

BUSH POST PRIMARY
Covid-19 Response Plan
September 2020

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This is a living document and may be reviewed and amended to take into account new guidance from www.Gov.ie, www.dbei.ie, www.hse.ie, www.hpsc.ie, www.hsa.ie; www.education.ie or agreements with education partners as appropriate for post primary schools.

1) Introduction

The Minister for Education has published “The Roadmap for the Full Return to School” on the 27th July. It sets out what the operation of schools will look like and the range of supports which will be available in a COVID-19 context.

It has been developed in line with public health advice issued by the Health Protection Surveillance Centre (HPSC) and in compliance with the “Return to Work Safely Protocols” developed by the Department of Business, Enterprise and Innovation and the Department of Health with guidance documents provided by the Health and Safety Authority (HSA). Each workplace is required to have a COVID-19 Response Plan. In addition to being places of learning, schools are also places of work. This document sets out the information that post primary schools need to implement a School COVID-19 Response Plan, including a COVID-19 policy, lead worker representative/s (LWR) and a process to deal with a suspected case of COVID-19.

The purpose of this document is to provide clear and helpful guidance for the safe operation of Bush Post Primary School through the prevention, early detection and control of COVID-19. It provides key messages to minimise the risk of COVID-19 for staff, students, families and the wider community while recognising the importance of education for the health and wellbeing of students and society as a whole.

This document focuses on the practical steps which can be taken in our school to minimise the risk of infection while recognising that no interpersonal activity is without risk of transmission of infection at any time. The documentation and templates in this booklet are supported by the public health advice provided by the Health Protection Surveillance Centre (HPSC) for the safe reopening of schools and educational facilities.

That report is available [here](#).

2. Bush Post Primary School Covid-19 Response Plan

Bush Post Primary School’s COVID-19 Response Plan is designed to support the staff and Board of Management in putting measures in place that aim to prevent the spread of COVID-19 in the school environment

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 plan for school reopening that will aim to prevent the introduction and spread of COVID-19 in the school environment.

It is important that the resumption of school based teaching and learning and the reopening of our school complies with the public health advice and guidance documents prepared by the Department. Doing so minimises the risk to students, staff and others. The response plan supports the sustainable reopening of school where the overriding objective is to protect the health of staff and students while promoting the educational and development needs of the children in the school. The COVID-19 response plan is a living document and will be updated in line with the public health advice and any other relevant agreement with education partners as appropriate.

In line with the Return to Work Safely Protocol, the key to a safe and sustainable return to work, and reopening of schools requires strong communication and a shared collaborative approach between the BOM/ETB, staff, students and parents.

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

3. Bush Post Primary School's COVID-19 Policy



COVID-19 Policy Statement – Post Primary Schools

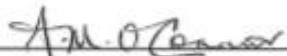
Bush Post Primary School is committed to providing a safe and healthy workplace for all our staff and a safe learning environment for all our students. To ensure that, we have developed the following COVID-19 Response Plan. The BOM/ETB and all school staff are responsible for the implementation of this plan and a combined effort will help contain the spread of the virus.

We will:

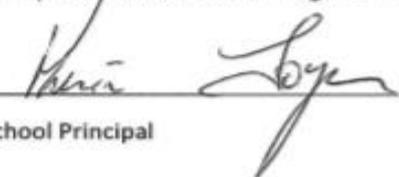
- continue to monitor our COVID-19 response and amend this plan in consultation with our staff
- provide up to date information to our staff and students on the Public Health advice issued by the HSE and Gov.ie
- display information on the signs and symptoms of COVID-19 and correct handwashing techniques
- agree with staff, a worker representative who is easily identifiable to carry out the role outlined in this plan in relation to summer provision
- inform all staff and students of essential hygiene and respiratory etiquette and physical distancing requirements
- adapt the school to facilitate physical distancing as appropriate in line with the public health guidance and direction of the Department of Education
- keep a contact log to help with contact tracing
- ensure staff and students 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 students 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: 
Chairperson of Board of Management

Date: 25/08/2020

Signed: 
School Principal

Date: 25/08/2020

4. Control Measures Introduced in Bush Post Primary School

The BOM/ETB aims to facilitate the resumption and continuation 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.

The control measures to be implemented in schools aim to (i) minimise the risk of introduction of infection in our schools; and (ii) managing risk of spread if introduced through:

1. Regular and good hand hygiene; 2. Good respiratory hygiene and cough etiquette; 3. Enhanced cleaning regimes; and 4. Maintaining physical distancing in the classroom and within schools.

In advance of reopening the school for the 2020/21 school year the following control measures have been put in place:

- The development of a Covid-19 channel on the staff MS Team in order to support staff in keeping up to date with public health advice and DES updates. Email is also used to alert staff to updates, changes, new documents as appropriate
- Communication with staff, students and parents/guardians by means of letter (See Appendix 1 for letters), SMS and the school website
- All staff have completed COVID-19 Induction Training prior to returning to the school building
- LMETB published a number of updates throughout the summer to the Return to Work Protocol. All updates were emailed to all staff. It was mandatory for all staff to complete the Return to Work three days before returning to work. The latest version of the LMETB Return to Work Protocol is included in Appendix 2
- Two Lead Worker Representatives were identified: Kevin Toner (Teacher) & Katie Bell (SNA). The role of the LWR is outlined in Section 6
- A variety of posters and other signage are displayed inside and outside the school to raise awareness among members of the school community/visitors/contractors and to prevent introduction and spread of COVID-19 (see sample pictures and signage below)



5. Planning and Preparing for Return to School

Bush Post Primary School in conjunction with the Board of Management and the LMETB 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 Bush Post Primary School for the 2020/21 school we have processes in place to include the following:

- Means of keeping up to date with public health advice, changes to any Government plans for the safe reopening of society and Department of Education updates;
- Means of passing on this information in a timely manner to staff, students, parents and others as required;
- Ensured that staff have reviewed the training materials provided by the Department of Education
- Provided staff with access to the Return to Work (RTW) form
- Identified two Lead Worker Representatives
- Displayed posters and other signage to prevent introduction and spread of COVID-19
- Made the necessary changes to the school layout to support the redesign of classrooms to support physical distancing
- Removed unnecessary clutter to facilitate ongoing cleaning of the school but take into account the importance of having educational materials to create a stimulating learning environment
- Updated the health and safety risk assessment
- Made necessary arrangements to restrict access to the school and maintain records of contacts to the school
- Reviewed the school buildings to ensure adequate water, hand washing and toilet facilities

6. 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 will be updated with any changes to the control measures or guidance available from the public health authorities.

