Have you been diagnosed with confirmed or suspected COVID-19 infection in the last 14 days?		
3.	Have you been advised by the HSE that you are you a close contact of a person who is a confirmed or suspected case of COVID-19 in the past 14 days?		
4.	Have you been advised by a doctor to self-isolate at this time?		
5.	Have you been advised by a doctor to cocoon at this time?		
6.	Have you been advised by your doctor that you are in the very high risk group? If yes, please liaise with Principal re return to work and follow the agreed DES arrangements for very high risk groups		

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: \_\_\_\_\_

## Risk Assessment

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

Hazards	Is the hazard present ? Y/N	What is the risk?	Risk rating H=High M=Medium L=Low	Controls  (When all controls are in place risk will be reduced)	Is this control in place?	Action/to do list/outstanding controls  *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date when action completed
COVID-19	N	Illness	H	School Covid19 Response Plan in place in line with Department of Education guidance and the Return to Work Safely Protocol and public health advice	Y	Follow public health guidance from HSE re hygiene and respiratory etiquette  Complete School COVID-19 Policy Statement  Return to Work Forms received and reviewed	Siobhán Courtney  Helen Roycroft LWR  & Deputy LWR	
			H	Practical day to day procedures list to be put in place for staff, parents and pupils for the day to day use of the classroom, school building and yard. This will be included in the COVID	Y	Induction Training provided & completed by all staff  Contact log printed and in place	All staff	
			H	Procedures needed for visitors to the school	Y	Complete checklists as required: School Management How to deal with a suspected case Other school specific checklist		
			H	Procedures needed for identifying a member of staff or a pupil who may become sick in school and how to care for and isolate them etc.	Y	In-school procedures list created and shared with all staff  Each teacher to be responsible for teaching their pupils about the procedures at the start of the school year and in ensuring that procedures are maintained		

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:     /     /

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## Contact Tracing Log

<b>Name of School</b>	DARRARA NS			<b>School Contact Person</b>	Siobhán Courtney	
<b>Address of School</b>	Craury, Clonakilty, Co. Cork			<b>For Queries only: Phone No</b>	0238834160	
				<b>Email</b>	<a href="mailto:office@darrarans.ie">office@darrarans.ie</a>	
<b>Name of Visitor</b>					Was the visit pre-arranged with the Principal? Yes <input type="checkbox"/> No <input type="checkbox"/>	
<b>Date of Visit</b>	__ / __ / ____		<b>Time</b>	<b>Entry to school</b> ____ am <input type="checkbox"/> pm <input type="checkbox"/>	<b>Exit from School</b> ____ am <input type="checkbox"/> pm <input type="checkbox"/>	
<b>Visitor Status</b>	Contractor <input type="checkbox"/>	Parent/Guardian <input type="checkbox"/>	Other <input type="checkbox"/> Please complete: _____			
<b>Contact details of visitor</b>	Company Name (if applicable)					
	Address					
	Contact No.		Email Address			
	Reason for Visit					
<b>Who the visitor met (separate line required for each person the visitor met)</b>						
<b>Name of Person visited</b>					<b>Length of time spent with each person in the school</b>	

# **PRACTICAL PROCEDURES FOR STAFF, PUPILS AND PARENTS OF DARRARA NS - COVID19 – SEP 2020**

*Following guidelines given by government in the Roadmap for the Reopening of Primary Schools*