7. Procedure for Returning to Work (RTW)

In order to return to the workplace, staff must complete a **Return to Work (RTW)** form 3 days before returning and is available from the principal.

On receipt of the completed form the principal will provide details of the **Induction Training** for completion by staff prior to the return to the workplace and details of any additional health and safety measures in place in the school to facilitate the staff member's return to the school facility.

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**.

People at very high risk (extremely vulnerable):

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

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

The advice for this group is available from the HSE. Details of the arrangements that will apply for these staff, which will be in accordance with those applying for the public service generally, will be updated by the Department of Education following consultation with management bodies and unions and a circular will issue to all schools.

8 Lead Worker Representative

The protocol provides for the appointment of two Lead Worker Representatives in Bush Post Primary School. The LWR will work in collaboration with the principal and deputy principal employer to assist in the implementation of measures to prevent the spread of COVID -19 and adherence to those measures and to be involved in communicating the health advice around COVID-19 in our school.

In summary, the role of the LWR's 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 students 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.

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, students or other s/he should contact the LWR/s who will engage with the Principal/ETB.

Names of Lead Worker Representative/s:	Contact details:
Mr Kevin Toner	KTonor.bpp@lmetb.ie
Ms Katie Bell	KBell.bpp@lmetb.ie

All staff, students, parents, 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

a. Signage

In Bush Post Primary School, we have displayed signage outlining the signs and symptoms of COVID-19 and to support good hand and respiratory hygiene. We have also displayed signage throughout the school and the external campus to remind everyone of the guidelines around social distancing.

b. Making Changes to School Layout

In Bush Post Primary we have decided to keep each year group in a specific area of the school whereby students will circulate within a specific number of general classrooms. Teachers will therefore move between each classroom and all available spaces will be used in order to maintain physical distancing throughout the school. All practical subjects will only take place when we have completed a risk assessment in each subject area and have developed appropriate habits around good hand hygiene, cough etiquette and social distancing. All our general classrooms have been redesigned to accommodate 24 students and all other larger spaces will be reconfigured for larger number of students in certain subjects.

All changes to the layout of the school will ensure that emergency procedures involving, fire safety, first aid, accidents and dangerous occurrences will be reviewed to ensure that they do not cause any risk to any member of the school community.

c. Access to School and Contact Log

Students will enter their cluster of classrooms through separate entrances throughout the campus and will remain in these areas for the duration of the day. All classrooms will have hand sanitisation dispensers outside the door and all students will be expected to sanitise on entry to every classroom. All desk tops will be disinfected at the beginning of every class and students will be expected to wear face masks throughout the day.

Because of the guidelines surrounding social distancing students will only be permitted to enter the school grounds at **8.50am each morning**.

All student and staff daily attendances will be recorded and it is therefore vital that students carry and use their student ID cards every day.

All parents/guardians, visitors and contractors will only be permitted by appointment and parents/guardians are not allowed inside the school building at any time.

All data will be collected in accordance with GDPR guidelines.

9 Control Measures - To prevent Introduction and Spread of COVID-19 in School

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, students, parents 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, students, parents and visitors are aware of, and adhere to, the control measures outlined below 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 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.

How to Minimise the Risk of Introduction of COVID-19 into schools:

Promote awareness of COVID-19 symptoms;

- Advise staff and students that have symptoms not to attend school, to phone their doctor and to follow HSE guidance on self-isolation;
- Advise staff and students not to attend school if they have been identified by the HSE as contact for a person with COVID-19 and to follow the HSE advice on restriction of movement;
- Advise staff and students 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 students know the protocol for managing a suspected case of COVID-19 in school
- Advise everyone entering the school building that they needs 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 contract point;
- Physical distancing of 2 metres should be maintained between staff and visitors where possible.

a. Know the Symptoms of COVID-19

In order to prevent the spread of COVID-19 it is important to know and recognise the symptoms. They are:

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

b. Respiratory Hygiene

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

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

c. Hand Hygiene

Staff and students should understand why hand hygiene is important as well as when and how to wash their hands. In Bush Post Primary School posters will display hand washing techniques and the importance promoting hand washing throughout the school as per the HSE guidelines on handwashing:

<https://www2.hse.ie/wellbeing/how-to-wash-your-hands.html>

Hand hygiene can be achieved by hand washing or use of a hand sanitiser (when hands look clean).

Use of hand hygiene facilities including wash hand basins needs to be managed so as to avoid congregation of people waiting to use wash hand basins and hand sanitisers.

Hand sanitiser dispensers will be deployed at the entrance to each classroom and at the entrances to each entry point.

Wash hand basins, running water, liquid soap and hand drying facilities should be provided in all toilets, kitchens and any food preparation areas.

Hot air dryers are an acceptable alternative for hand drying but must be regularly maintained. There is no evidence that hand dryers are associated with increased risk of transmission of COVID-19.

Posters should be placed on walls adjacent to washing facilities and can be laminated or placed in a plastic sleeve.

Hand sanitiser is suitable for use for hand hygiene when hands are not visibly soiled (look clean).

Evidence of effectiveness is best for alcohol based hand rubs but non-alcohol based hand rubs can be used too.

When hand rubs/gels are being used in school care should be taken to ensure that students do not ingest them as they are flammable and toxic.

d. Frequency of Hand Hygiene

Students and staff should perform hand hygiene:

- On arrival at school;
- Before eating or drinking;
- After using the toilet;
- After petting animals;
- After playing outdoors;
- When their hands are physically dirty;
- When they cough or sneeze.

e. Physical Distancing

Physical distancing must be applied in a practical way to recognise that the learning environment cannot be dominated by a potentially counterproductive focus on this issue. Care should be taken to avoid generating tension or potential conflict and some flexibility in the implementation of measures may be required at time.

It is also recognised that it is not always possible for staff to maintain physical distance from students and it is not appropriate that they would always be expected to do so where this could have a detrimental impact on the student.

However where possible staff should maintain a minimum of 1 m distance and 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

In Bush Post Primary School we have reconfigured all classrooms in accordance with the guidelines and while in school students will only mix with other students in their year group.

The suite of measures we have undertaken to date are as follows:

1. Reconfigure class spaces to maximise physical distancing;
2. Utilising and reconfiguring all available space in the school in order to maximise physical distancing;
3. Review Timetables
4. Reconfiguring Classes

5. Consider Use of Live Streaming within the School

Decreasing interaction

In Bush Post Primary School we will endeavour to a 1m physical distance between desks or between individual students or staff.

Students will remain in their cluster of classrooms and teachers will move between rooms.

All practical classes will be suspended for at least 4 weeks until we review the success of the new measures and only after a full risk assessment will practical classes be allowed to operate. Priority will be given to the 6th year students and they will be the first year group to undertake practical work.

We have redesigned out school timetable to 58minute class periods which will provide a reduction to class periods per day from 9n Where students have an elective subject they would move quickly into the new class and would be seated with members of their class cohort, observing as much physical distance as possible.

Hand washing and/or sanitising would be required when moving between classes by teachers and students.

Physical distancing between the teacher and class would be observed.

Where movement of class groups between rooms is required it should be planned to minimise interaction with other class groups.

Limit interaction on arrival and departure and in hallways and other shared areas.

Social physical contact (hand to hand greetings, hugs) should be discouraged.

Where students need to move about within the classroom to perform activities (access to a shared resource) it should be organized to the greatest degree possible to minimise congregation at the shared resource.

Staff and students should avoid sharing of personal items.

Where teaching and learning involves use of keyboards or tablets, the contact surface of the device should be cleaned regularly and hand hygiene encouraged.

f. Physical Distancing outside of the classroom and within the school

School drop off/collection

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

Walking/cycling to school should be encouraged as much as possible.

Aim of any arrangements is to avoid congregation of people at the school gates where physical distancing requirements may not be respected.

Staggered drop off/pick up times should be arranged where feasible.

If schools have additional access points, consideration may be given to whether they can be used to reduce congestion.

Students should head straight to their designated learning space/classroom.

Staff

A distance of 2m is recommended for physical distancing by staff. This is particularly relevant to distancing between adults when they are not engaged in teaching such as the staff room and arriving to work.

If 2m cannot be maintained in staff groups, as much as distance as is possible and updated guidance on face covering should be observed.

At post primary level consideration could be given to formation of staff “pods” or teams who work together and take breaks together.

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

Implement no hand shaking policy.

Minimise gathering at the beginning or end of the school day.

Canteen

Ensure physical distancing is applied in canteen facilities

Stagger canteen use and extend serving times where possible to align with class groupings.

Implement a queue management system.

Make sure students clean their hands before and after entering the canteen area.

Corridors and Stairwells

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.

10. Use of PPE in Schools

The Department has published “Guidance to Post Primary Schools on PPE consumables and equipment” on gov.ie/backtoschool. This provides schools with the information needed on the appropriate quantities of PPE consumables and equipment to support the full and safe reopening of 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, essential visitors or pupils. The Department 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, 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 in 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.

Reception Areas

Consideration should be given to the use of Perspex in reception areas where it is not possible for staff to maintain a physical distance of 2m from other staff or students. Minor works funding grant can be used for this purpose.

a. 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.

It is therefore a requirement that teachers, staff and students attending post primary schools wear a face covering when a physical distance of 2m from other staff or students cannot be maintained.

In certain situations the use of clear visors should be considered, for example staff interacting with students with hearing difficulties or learning difficulties.

All students on the post primary transport scheme should be asked to wear face coverings unless there is a good reason not to do so.

Cloth face coverings should not be worn by any of the following groups:

- Any person with difficulty breathing
- Any person who is unconscious or incapacitated
- Any person who is unable to remove the face-covering without assistance
- Any person who has special needs and who may feel upset or very uncomfortable wearing the face covering, for example persons with intellectual or developmental disabilities, mental health conditions, sensory concerns or tactile sensitivity.

All staff and students wearing face coverings should be reminded to not touch the face covering and to wash or sanitise their hands (using hand sanitiser) 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

<https://www.gov.ie/en/publication/aac74c-guidance-on-safe-use-of-face-coverings/>

All teachers and staff should be aware that they should wash or sanitize hands (using a hand sanitizer) before and after helping a student put on or adjust a face covering.

Face coverings should be stored in a space designated for each student that is separate from others when not being worn (e.g., in individually labelled containers or bags).

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.

Schools should consider having additional disposable face coverings available for students, teachers, and staff in case a back-up face covering is needed during the day.

Whilst staff may wish to utilize their own face covering on a day-to-day basis, schools should have available a stock of additional disposable or multi-use face coverings, or if appropriate face visors, available for staff in case a back-up face covering is needed throughout the day or where required on an ongoing basis.

On the use of face masks by staff, schools should consider the specific circumstances where the use of medical face masks, to EU Standard EN 14683, may be more appropriate for staff (for example where staff by necessity need to be in close and continued proximity with students with intimate care needs such as SNAs or School Bus Escorts).

Wearing a face covering or mask does not negate the need to stay at home if symptomatic.

b. Gloves

The use of disposable gloves in the school by students or staff is not generally appropriate but may be necessary for matters such as cleaning, intimate care settings or when administering first aid. Routine use does not protect the wearer and may expose others to risk from contaminated gloves.

Routine use of disposable gloves is not a substitute for hand hygiene.

c. Aprons

Aprons may also be appropriate in certain circumstances including for intimate care needs or for staff assigned to cleaning an area where a suspected or confirmed case of COVID-19 was present.

11. Impact of COVID-19 on certain school activities

The Department will work with stakeholders to provide more detailed advice on school activities in advance of school reopening.

Choir/Music Performance

Choir practices/performances and music practices/performances involving wind instruments may pose a higher level of risk and special consideration should be given to how they are held ensuring that the room is well-ventilated and the distance between performers is maintained.

Sport Activities

Schools should refer to the HPSC guidance on Return to Sport.

Shared Equipment

Art – Where possible students should be encouraged to have their own individual art and equipment supplies.

Electronics – Shared electronic devices such as tablets, touch screens, keyboards should be cleaned between use and consideration could be given to the use of wipeable covers for electronics to facilitate cleaning.