<u>RETURN TO WORK</u>
All staff to be provided with a pre questionnaire which must be completed and returned before August 28 <sup>th</sup> .
All staff and children must stay at home if they present with any symptoms associated with COVID19
All staff to be notified of training required before return to work and this training must be completed before September 1 <sup>st</sup> .
All staff to be made aware of the resource Spectrum Life Wellbeing Together Programme – details here: <a href="https://www.gov.ie/en/publication/6ddc2-employee-assistance-and-wellbeing-programme-covid-19-response-plan-for-safe-reopening-of-schools/">https://www.gov.ie/en/publication/6ddc2-employee-assistance-and-wellbeing-programme-covid-19-response-plan-for-safe-reopening-of-schools/</a> This support is for staff.
Staff will wear facemasks in the event that they cannot maintain social distance with their pupils e.g. when caring for someone who falls in the yard or when assisting with toileting for pupils with SEN
All staff to become familiar with The Wellbeing Supports for pupils and staff and how to support our pupils on a continuum of support <a href="https://www.gov.ie/en/publication/52642-supporting-the-wellbeing-of-school-communities-as-schools-reopen-guidance-for-schools/">https://www.gov.ie/en/publication/52642-supporting-the-wellbeing-of-school-communities-as-schools-reopen-guidance-for-schools/</a>
Staff advised not to shake hands and to avoid any physical contact
Mobile phones/personal ipads/personal computers are not to be left in communal areas. These are to be kept on teachers desk or in personal bag under the desk
Staff to maintain a 2 metre social distance with each other
Pupils to maintain 1 metre social distance with pupils from other bubbles
PPE will be provided by the school
A contact tracing log will be in place at the school entrance. Visitors to the school should be kept to a minimum. Appointments must be made***
Helen Roycroft is the Lead Worker Representative. The Deputy LWR is Tina O Driscoll.
<u>STAFF &amp; PUPILS NEED EXPLICIT TRAINING IN THE FOLLOWING –</u>
1. When they need to wash their hands or use hand sanitiser? This includes:
<input type="checkbox"/> before and after eating and preparing food
<input type="checkbox"/> after coughing or sneezing
<input type="checkbox"/> after using the toilet
<input type="checkbox"/> where hands are dirty
<input type="checkbox"/> before and after wearing gloves
<input type="checkbox"/> before and after being on public transport
<input type="checkbox"/> before leaving home
<input type="checkbox"/> when arriving/leaving the school /other sites
<input type="checkbox"/> after touching potentially contaminated surfaces
<input type="checkbox"/> if in contact with someone displaying any COVID-19 symptoms
2. The importance of good respiratory measures to limit the spread of the virus?
<input type="checkbox"/> avoid touching the face, eyes, nose and mouth
<input type="checkbox"/> cover coughs and sneezes with an elbow or a tissue
<input type="checkbox"/> dispose of tissues in a covered bin
<u>ENTRY &amp; EXITING SCHOOL BUILDING</u>
Each staff member will use the door assigned to their pod to enter and exit the school building

Hand sanitiser to be used on entrance and exit to school by all staff and pupils
Hand washing routine before and after break, before and after lunch and before home – for staff and pupils – this will be done in the classroom sinks
Good lathering soap to be provided & taps and sinks have been upgraded
Only two people in the office at one time to ensure social distance
Children not allowed in the office
<u>SIGNAGE &amp; POSTERS</u>
Signage & posters will be in place throughout the school to help promote good hand hygiene, social distancing and good respiratory etiquette
<u>CLEANING/HYGIENE</u>
School to be cleaned by cleaners each afternoon - list of tasks agreed with cleaners, e.g. door handles, desks, taps and sinks, toilets, chairs
Each teacher will be responsible for cleaning their desk/work station each day
A cleaning procedure will need to be agreed following any incident of someone presenting with symptoms and being isolated in the isolation/Sick room****
All shared books/resources (e.g. PM readers, Aistear toys) will need to be wiped down regularly by each class teacher/SNA.
Separate resource packs could be created to reduce sharing of items.
Appropriate bins need to be provided in all classrooms and rules for disposing tissues put in place.
<u>LUNCH BREAK</u>
Pupils to eat lunch in their bubbles and take all lunch rubbish home.
Pupils to bring their own drinks to school and won't be allowed refill them in the staff room
Pupils to bring own cutlery for yoghurts etc.
Staff to use hall to socially distance at break and Lunchtime.
Lunchtimes remain the same
Yard duty schedule needed to be agreed at staff meeting***
Staff room to be used one by one by staff.
Fridge can be used but sections will be labelled for each staff member, to keep food separate.
No plates, cups, cutlery or other utensils will be used from the staff room.
The hot water dispenser or kettle can be used. Wipe handle using disinfectant spray after use.
No washing up to be done in the staff.
All lunch items to be taken home by staff.
<u>YARD</u>
Yard to be divided so that all pods can play at the same time in their own area.
One teacher and SNA can still supervise. PPE box to be stored in the shed to be accessed if teacher or SNA needs to care for child in the yard.
Each bubble will have a play area assigned to them and all pods will be in the yard together
Each bubble will remain separate and will line up together when returning to their classroom
Yard duty schedule agreed by staff.
<u>CLASSROOMS</u>
Senior Infants to 3 <sup>rd</sup> class will be in the first classroom.
4 <sup>th</sup> & 5 <sup>th</sup> Class will be in the middle classroom.
6 <sup>th</sup> Class will be in the back classroom.
Each classroom of pupils is called a bubble. Within each classroom, pods (small groups) of pupils will be created to limit contact. Each bubble will not be required to socially distance with each other. Each pod is to remain separate, as much as practically possible.
Teachers can label the chairs for each child
Each pod can play together freely in the yard without socially distancing

Art materials to be organized into boxes for each pod in each classroom - each teacher to do this for their pupils
All ICT equipment and project materials to be assigned in a similar way and should be wiped down after use.
Aistear toys will only be used by one pod.
Each teacher to clean their own teaching desk each day
Outdoor learning will be encouraged – utilising the three new picnic tables, the log seat circle, the grass, when it's dry and the shelter.
A new sensory room is to be set up and procedures for the use of this and the cleaning of this will be needed. Ideally the sensory space will only be used by children in the same pod or bubble.