Musical Equipment/Instruments – To the greatest extent possible, instruments should not be shared between students and if sharing is required, the instruments should be

Library Policy – Where practical students should have their own books. Textbooks that are shared should be covered in a wipeable plastic covering that can be wiped with a suitable household cleaning agent between uses. Students should be encouraged to perform hand hygiene after using any shared item.

Shared Sports Equipment – Minimise equipment sharing and clean shared equipment between uses by different people.

12. **Hygiene and Cleaning in Schools**

The Department of Education will provide additional funding to schools to support the enhanced cleaning required to minimise the risks of COVID-19. Details of the funding supports will be provided to schools by way of circular and will be updated as required. The funding will be provided to schools in advance of reopening.

The specific advice in relation to school cleaning is set out in the HPSC advice and will be covered in the induction training. This advice sets out the cleaning regime required to support schools to prevent COVID-19 infections and the enhanced cleaning required in the event of a suspected cases of COVID-19. Schools are asked to carefully read and understand the cleaning advice and to apply that to all areas of the school as appropriate.

Schools are reminded to take particular care of the hygiene arrangements for wash hand and toilet facilities.

In summary, each school setting should be cleaned at **least once per day**. Additional cleaning if available should be focused on frequently touched surfaces – door handles, hand rails, chairs/arm rests, communal eating areas, sink and toilet facilities.

If students are moving between classrooms consideration may be given to appropriate cleaning products being provided to enable them to wipe down their desk, chair and surface before leaving the room.

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

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

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

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

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

Cleaning/Disinfecting rooms where a student/staff member with suspected COVID-19 was present

The rooms should be cleaned as soon as practicable possible.

Once the room is vacated the room should not be reused until it has been thoroughly cleaned and disinfected and all surfaces are dry.

Disinfection only works on things that are clean. Therefore when disinfection is required it is always in addition to cleaning.

Person/s assigned to cleaning should avoid touching their face while they are cleaning and household gloves and a plastic apron.

Clean the environment and furniture using disposable cleaning cloths and a household detergent followed by disinfection with a chlorine based product (household bleach).

Pay special attention to frequently touched surfaces, the back of chairs, couches, door handles and any surfaces that are visibly soiled with body fluids.

Once the room has been cleaned and disinfected and all surfaces are dry, the room can be reused.

13. Dealing with a Suspected Case of COVID-19

Staff or students should not attend school if displaying any symptoms of COVID-19. The following outlines how a school should deal with a suspected case that may arise in a school setting.

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 students.

If a staff member/student 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 student, 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;
- The isolation area does not have to be a room but if it is not a room it should be 2m away from others in the room;
- If it is not possible to maintain a distance of 2m a staff member caring for a student 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 and call their doctor and continue self-isolation at home;
- Facilitate the person presenting with symptoms remaining in isolation if they cannot immediately go home and facilitate them calling their doctor. The individual should avoid touching people, surfaces and objects. Advice should be given to the person presenting with symptoms to cover their mouth and nose with the disposable tissue provided when they cough or sneeze and put the tissue in the waste bag provided;

- If the person is well enough to go home, arrange for them to be transported home by a family member, as soon as possible and advise them to inform their general practitioner by phone of their symptoms. Public transport of any kind should not be used;
- If they are too unwell to go home or advice is required, contact 999 or 112 and inform them that the sick person is a COVID-19 suspect;
- Carry out an assessment of the incident which will form part of determining follow-up actions and recovery;
- Arrange for appropriate cleaning of the isolation area and work areas involved – (**details at Section 7**)

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

14. 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 COVID19 and to protect health and safety as far as possible within the school. All staff have a key role to play.

In this regard and in order to facilitate a safe return to work, these duties include, but are not limited to, the following:

- Adhere to the School COVID-19 Response Plan and the control measures outlined.
- Complete the RTW form before they return to work.
- Must inform the Principal if there are any other circumstances relating to COVID-19, not included in the form, which may need to be disclosed to facilitate their safe return to the workplace.
- Must complete COVID-19 Induction Training and any other training required prior to their return to school.
- Must be aware of, and adhere to, good hygiene and respiratory etiquette. Coordinate practices and work with their colleagues to ensure that physical distancing is maintained.
- Make themselves aware of the symptoms of COVID-19 and monitor their own wellbeing.
- Self-isolate at home and contact their GP promptly for further advice if they display any symptoms of COVID-19.
- Not return to or attend school if they have symptoms of COVID-19 under any circumstances.
- Adhere to the procedure outlined above if they develop any symptoms of COVID-19 whilst within the school facility.
- Keep themselves informed of the updated advice of the public health authorities and comply with

same.

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.

15. Employee Assistance and Wellbeing Programme

The Department recognises the need for school staff wellbeing and collective self-care. Support for school 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.

Appendices

- Appendix 1 Return to School Letter 2020 to Students & Parents/Guardians
- Appendix 2 Guidelines for the Safe Return to Bush Post Primary School
- Appendix 3 Return to Work Questionnaire
- Appendix 4 Information on the Role of the Lead Worker
- Appendix 5 Risk Assessment Form
- Appendix 6 Checklist for School Managers
- Appendix 7 Checklist for Lead Worker Representatives
- Appendix 8 Checklist for Cleaning

Appendix 1 Return to School Letter 2020 to Students & Parents/Guardians

18th August 2020

Dear Parent/Guardian & Students,

We hope that you have had a safe and enjoyable summer so far and that you and your family are keeping well. This is an exciting time for all 1st year students as you embark on the next chapter of a journey of lifelong learning. We are all looking forward to meeting you and supporting you through your secondary school years.

At the end of July, the Department of Education published the 'Roadmap for Returning to School' which is available on our school website for you to review. Since then, the Senior Leadership Team in LMETB, with the LMETB Director of Schools, have held a number of meetings to develop the Bush Post Primary School Plan for a full return to school. We look forward in the coming weeks to outlining the main important elements of this plan to you.

There is no doubt that it will be a challenge for our school, with classrooms that once held 30 students which will now be limited to only hold 30, 24 or 20 depending on their size. We are currently looking at the safest places to teach and learn for both students and staff to ensure the full return to school in line with Public Health Advice and the Department of Education's roadmap for the re-opening of schools. We are making every possible effort to redesign our school campus in order to adhere to these guidelines before the start of the next academic year.