<u>TOILETS</u>
Four toilets available for pupils - mixed gender - children to go one at a time. One toilet is assigned to each bubble.
One toilet assigned to pupils with toileting needs and PPE to be provided. 6th class who are in the back classroom, can walk around outside to use their assigned toilet – they will need to hand sanitize as well as wash their hands as they are touching the entrance door handle.
<u>MORNING DROP OFF &amp; AFTERNOON COLLECTION</u>
Both entrance gates will be used in the morning at drop off time and collection. Parents drop children at the gate.
Children will enter the school, sanitise hands and drop school bags & go straight to the yard in the morning. Children should maintain a 1m distance from children not in their pod when entering and exiting school. Teachers to observe when other classes are exiting classrooms to ensure there isn't a rush of children outside.
Senior classes to use upper gate and junior classes to use main entrance 6th class enter their classroom from back emergency door. Juniors -3rd use the door nearest their classroom 4th & 5th use middle door near hall entrance
Each teacher will use the same door as their pod to enter and exit the school, unless you are first to arrive(alarm) Hand sanitiser to be used every time child or adult enters or leaves the school – each class teacher to monitor this Yard to be divided so that all bubbles can play at the same time in their own area – both before school and at break times.
Consideration will be needed for some pupils with SEN to ensure adequate supervision is in place when they arrive. Teachers will contact parents to devise a plan.
<u>ISOLATION ROOM – PROCEDURES FOR SOMEONE GETTING SICK</u>
An area in the hall will be created as an isolation room – procedures from the Dept. Roadmap to be followed.
Cleaning regime needed for this room following any sickness.
Staff and pupils need to be made aware of what will happen if they become sick and need to be isolated. Isolation procedure attached at the end.
Pupils to be taught explicitly what will happen if they become sick  A social story will be created to explain this for some pupils  Social stories can be used to teach all aspects of the COVID response plan for children with SEN – or videos for all children
<u>Preschool</u>
Preschool staff and children will remain separate to the primary school staff and children
Preschool staff will enter using their own door near their classroom unless they are the first member of staff to arrive at the premises. If this is the case they can enter through the main door, sanitise, turn off the alarm, exit the school building and re-enter using the preschool door near their classroom.
The preschool staff shall use their own toilet(attached to the classroom)
Parents will not pass the school gates
Visitors by appointment only and outside of the hours of the primary school

If dropping/picking up a child early arrangements need to be made with the preschool staff to meet the child at the gate
Preschool children and staff shall enter using the turnstile gate nearest to the classroom only and remain on the left while walking up to school, avoid and leaving space between any children in the primary school
Interaction between preschool children/staff and primary school children/staff should be minimised as much as possible. Children must walk safely and observe a 2m social distance. Preschool teachers and Primary school teachers to remind children of this regularly.
Preschool staff are responsible for maintaining and cleaning their classroom, toilets, outdoor area and gate/fence to the standards required by Tusla/HSE to reduce the risk of Covid-19
Independent Contractor is responsible for ensuring all necessary equipment is purchased and available for use in the preschool inclusive of cleaning products, bins, bin bags, hand sanitiser, tissues etc.
Appropriate signage is displayed in the preschool by the independent contractor
Waste is disposed of by the preschool staff in the correct manner. Any waste which has been contaminated by a suspected Covid-19 case is double bagged and should not be disposed of for at least 72 hours.
Preschool maintain their own contact tracing log

## Checklist for School Management

Composite Checklist for Schools	Y/N
This checklist supports planning and preparation, control measures and induction needed to support a safe return to school for pupils, staff, parents and others.	Y
For completion by the agreed person with overall responsibility of managing the implementation of the COVID-19 Response plan in line with the supports as agreed with Department of Education.	Y
<b>Planning and Systems</b>	
Is there a system in place to keep up to date with the latest advice from Government and Department of Education, to ensure that advice is made available in a timely manner to staff and pupils and to adjust your plans and procedures in line with that advice?	Y
Have you prepared a school COVID-19 response plan and made it available to staff and pupils? <b>Department guidance and templates provided</b>	Y
Have you a system in place to provide staff and pupils with information and guidance on the measures that have been put in place to help prevent the spread of the virus and what is expected of them?	Y
Have you displayed the COVID-19 posters in suitable locations highlighting the signs and symptoms of COVID-19?	Y
Have you told staff of the purpose of the COVID-19 contact log?	Y
Have you a COVID-19 contact log in place to support HSE tracing efforts if required? <b>Contact log template attached).</b>	Y
Have you informed staff on the measures and provided a system for them to raise issues or concerns and to have them responded to?	Y
Have you reviewed and updated risk assessments in line with DES advice to take account of any controls to help prevent the spread of COVID-19? <b>(Risk template attached)</b>	Y
Have you updated emergency plans, if necessary to take account of the COVID-19 response plan?	N
<b>Staff</b>	
Have you made available to each staff member a COVID-19 return-to-work form to be completed and returned 3 days before they return to the workplace? <b>(Template attached)</b>	Y
Are you aware of staff members who are at very high risk under the HSE guidance on people most at risk ( <a href="#">HSE guidance on people most at-risk</a> ) and advised them of the DES agreed arrangements for management of those staff?	Y
Have you advised staff and pupils they must stay at home if sick or if they have any <a href="#">symptoms of COVID-19</a> ?	Y

Have you told staff and pupils what to do and what to expect if they start to develop symptoms of COVID-19 in school, including where the isolation area is?	Y
Have you advised staff of the availability of the supports of the occupational health and wellbeing programme through Spectrum Life?	Y
Has a lead worker representative been identified (in line with the process agreed with the DES and education partners) and detailed at Section 4.3 of this plan to help advise staff and to monitor compliance with COVID-19 control measures in the school and taken measures to ensure all staff know who the representative is?	Y
<b>Training and Induction</b>	
Have you advised staff to view the Department of Education's training materials which are available online?	Y
Have you taken the necessary steps to update your school induction / familiarisation training to include any additional information relating to COVID-19 for your school?	Y
Have first aiders, if available, been given updated training on infection prevention and control re: hand hygiene and use of PPE as appropriate? <i>(It is intended that training will be provided as part of the Department's online training programme).</i>	Y(training provided only)
<b>Buildings / Equipment</b>	
Do you have mechanical ventilation does it need cleaning or maintenance before the school reopens?	n/a
Does your water system need flushing at outlets following low usage to prevent Legionnaire's Disease?	Y-completed
Have you visually checked, or had someone check, all equipment in the school for signs of deterioration or damage before being used again?	Y
Have you arranged for the school, including all equipment, desks, benches, doors and frequent touched surfaces points, to be cleaned before reopening?	Y
<b><u>Control Measures in place</u></b>	
<b>Hand / respiratory hygiene</b>	
Have you accessed supplies of hand sanitisers and any necessary PPE equipment in line with the interim HPSC health guidance relating to the reopening of schools, from the national framework provided by the Department? (RFI published and framework available from early August).	Y
Are there hand washing/hand sanitising stations in place to accommodate staff, pupils and visitors adhering to hand hygiene measures in accordance with Department guidance?	Y
Have arrangements been made for staff and pupils to have regular access to hand-washing/hand sanitising facilities as appropriate?	Y
Are hand sanitisers easily available and accessible for all staff, pupils and visitors – e.g. in each classroom and at entry and exit points to school buildings?	Y

Have you made arrangements to ensure hand hygiene facilities are regularly checked and well-stocked?	Y
Does the alcohol-based hand sanitiser have at least 60% ethanol or 70% isopropanol as the active ingredient?	Y
Have you informed staff about the importance of hand washing?	Y
Have you arranged for staff to view <a href="#">how to wash their hands</a> (with soap and water for at least 20 seconds) and dry them correctly through the use of the HSE video resource?	Y
Have you shown staff and pupils how to use hand sanitiser correctly and where hand-sanitising stations are located?	Y
Have you <a href="#">displayed posters</a> on how to wash hands correctly in appropriate locations?	Y
Have you told staff and pupils when they need to wash their hands or use hand sanitiser? This includes:	
➤ before and after eating and preparing food	Y
➤ after coughing or sneezing	Y
➤ after using the toilet	Y
➤ where hands are dirty	Y
➤ before and after wearing gloves	Y
➤ before and after being on public transport	Y
➤ before leaving home	Y
➤ when arriving/leaving the school /other sites	Y
➤ after touching potentially contaminated surfaces	Y
➤ if in contact with someone displaying any COVID-19 symptoms	Y
Have you told staff and pupils of the importance of good respiratory measures to limit the spread of the virus?	
➤ avoid touching the face, eyes, nose and mouth	Y
➤ cover coughs and sneezes with an elbow or a tissue	Y
➤ dispose of tissues in a covered bin	Y
<b>Physical Distancing:</b>	
Have you identified all available school space to be used to maximise physical distancing?	Y
Have you reviewed the templates provided by the Department of Education which show options for revised layout of school rooms to meet physical distancing requirements?	Y