Please find enclosed an information pack for all incoming 1st year students which outlines key personnel and provides valuable advice in advance of starting on Monday, 31st August, at 9.00am.

If your child is deemed vulnerable due the health conditions or personal circumstances, we will organise to meet you or phone you in advance, to plan specifically around their needs. We already have a Bush Post Primary Health Register but in light of Covid-19, we ask that all Parents/Guardians of students that may be in this category to email the school at bushpp@lmetb.ie with the subject title: **COVID VULNERABLE STUDENT**.

Please include a full description of the vulnerability in light of the Covid-19 Pandemic in the email and if further information is required, we will follow up with you individually.

Please note the following key points in relation to reopening in late August/September 2020:

1. Our focus for all students and staff upon our return is to establish safe routines and develop new habits in combatting the spread of Covid-19.
2. Instructions that will be issued by the school in the coming week (drop off, entering and exiting the building, face masks, use of materials, hand hygiene, lunch time procedures etc.) must be **fully** adhered to.

3. Promoting personal responsibility at home and in school will be essential in protecting our school community.
4. All extra-curricular activities and our after school study will be postponed in the short term.
5. On the days that your child has PE, they will wear their track suit for the full day as changing rooms will not be available.

I will be in contact with you again in the coming week with further details and we will continue to send updates and links through text messages and our school website.

Finally, I look forward to your help and support as we endeavour to get Bush Post Primary School back up to full capacity for the 2020/2021 academic year.

Yours sincerely,

Mr. Kevin Joyce

Principal

Mrs. Sinéad McDonnell

Deputy Principal

Appendix 2 Guidelines for the Safe Return to Bush Post Primary School



Guidelines for the Safe Return to Bush Post Primary School

In advance of returning to school we would ask all parents/guardians to read the following guidelines with their son/daughter to ensure they are familiar with the necessary changes we have introduced to ensure the safety of everyone within the school and the wider community. This document is a summary of our *COVID-19 Response Plan for the Safe and Sustainable reopening of BUSH Post Primary School*.

All associated COVID-19 documents will be uploaded on our school website under the **2020/21** drop down menu and this information will be updated in accordance with the DoES and the acting Chief Medical Officer's guidelines.

We are relying on your full support as always to combat the control and spread of COVID-19 within our school and our efforts will be totally ineffective if we do not have the full support from you the parents/guardians at home.

Return dates for Students 2020/2021

Monday 31st August – 1st Year Students 9.00 – 12.15pm

Tuesday 1st September – 1st & 5th Year Students 9.00 – 12.15pm

Wednesday 2nd September – All year groups return 9.00 – 3.45pm

Foreign Travel

It is expected that any family who travelled abroad even to one of the countries on the green list has restricted their movements for 14 days in advance of returning to school and we would request that you do not attend school until after the 14 day period has expired. The current

Government advice is not to travel abroad unless essential and this information may change over the next couple of weeks and will be updated accordingly.

Timetable Changes

Due to Covid-19 we have designed a new weekly timetable which results in a reduction of the number of periods each day and week. This will also reduce the number of times students will change rooms and all classes are 58 minutes long. Classes will start at 9.00am and finish at 3.45pm Monday –Thursday (6 periods) and start at 9.00am and finish at 2.45 on Friday. (5 periods).

Access to the School

In order to ensure the social distancing is adhered to, students **will not be allowed to enter the school campus before 8.50am each morning** and buses will adjust their timetable to arrive at the school for 8.50am. Staff will coordinate, supervise and direct students to their specific entrance doors which will be clearly and go directly to their classrooms for their first 9.00 am class. Given the current guidelines it will not be possible to hold assemblies but year heads will supervise their cluster of classrooms each morning to check in with the students in their care. **Each year group will ENTER and EXIT the building through specific doors as shown in the map below. Please remind students of this daily.**

Face Masks

The wearing of cloth face masks helps prevent respiratory droplets from being transmitted into the air and help protect other students and staff from catching the virus. **It is therefore mandatory for all students and staff to wear a face covering when a physical distance of 2m cannot be maintained.**

FACE MASKS MUST BE WORN AT ALL TIMES IN THE SCHOOL

Cloth face coverings should not be worn for any of the following reasons:

- If you have difficulty breathing
- If you have any special medical conditions
- If you have intellectual or developmental difficulties or any other health related conditions such as sensory or tactile sensitives

Information posters on the proper use of face coverings will be communicated to students during induction on the first day back to school and further information is available using the following link: <https://www.gov.ie/en/publication/aac74c-guidance-on-safe-use-of-face-coverings/>

Cloth face coverings should be washed after every day or use and it is advisable that your son/daughter should have a number face coverings. A limited emergency supply of disposable face coverings will be available in the school but will only be for single use.

If your child is deemed vulnerable due the health conditions or personal circumstances, we will organise to contact you in advance in order to plan specifically around their needs. We already have a Bush Post Primary Health Register but in light of Covid-19, we ask that all Parents/Guardians of students that may be in this category to email the respective year head school (details below) and we will follow up with you individually.

Please contact your respective year head in advance and forward any supporting medical notes before the start of the academic year. Where possible alternatives should be examined and agreed to ensure that all students and staff are protected.

1 st year	Year head Mr Paul Malone pmalone.bpp@lmetb.ie
2 nd year	Year head Mr Joseph Corcoran JCorcoran.bpp@lmetb.ie
3 rd year	Year head Ms Jessica McCartney JMcCartney.bpp@lmetb.ie
Transition year/LCA6	Year head Ms Sheena Gartland SGartland.bpp@lmetb.ie
5 th year	Year head Mrs Sheila McDonald SMcDonald.bpp@lmetb.ie
6 th year	Year head Mr Shane Brennan SBrennan.bpp@lmetb.ie

Hand Sanitizing

Sanitizing dispensers will be located at every entrance to the school and at the entrance to every classroom. It is compulsory to sanitize as students enter the building and each student and staff member will be provided with a pocket size solution of sanitizer which can use throughout the day or after the school day.