Have you arranged to revise the layout of the rooms and furniture as per the department guidelines if necessary?	Y
Have you arranged in each room that the teacher's desk should be at least 1m and where possible 2m away from pupil desks?	Y
Have you arranged in each room that pupils would be at least 1m away from each other?	Y
Have you allocated work stations consistently to the same staff and children rather than having spaces that are shared?	Y
Have you structured pupils and their teachers into Class Bubbles (i.e. a class grouping which stays apart from other classes as much as possible) and discrete groups or "Pods" within those class bubbles to the extent that this is practical?	Y
If you have divided a class into Pods, have you arranged at least 1m distance between individual Pods within the class bubble and between individuals in the pod, whenever possible?	Y
Have you taken steps to limit contact and sharing of common facilities between people in different Class Bubbles (and Pods within those class bubbles) as much as possible?	Y
Have you arranged Pod sizes to be as small as it is likely to be reasonably practical in the specific classroom context?	Y
Have you arranged to the greatest extent possible for pupils and teaching staff to be consistently in the same Class Bubbles acknowledging that this will not be possible at all times?	Y
Have you arranged where possible that different class bubbles to have separate breaks and meal times or separate areas at break or meal times?	Y
Have you made arrangements to limit interaction on arrival and departure from school and in other shared areas?	Y
Have you encouraged walking or cycling to school as much as possible?	N
Have you made arrangements, in so far as practicable, to open additional access points to school to reduce congestion?	Y
Can you provide a one system for entering and exiting the school, where practical?	Y
Have you arranged for staff meetings to be held remotely or in small groups or in large spaces to facilitate physical distancing?	Y
Have you a system to regularly remind staff and pupils to maintain physical distancing	Y-signs
Have you advised staff not to shake hands and to avoid any physical contact?	Y
<b>Visitors to Schools</b>	
Have you identified the activities that involve interacting with essential visitors to the school, made arrangements to minimise the number of such visitors and put in place measures to prevent physical contact, as far as possible?	Y
Are there arrangements in place to inform essential visitors to the school of the measures to help prevent the spread of infection?	Y

Have you a system in place for all visitors who do need to come to the school to make appointment, arrange to contact a central point and to record their visit using the contact tracing log?	Y
<b><u>Appendix 7 Checklist for dealing with a suspected case of COVID-19</u></b>	
Staff members will be required to manage a suspected case in line with the protocol and training.	
A nominated member of the school management team will be responsible for ensuring that all aspects of the protocol to deal with suspected cases have been adhered to.	
<b><u>Isolation Area</u></b>	
1. Have you identified a place that can be used as an isolation area, preferably with a door that can close?	Y
2. The isolation area does not have to be a separate room but if it is not a room it should be 2m away from others in the room.	Y
3. Is the isolation area accessible, including to staff and pupils with disabilities?	Y
4. Is the route to the isolation area accessible?	Y
5. Have you a contingency plan for dealing with more than one suspected case of COVID-19?	Y
6. Are the following available in the isolation area(s)?	
➤ Tissues	Y
➤ Hand sanitiser	Y
➤ Disinfectant/wipes	Y
➤ Gloves/Masks	Y
➤ Waste Bags	Y
➤ Bins	Y
<b><u>Isolating a Person</u></b>	
7. Are procedures in place to accompany the infected person to the isolation area, along the isolation route with physical distancing from them?	Y
8. Are staff familiar with this procedure?	Y

9. Have others been advised to maintain a distance of at least 2m from the affected person at all times? <i>(it is intended that this will be dealt with as part of the Department's online training)</i>	Y
10. Is there a disposable mask to wear for the affected person while in the common area and when exiting the building?	Y
<b><u>Arranging for the affected person to leave the school</u></b>	
11. Staff – have you established by asking them if the staff members feel well enough to travel home?	
12. Pupil – have you immediately contacted their parents/guardians and arranged for them to collect their pupil? Under no circumstances can a pupil use public or school transport to travel home if they are a suspected case of COVID-19.	
13. The affected person should be advised to avoid touching other people, surfaces and objects.	
14. The affected person been advised to cover their mouth and nose with disposable tissue(s) when they cough or sneeze, and to put the tissue in the bin.	
15. Has transport home or to an assessment centre been arranged if the affected person has been directed to go there by their GP?	
16. Has the affected person been advised not to go to their GP's surgery or any pharmacy or hospital?	
17. Has the affected person been advised they must not use public transport?	
18. Has the affected person been advised to continue wearing the face mask until the reach home?	
<b><u>Follow up</u></b>	
19. Have you carried out an assessment of the incident to identify any follow-up actions needed?	
20. Are you available to provide advice and assistance if contacted by the HSE?	
<b><u>Cleaning</u></b>	
21. Have you taken the isolation area out-of-use until cleaned and disinfected?	
22. Have you made arrangements to clean and disinfect any classroom space where the staff or pupils were located?	
23. Have you arranged for cleaning and disinfection of the isolation area and any other areas involved, as soon as practical after the affected person has left the building?	
24. Have the cleaners been trained in dealing with contaminated areas and supplied with the appropriate PPE? <i>(It is intended to provide online training for cleaning staff. Appropriate PPE will be available to schools through the national procurement process which schools can access before reopening).</i>	
25.	



<b>Appendix 8      Checklist Lead Worker Representative</b>	
1. Have you agreed with your school to act as a Lead worker representative for your school? ( <i>Process for agreeing on lead worker representative/s in schools to be agreed centrally and implemented locally</i> ).	Y
2. Have you been provided with information and training in relation to the role of lead worker representative? ( <i>Training for this role is currently being explored with the HSA</i> ).	N
3. Are you keeping up to date with the latest COVID-19 advice from Government?	Y
4. Are you aware of the <a href="#">signs and symptoms of COVID-19</a> ?	Y
5. Do you know <a href="#">how the virus is spread</a> ?	Y
6. Do you know how to help prevent the spread of COVID-19?	Y
7. Have you watched and do you understand the online Induction Training provided by the Department of Education before returning to school?	Y
8. Are you helping in keeping your fellow workers up to date with the latest COVID-19 advice from Government?	Y
9. Have you completed the COVID-19 return-to-work form and given it to your school? ( <i>Department template Return-to-Work form available</i> )	Y
10. Are you aware of the control measures your school has put in place to minimise the risk of you and others being exposed to COVID-19? ( <i>Checklist for School Management available</i> )	Y
11. Did your school consult with you when putting control measures in place? <i>Control measures will be agreed centrally between the Department and education partners. Consultation at school level should take place on any specific local arrangements necessary to implement the protocol</i>	Y
12. Have you a means of regular communication with the person with overall responsibility for the school COVID-19 plan?	Y
13. Are you co-operating with your school to make sure these control measures are maintained?	Y
14. Have you familiarised yourself with the cleaning requirements needed to help prevent cross contamination? ( <i>Checklist for Cleaning and Disinfection available</i> )	N
15. Have you been asked to walk around and check that the control measures are in place and are being maintained?	N
16. Are you reporting immediately to the person with overall responsibility for the school COVID-19 plan any problems, areas of non-compliance or defects that you see?	Y
17. Are you keeping a record of any problems, areas of non-compliance or defects and what action was taken to remedy the issue?	N
18. Are you familiar with what to do in the event of someone developing the symptoms of COVID-19 while at school?	Y

19. Are you co-operating with your school in identifying an isolation area and a safe route to that area? ( <i>Checklist for dealing with suspected case of COVID-19 available</i> )	Y
20. Are you helping in the management of someone developing symptoms of COVID-19 while at school?	Y
21. Once the affected person has left the school, are you helping in assessing what follow-up action is needed?	Y
22. Are you helping in maintaining the contact log?	N
23. Have you been made aware of any changes to the emergency plans or first aid procedures for your school?	N
24. Are you making yourself available to fellow staff to listen to any COVID-19 control concerns or suggestions they may have?	Y
25. Are you raising those control concerns or suggestions with your school and feeding back the response to the worker who raised the issue?	Y
26. Are you aware of the availability of the Spectrum Life Wellbeing Together Programme?	N
27.	
<b><u>Appendix 9</u></b>	<b>Checklist for Cleaning</b>
1. Have you a system in place for checking and keeping up to date with the latest public health advice from Government and the Department of Education, to ensure that advice is made available in a timely manner in order to adjust your cleaning procedures in line with that advice?	N
2. Have you reviewed the HPSC interim health advice for the safe reopening of schools, in particular <b>Section 5.6 Environmental Hygiene?</b>	N
3. Have you explained the need for the enhanced cleaning regime to staff?	Y
4. Are you aware that cleaning is best achieved using a general purpose detergent and warm water, clean cloths, mops and the mechanical action of wiping and cleaning, following by rinsing and drying?	Y
5. Have you sufficient cleaning materials in place to support the enhanced cleaning regime?	Y
6. Have you provided training for cleaning staff on the enhanced cleaning regime? ( <i>Department of Education intends to provide online training for cleaning staff</i> )	Y
7. Have you made arrangements for the regular and safe emptying of bins?	Y
8. Are you familiar with the cleaning options for school settings set out in the interim HPSC health advice for schools for surfaces, toilets, cleaning equipment, PPE and waste management?	Y
9. Are you aware that each school setting should be cleaned once per day?	Y
10. Have you provided cleaning materials to staff so that they can clean their own desk or immediate workspace?	Y
11. Have you advised staff that they are responsible for cleaning personal items that have been brought to work and are likely to be handled at work or during	Y