Classrooms

All classrooms have been arranged to provide the optimum 1m distance between students and teachers and all available spaces throughout the school have been used in order to ensure that safe distances and ratios are maintained where possible. This will result in a reduction in the number of students to 24 in general classrooms and where numbers exceed 24, classes will take place in larger spaces within the cluster of rooms assigned to the year group. It may also be necessary to divide up class groups between existing teachers if suitable sized rooms are in use at that time.

Class Base Rooms

All year groups will be separated into different separate areas or pods throughout the school and all classes will have a base class room. Students will only move between their cluster of class rooms for their option subjects and core subject levels and teachers will therefore travel to each group of students.

Routines as students enter classrooms

At the beginning of every class, students must sanitize as they enter the class room using the dispenser at the entrance door. Seating plans will be designed by each subject teacher for each room and students must wear a face mask for all classes. All desktops and chairs will be cleaned at the change of every class using anti-bacterial spray and wipes. All internal classroom doors will be open for the duration of each lesson to reduce contact with doors and door handles and all rooms will be ventilated during each period of the day. At the end of each day, each room will be thoroughly cleaned at the end of each school day.

Practical Subjects

All practical classes will take place in general classrooms for the first 3-4 week except for PE and we will monitor our new procedures to ensure we protect everyone. Priority will be given to examination classes and as soon as it is practicable we will undertake a risk assessment and reintroduce students to the practical components of these subjects.

Corridors and Toilets: All corridors, external paths and open spaces will have floor markings to remind students of the guidelines with respect to social distancing. Additional toilet facilities have been provided throughout the campus and access will be monitored to ensure social distancing guidelines are maintained.

1st Year students will use the toilets in the **GP**

2nd & 3rd Year Students will use the toilets in the **front Hall (Female) & Male opposite room 9/10**

TY & 5th Year & LCA6 female students will use the **Glenmore Toilets** and the female toilets beside **Room 2**

6th year students will use the toilets in the **GYM**

Movement between classes

All corridors have social distancing marking but when students have to move between classes in their cluster, they should walk in single file keeping a 2m distance and walk on the left hand side of the corridor. This will be discussed at the COVID-19 induction on their first day.

Student Supports & Wellbeing

Our team of Guidance Counsellors, year heads and pastoral care team are available throughout the week to help support a successful return to school as we continue to manage the impact of the COVID-19 pandemic. All our students and staff are looking forward to going back and reconnecting with school, reconnecting with friends and colleagues and settling back into school work. This is a time of change with new rules and routines to establish and learn, in order to keep everyone safe. This year all Junior Cycle classes will receive one period each week to support their wellbeing and help promote a sense of safety and a sense of calm and connectedness while in school.

Canteen

The canteen will not be open before the first class and the breakfast club will be offered to all students at the 15minute short break. All food will be brought to a designated distribution point for each year group and students will eat their food in their assigned cluster of rooms.

The canteen will not be open until Monday 7th September and students should bring a lunch with them until then. Food will be brought to the students in their zones and can be pre ordered. Details to follow later this week.

Lunch & Break Times

Students will have a 15 minute break at 10.56 am and they will be able to circulate within their spaces while maintaining physical distancing. At lunchtime they will receive a 40 minute break at 1.07 pm and

there will be designated areas throughout the campus where students can circulate and exercise while maintaining physical distancing. **Students must remain in their designated spaces.**

1st & 2nd Year students – Zoned section in the main tarmac area at the back of the school

3rd year students – Left hand side of the Running Track

TY, LCA5 & 5th Tarmac area at the back of the senior canteen

6th year students – Right hand side of the Running Track

Uniform & Tracksuit

Students are required to wear their full school uniform as normal except for the day that they are scheduled to have Physical Education when they can wear the school tracksuit. The schools' dress code must be followed and full details are on the school's website under the Policies section. The PE uniform is currently on sale from DEFY Sports from 24th-29th August at 82 Park Street, Dundalk, Co Louth.

Equipment

All students need to have all necessary equipment, pens, copies, calculators, devices as it is not advisable to share any equipment between students. Lockers will not be available to students and it is important that students carry their books with them each day as class sets will not be available. Teachers will be conscious of the weight of school bags and will aim to minimize the volume to be carried each day.

End of the Day Routines

At the end of the day, students will make their way to their designated collection point to get their bus or lift. We would ask parents/guardians to delay arriving at the school as parking at the front will be prioritized for buses.

Visitors to the School

Visitors will be restricted to essential workers only and limited to those who have received prior approval from the School Principal. It will therefore not be possible for parents to access the school building for any reason without the prior approval from the school Principal. Students who need to leave the school during the day with parental permission will only do so through the main front entrance once notes have

been verified. The parent can telephone the main office once they arrive at the school and should wait outside until the student is signed out.

A contact tracing form for those entering the building must be completed and left at reception on departure.

Suspected COVID-19 Case

- **Our advice is that no student, teacher or parent should attend the school if unwell or if any members of their family are unwell with symptoms of COVID-19.**
- A designated isolation room has been prepared within the campus which is ventilated and away from the main student/staff body.
- Any student/staff member presenting with symptoms will be brought to the isolation room by a member of the senior management team.
- Contact will be made with the parent/guardian immediately.
- Students who during the day present as unwell will have their temperature checked electronically to reassure or confirm if there is a concern and parents/guardians will be contacted either way.
- The isolation room will be thoroughly cleaned and disinfected after every use
- The HSE will inform any parents/staff who have come into close contact with a confirmed case of COVID-19 using the contact tracing process. All information will be treated in the strictest confidence to protect the individual.

Work Experience

Work experience is an integral part of TY and the LCA programmes and we would hope that students would be able to participate in work experience either in a block or one day per week providing they can comply with public health advice and social distancing requirements.

Every student will be reminded daily of the 3 basic ways to combat COVID-19 Hand Hygiene, Respiratory Etiquette and Physical Distancing but it is vital that these good habits are maintained throughout the day, seven days per week, in order to protect our students, staff and the wider community.

Hand Hygiene

Posters will be displayed throughout the school and in all toilets showing the correct way to perform hand washing. Hands should be washed on arrival to school, before eating or drinking, after using the toilet, after playing outside, when they cough or sneeze or when their hands are physically dirty.

Students should avoid physical contact and not shake hands but rather offer their elbow as a form of greeting.