breaks (for example, mobile phone and laptops) and to avoid leaving them down on communal surfaces or they will need to clean the surface after the personal item is removed?	
<b>12.</b> Have you advised staff and pupils to avoid sharing items such as cups, bottles, cutlery, and pens?	Y
<b>13.</b> Have you put in place a written cleaning schedule to be made available to cleaning staff including:	Y
➤ Items and areas to be cleaned	
➤ Frequency of cleaning	
➤ Cleaning materials to be used	➤
➤ Equipment to be used and method of operation?	➤
<b>14.</b> Details of how to clean following a suspected case of COVID-19 are at <b>Section 7 of the Plan above</b>	
<b>15.</b> If disinfection of contaminated surfaces is required, is a system in place to do this following cleaning?	
<b>16.</b> If cleaning staff have been instructed to wear gloves when cleaning are they aware of the need to wash their hands thoroughly with soap and water, both before and after wearing gloves?	Y
<b>17.</b> Have you a system in place for the disposal of cleaning cloths and used wipes in a rubbish bag? <i>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.</i>	N
<b>18.</b> Have you ensured there is a system in place to make sure reusable cleaning equipment including mop heads and non-disposable cloths are clean before re-use?	Y-checklist for cleaners
<b>19.</b> Have you ensured there is a system in place to ensure that equipment such as buckets are emptied and cleaned with a fresh solution of disinfectant before re-use?	Y-checklist for cleaners

## Isolation procedure for Darrara National School

A designated isolation area has been identified within the school building- the top corner of the school hall. The area has been taped off. If a staff member/pupil displays symptoms of COVID-19 while at school the following are the procedures to be implemented:

- if the person with the suspected case is a pupil, the parents/guardians should be contacted immediately
- isolate the person and have a procedure in place to accompany the individual to the designated isolation area via designated route (from 6<sup>th</sup> class room- walk outside and in through the visitors/middle door and into the isolation area, from Junior Room exit school building and enter through the visitors/middle door and into isolation area, from 4<sup>th</sup> and 5<sup>th</sup> classroom exit using door closest to the hall and into the isolation area, if a child/staff become unwell while outdoors, enter through the middle/visitors door.) 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. The symptomatic person should touch as few handles/surfaces as possible
- the seat in the isolation area should remain two metres from the tape
- if it is not possible to maintain a distance of 2 metres a staff member caring for a pupil should wear a face covering or mask. Gloves should not be used as the virus does not pass through skin
- provide a mask for the person presenting with symptoms. He/she should wear the mask if in a common area with other people or while exiting the premises;
- assess whether the individual who is displaying symptoms can immediately be directed to go home/be brought home by parents who will call their doctor and continue self-isolation at home
- facilitate the person presenting with symptoms remaining in isolation if they cannot immediately go home and facilitate them calling their doctor should their parents wish us to do so. The individual should avoid touching people, surfaces and objects. Advice should be given to the person presenting with symptoms to cover their mouth and nose with the disposable tissue provided when they cough or sneeze and put the tissue in the waste bag provided
- if the person is well enough to go home, arrange for them to be transported home by a family member, as soon as possible and advise

them to inform their general practitioner by phone of their symptoms.  
Public transport of any kind should not be used

- if they are too unwell to go home or advice is required, contact 999 or 112 and inform them that the sick person is a COVID-19 suspect
- carry out an assessment of the incident which will form part of determining follow-up actions and recovery
- arrange for appropriate cleaning of the isolation area and work areas involved. 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.
- Should there be more than one suspected case of Covid-19 during school time, a second space at the opposite end of the hall will be used. The same procedure will be followed.

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.

## Darrara National School Cleaning Programme

<i>General Environment Cleaning Programme</i>		
<i>Area/Item</i>	<i>Method</i>	<i>Frequency/Comments</i>
<b>Tables</b>	Clean with anti-bacterial sprays and wipes	Daily by children and teachers and immediately if soiled i.e. if soiled with blood or body fluids.
<b>In Classroom:  sinks/window sills /door and cabinet handles/light switches</b>	Clean with anti-bacterial sprays and wipes	Daily by cleaner
<b>Washable floor covering</b>	Sweep  Vacuum clean to remove dirt when children are not present.  Wash with detergent, warm water and clean utensils	Daily sweeping by teacher if soiled  Vacuumed and washed twice weekly and immediately if soiled e.g. spillage
<b>Carpets</b>	Vacuum  Clean with an approved carpet cleaning method	Twice weekly by cleaner  Clean carpets only when staff will not be present to ensure the carpet is dry before next use  Clean carpets at least every 3 months with an approved carpet cleaner or immediately when soiled.(during the Christmas holidays)
<b>Walls</b>	Clean with warm water and general purpose detergent.  If soiled with blood or body fluids, following cleaning, disinfect	Routine cleaning by cleaner not required except in areas of frequent hand contact, around the sinks, such as lower wall/door frames in areas occupied by infants

<b>Waste bins</b>	<p>Empty</p> <p>Clean with general purpose detergent and warm water</p>	<p>Daily by cleaner</p> <p>Weekly in general by cleaner/immediately if soiled</p> <p>Waste disposal procedure to be followed for suspected case of Covid-19</p>
<b>Mops and cleaning cloths</b>	<p>Mop heads should be washed in warm water and detergent, rinsed and air dried</p> <p>Reusable cloths must be laundered daily on a hot wash cycle (at least 60°C) in a washing machine</p>	<p>After use</p> <p>After daily use</p>
<p><b>In Staffroom:</b></p> <p><b>sink/table/chairs/door and cabinet handles/light switches/kitchen appliances</b></p> <p><b>Cups/Plates/Cutlery</b></p>	<p>Clean with anti-bacterial sprays, wipes or warm water and general purpose detergent</p> <p>Staff to bring own cups/plates/cutlery etc. and bring home.</p>	<p>After each use of the staffroom. Staff member to clean after each use.</p>

## Toilet Area Cleaning Program

<i>Area/Item</i>	<i>Method</i>	<i>Frequency / Comments</i>
<i>Wash hand basins, taps, soap dispensers, paper towel dispensers</i>	<b><i>Clean with detergent and warm water.</i></b>	At least daily by cleaner and immediately if soiled.  <b><i>If soiled with blood or body fluids, following cleaning, disinfect, rinse and dry.</i></b>
<i>Both sides of toilet seat, toilet handles, door knobs or cubicle handles.</i>	Clean with detergent and warm water.	<b><i>At least daily by cleaner and immediately if soiled. If soiled with blood or body fluids, following cleaning, disinfect, rinse and dry.</i></b>
<i>Toilet bowls</i>	<b><i>Use toilet cleaner as per manufacturer's instructions.</i></b>	<b><i>At least daily by cleaner and immediately if soiled.</i></b>

<b>Toy Cleaning Program</b>		
<i>Item</i>	<i>Method</i>	<i>Frequency / Comments</i>
<b>Soft toys – if shared.</b>	Machine washed in a hot cycle according to manufacturers instructions.	Daily by teacher  If soiled, take out of use immediately.
<b>Hard toys/items that might be put into the mouth or have been in contact with saliva or other body fluids.</b>	Clean with warm water and detergent, rinsed and dried thoroughly. Alternatively, they may be washed in a dishwasher.	After each child's use if in different pods, immediately if soiled.
<b>Other hard toys e.g. dolls house, climbing frame.</b>	Clean with warm water and detergent, rinsed and dried thoroughly.	Weekly or immediately if soiled.
<b>Cushions</b>	Machine wash to manufacturers instructions	Fortnightly. Take out of use immediately if soiled and machine wash.



<b>Dress-up clothes</b>	Machine wash to manufacturers instructions	Weekly/Monthly according to usage or more frequently if required.
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## Cleaning Checklist

Week starting: \_\_\_\_\_

Area/Item to be cleaned	Days of the week							signature
	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	
Tables								
Window sills								
Door handles								
Light Switches								
Floor								
Carpets								
Walls								
Waste Bins								
Mops								
Cleaning Cloths								
Wash-hand basins								
Soap dispensers								
Paper Towel dispensers								
Toilet & bowl								
Handles in toilet								
Soft Toys								
Hard Toys								
Cushions								
Dress-up clothes								