Respiratory Etiquette

Students should always follow the correct guidance when coughing or sneezing. You should cover your mouth and nose with a tissue and dispose of it immediately or cough or sneeze into a bent elbow.

Physical Distancing

Where possible students and staff should maintain a minimum of 1metre distance and if possible 2 metres. They should also take measures to avoid close contact at face to face level such as remaining standing rather than sitting beside or crouching down. We will endeavor to ensure that students have appropriate spaces to practice social distancing and will configure out campus to help maintain this.

Routines at night

Please ensure that you keep a copy of your son/daughters timetable to hand and ensure that they have all their own equipment as equipment should not be shared between students.

Check that the following are packed each night before they go to bed

- Correct school books for the following days classes
- Correct copies
- Pens, coloring pencils if needed
- Calculators
- Charged Microsoft Device.

Please contact the school if you have any concerns or wish to clarify any of the above information and we look forward to your support in returning to school safely.

[Appendix 3 Return to Work Questionnaire](#)

<https://forms.office.com/Pages/ResponsePage.aspx?id=poOQkdzckUO2gg05kLClNcHvW-inpBGr3QmkMc1NTpUQTFaWkNCWEc2OUMzOTRVRDI4MFRHQ0lWSi4u>

[Appendix 4 Information on the Role of the Lead Worker](#)

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.

This section sets out how the provisions will operate in respect of schools. These arrangements will operate for the 2020/21 school year and will be kept under review.

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

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

If a staff member has any concerns or observations in relation to the COVID-19 Response Plan, control measures or the adherence to such measures by staff, students or others, they should contact the Lead Worker Representative who will engage with school management.

The role of Lead Worker Representative is separate to that of the Safety Representative under the health and safety legislation. However the Safety Representative may act as the Lead Worker Representative if selected to do so by the staff.

In summary, the role of the Lead Worker Representative 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 students 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

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, students or others, he or she should contact the Lead Worker Representative who will engage with the Principal or Education and Training Board.

All staff, students, parents, 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.

[Full details of the arrangements which apply for the LWR in post primary schools are set out here.](#)

Appendix 5 Risk Assessment Form

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		<i>Examples of Actions</i> Follow public health guidance from HSE re hygiene and respiratory etiquette Complete School COVID-19 Policy Statement Return to Work Forms received and reviewed Undertake Induction Training Maintain log of staff, student and visitors Complete checklists as required: School Management How to deal with a suspected case Physical distancing requirements Other school specific checklist	Name of staff member	

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: / /

Appendix 6 Checklist for School Management

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

For completion by the agreed person with overall responsibility of managing the implementation of the COVID-19 Response plan. This is likely to be the principal (with supports as agreed with the Department).

Planning and Systems

1. Is there a system in place to keep up to date with the latest advice from Government and DES, to ensure that advice is made available in a timely manner to staff and students and to adjust your plans and procedures in line with that advice?
2. Have you appointed staff member/s to the [Lead Worker Representative \(LWR\) position](#) in accordance with the agreed protocol?
3. Have you advised staff as to who has been appointed to the position of LWR?
4. Have you prepared a [school COVID-19 response plan](#) and made it available to staff and students?
5. Have you a system in place to provide staff and students 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?
6. Have you displayed the [COVID-19 posters](#) in suitable locations highlighting the signs and symptoms of COVID-19?
7. Have you told staff and students of the purpose of the COVID-19 contact log?
8. Have you a [COVID-19 contact log](#) in place to support HSE tracing efforts if required?
9. Have you informed staff on the measures that have been put in place to help prevent the spread of the virus and what is expected of them, and provided a system for them to raise issues or concerns and to have them responded to?
10. Have you reviewed and updated [risk assessments](#) in line with Department advice to take account of any controls to help prevent the spread of COVID-19?
11. Have you updated emergency plans, in particular to take account of the COVID response plan?

Staff

12. 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?
13. Are you aware of staff members who are at [very high risk under the HSE guidance](#) on people most at risk and advised them of the Department of Education's agreed arrangements for management of those staff?
14. Have you advised staff and students they must stay at home if sick or if they have any [symptoms of COVID-19](#)?
15. Have you told staff and students what to do and what to expect if they start to develop symptoms of COVID-19 while in school, including where the isolation area is?

16. Have you advised staff of the availability of the supports of the occupational health and wellbeing programme through Spectrum Life?

Training and Induction

17. Have you advised staff and students to [view the Department of Education's training materials](#) which are available online?
18. Have you taken the necessary steps to update your school induction / familiarisation training to include all information relating to COVID-19?
19. Have first aiders, if available, been given updated training on infection prevention and control re hand hygiene and use of PPE as appropriate? *(It is intended that training will be provided as part of the DES online training programme).*

Buildings / Equipment

20. If you have mechanical ventilation does it need cleaning or maintenance before the school reopens?
21. Does your water system need flushing at outlets following low usage to prevent [Legionnaire's Disease?](#)
22. Have you visually checked, or had an appropriate person check, all equipment in the school for signs of deterioration or damage before being used again?
23. Have you arranged for the school including all equipment, desks, benches, doors and frequently touched surfaces points, been thoroughly cleaned before reopening?

Control Measures in place

Hand / respiratory hygiene

24. Have you accessed supplies of hand sanitizers and any necessary PPE equipment in line with the [HPSC health guidance relating to the reopening of schools](#), from the national framework provided by the Department? This framework close to being finalised and will be available for drawdown with guidance as to how and what to order accompanying it.
25. Are there hand washing/hand sanitising stations in place to accommodate staff, students and visitors adhering to hand hygiene measures in accordance with Department guidance?
26. Have arrangements been made for staff and students to have regular access to hand-washing/hand sanitising facilities as appropriate?
27. Are hand sanitisers easily available and accessible for all staff, students and visitors – e.g. in each classroom and at entry and exit points to school buildings?
28. Have you made arrangements to ensure hand hygiene facilities are regularly checked and well-stocked?
29. Does the alcohol-based hand sanitiser have at least 60% ethanol or 70% isopropanol as the active ingredient?
30. Have you informed staff and students about the importance of hand washing?
31. Have you arranged for staff and students to view [how to wash their hands](#) (with soap and water for at least 20 seconds) and dry them correctly through the use of the HSE video resource?

32. Have you shown staff and students how to use hand sanitiser correctly and where hand-sanitising stations are located?
33. Have you displayed posters on how to wash hands correctly in appropriate locations?
34. Have you told staff and students when they need to wash their hands or use hand sanitiser? This includes:
 - before and after eating and preparing food
 - after coughing or sneezing
 - after using the toilet
 - where hands are dirty
 - before and after wearing gloves
 - before and after being on public transport
 - before leaving home
 - when arriving/leaving the school /other sites
 - after each class
 - after touching potentially contaminated surfaces
 - if in contact with someone displaying any COVID-19 symptoms
35. Have you told staff and students of the importance of good respiratory measures to limit the spread of the virus, including?
 - avoid touching the face, eyes, nose and mouth
 - cover coughs and sneezes with an elbow or a tissue
 - dispose of tissues in a covered bin

Physical Distancing:

36. Have you identified all available school space to be used to maximise physical distancing?
37. 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?
38. Have you arranged to revise the layout of the rooms and furniture as per the Department guidelines?
39. Have you arranged in each room that the teacher's desk should be at least 1 metres (and where possible 2 metres) away from student desks?
40. Have you arranged in each room that students would be, at least 1 metres and (where possible 2 metres) away from each other?
41. Have you where possible and practicable assigned students to main class cohorts to minimise the risk of infection from COVID-19?
42. Have you arranged the timetable to facilitate double classes where possible and practicable?
43. Have you advised staff and students that when students are moving to an elective subject they would, where practicable be seated with members of their main class cohort?
44. Have you made arrangements to limit interaction on arrival and departure from school and in other shared areas?
45. Have you encouraged walking or cycling to school as much as possible?
46. Have you made arrangements, in so far as possible, to open additional access points to school to reduce congestion?

47. Can you provide a one system for entering and exiting the school, where practical?
48. Have you arranged for staff meetings to be held remotely or in small groups or in large spaces to facilitate physical distancing?
49. Have you taken steps to minimise rotation of staff between classes where possible?
50. Have you a system to regularly remind staff and students to maintain physical distancing?
51. Have you advised staff and students not to shake hands and to avoid any physical contact?
52. Have you stopped all non-essential travel for school activities?

Visitors to Schools

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

Appendix 7 Checklist for Lead Worker Representatives

Checklist of questions in line with the protocol at Appendix 3 as agreed between the Department and management bodies

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

- 19.** Are you familiar with what to do in the event of someone developing the symptoms of COVID-19 while at school?
- 20.** Are you co-operating with your school in identifying an isolation area and a safe route to that area?
(*Checklist for dealing with suspected case of COVID-19 available*)
- 21.** Are you helping in the monitoring and keeping under review the management of someone developing symptoms of COVID-19 while at school?
- 22.** Once the affected person has left the school, are you helping in assessing what follow-up action is needed?
- 23.** Are you helping in maintaining the staff and student contact log?
- 24.** Have you been made aware of any changes to the emergency plans or first aid procedures for your school?
- 25.** Are you making yourself available to fellow staff to listen to any COVID-19 control concerns or suggestions they may have?
- 26.** Are you raising those control concerns or suggestions with your school Principal and feeding back the response to the staff member/s who raised the issue?
- 27.** Are you aware of the availability of the Spectrum Life Wellbeing Together Programme?
- 28.** Have you been provided by the Principal/ school management with the supports to which you are entitled in your role as Lead Worker Representative?
- 29.** If you are a teacher, have you been provided with the 2 hours per week of protected time off class contact hours, as provided for in the protocol?
- 30.** If you are an SNA, have you been provided with 66 of the “72 hours”, as provided for in the protocol?

If you are a school secretary or a caretaker have your duties been re-prioritised by school management to afford you sufficient time to carry out your duties as LWR within the scope of your normal contracted hours, as provide for in the protocol?

Appendix 8 Checklist for Cleaning

1. Have you a system in place for checking and keeping up to date with the latest public health advice from Government and the Department of Education, to ensure that advice is made available in a timely manner to staff and students and to adjust your cleaning procedures in line with that advice?
2. Have you reviewed the HPSC health advice for the safe re-opening of schools, in particular **Section 5.6 Environmental Hygiene**?
3. Have you explained the need for the enhanced cleaning regime to staff and students?
4. Are you aware that cleaning is best achieved using a general purpose detergent and warm water, clean cloths, mops and the mechanical action of wiping and cleaning, following by rinsing and drying?
5. Have you sufficient cleaning materials in place to support the enhanced cleaning regime?
6. Have you provided training for cleaning staff on the enhanced cleaning regime? (*DES intends to provide online training for cleaning staff*)
7. Have you made arrangements for the regular and safe emptying of bins?
8. Are you familiar with the cleaning options for school settings set out in the HPSC health advice for schools for surfaces, toilets, cleaning equipment, PPE and waste management?
9. Are you aware that each school setting should be cleaned once per day?
10. Have you in place a system for regular cleaning of the following frequently touched surfaces?
 - Door handles,
 - Hand rails
 - Chairs/arm rests
 - Communal eating areas
 - Sinks
 - Toilets facilities
11. Have you provided cleaning materials to staff and students so that they can clean their own desk or immediate workspace?
12. Have you advised staff that they are responsible for cleaning personal items that have been brought to work and are likely to be handled at work or during breaks? E.g. mobile phone laptop and to avoid leaving them down on communal surfaces or they will need to clean the surface after the personal item is removed.
13. Have you advised staff and students to avoid sharing items such as cups, bottles, cutlery, pens
14. Have you put in place a written cleaning schedule to be made available to cleaning staff including:
 - Items and areas to be cleaned
 - Frequency of cleaning
 - Cleaning materials to be used
 - Equipment to be used and method of operation

15. Details of how to clean following a suspected case of COVID-19 are at **Section 7 of the Plan above** *(can be added here again if considered useful)*
16. If disinfection of contaminated surfaces is required, is a system in place to do this following cleaning?
17. 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?
18. Have you a system in place for the disposal of cleaning cloths and used wipes in a rubbish bag?
Current HSE guidance recommends waste such as cleaning waste, tissues etc. from a person suspected of having COVID-19 should be double bagged and stored in a secure area for 72 hours before being presented for general waste collection.
19. 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?
20. 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?