

**St. Fiachra's Senior School COVID-19 Response Plan  
Protocols in place for keeping our school open safely**

**Amended March 2021**

(Covid 19 Response Plan for the Safe and Sustainable Operation of Primary and Special Schools Version 3 February 2021)

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## Introduction

A revision of the Covid19 Response Plan for the safe and sustainable operation of St. Fiachra's Senior School is necessary to ensure that it is in compliance with the government's Resilience and Recovery 2020-2021 Plan for living with Covid 19 and the "Work Safely Protocol" which has been 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). The 'Work Safely Protocol' is a revised version of the Return to Work Safety Protocol and is updated to reflect the latest advice issued by Government and the National Public Health Emergency Team (NPHE) to reduce the spread of Covid19 in the workplace. This document is updated in accordance with **Covid 19 Response Plan for the Safe and Sustainable Operation of Primary and Special Schools Version 3 February 2021**. This School Response Plan provides key messages to minimise the risk of Covid19 for staff, pupils, families and the wider community while recognising the importance of education for the health and wellbeing of pupils and society as a whole. This document is a live document and it will be updated and modified as the Covid-19 pandemic situation evolves and in line with the Public Health Advice provided by the Government and Health Authorities.

It is important that the continued resumption of school based teaching and learning and the use of school facilities comply with the protocols to minimise the risk to students, staff and others. The response plan will support the safe operation of our school **where the overriding objective is to protect the health of staff and pupils while promoting the educational and developmental needs of the children in the school.**

In line with the Work Safely Protocol, **the key to a safe and continued return to work** and school requires open communication and a shared collaborative approach between the Board of Management, staff, pupils, parents and any other external stakeholders. This includes reps, visitors, subcontractors accessing the building, inspectors etc. All visitors are advised to read our response plan and procedures in place available on the school website to ensure compliance regarding the protocols in place to prevent the spread of Covid19.

The assistance and cooperation of all staff, pupils, parents, contractors and visitors is critical to the success of the plan in keeping our school open.

***St. Fiachra's SNS understands that all school records and data must be maintained and processed in compliance with the GDPR and the Data Protection Acts. The responsibility for compliance with the legislation rests with the Board of Management in its role as data controller.***

***The information provided in this document is correct at the time of publication.***

### a. School Buildings

Before re-opening, St. Fiachra's SNS has ensured that the following have been checked:

- The water system has been flushed at outlets following low usage to prevent Legionella disease; by Caretaker 19 August 2020 (Manual Flush), 29<sup>th</sup> August (Chemical Flush) and March 2021.
- School equipment has been checked for signs of deterioration or damage before being used again; by Deputy Principal August 17<sup>th</sup> and class teachers August 25<sup>th</sup> and in March 2021.
- **Bin collection services have resumed**

### b. Signage

We have displayed internal and external signage outlining the signs and symptoms of COVID-19 and supporting good hand and respiratory hygiene. There are also hand wash posters placed adjacent to the toilets to remind the children of the correct hand-wash technique.

| RESPONSE PLAN   | Before re-opening schools for the 2020/21 school year St. Fiachra's SNS has the following protocols in place:   |
|---|---|
| <p><b>1.0 Planning<br/>&amp;<br/>Preparing<br/>for<br/>Returning<br/>to school safely</b></p> | <p>a) <b>The Revised School COVID-19 Policy Statement</b> completed and ratified by BoM in March 2021. See <i>Appendix 1 for copy (page 9)</i>. This policy outlines the commitment of the school to implement the plan and help prevent the spread of the virus. The policy was signed and dated by the chairperson of the BoM and principal and brought to the attention of students, parents and staff. Schools were required to have a COVID-19 policy in place prior to the reopening of schools for the 2020/21 school year and March 2021.</p> <p>b) <b>Return to Work Forms</b> distributed. Forms were returned at least three days before staff return to work (25<sup>th</sup> August, March 10<sup>th</sup> 2021) and reviewed in March 2021. See <i>Appendix 2</i>. (Pages 10-12) For information and advice regarding those identified by current public health guidelines as 'at very high risk' See <i>Appendix 2 (a) page 13 Covid 19 Response Plan St. Fiachra's Senior School</i>.</p> <p>c) The Principal and the Lead Worker Representatives (LWR) keep up to date with public health advice and any updates.</p> <p>d) Once 'Return to Work Forms' were received, the <b>Induction Training</b> provided by the DES was completed by all school staff members, cleaning staff and caretaking staff (August 25<sup>th</sup> and March 2021). Staff members have been and will continue to 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. (See <i>Appendix 8 page 29</i>) This will be ongoing and will be updated with any changes to the control measures or guidance available from the public health authorities. If a staff member is unsure about any aspect of the Response Plan, Covid control measures or his/her duties, he/she should contact the Principal, Lead Worker Representative (LWR) or Assistant Lead Worker Representatives.</p> <p>e) <b>Contact Tracing Log for Visitors</b> are located in the foyer outside the secretary's office. Visitors are requested to sign the visitors' log and to sanitise pen before and after use. Antibacterial wipes are provided. Using own pen is preferable or use pen provided making sure to sanitise before and after use. See <i>Appendix 3. ( page 14)</i> Visitors to the school will be limited on account of Covid-19. Permission will be needed from the school for anyone to visit. If there is an urgent reason a parent needs to visit, they are asked to contact the school first at (01 8477762) or secretary@fiachras.ie</p> <p>f) <b>School Management Checklist</b> has been completed. See <i>Appendix 4</i> for summary (pages 15-20)</p> <p>g) <b>Information on how to deal with a suspected case:</b> School staff members were trained in the management of this situation (August 25<sup>th</sup> 2020, revised March 2021). The identity of the suspected case will be maintained in accordance with GDPR. See <i>Appendix 5 ( page 21)</i>. A <b>checklist for dealing with a suspected case</b> is available at <i>Appendix 6. (pages 22 and 23) The HSE will inform any staff/parents who have come into close contact with a diagnosed case via the HSE contact tracing process. The HSE will contact all relevant persons where a</i></p> |

*diagnosis of COVID 19 is made. The instructions of the HSE will be followed and staff and pupil confidentiality will be maintained at all times.*

- h) Parents are asked if their child is unwell to **keep them at home** and to err on the side of caution (See Parents' Protocols, part of 'Plan for Reopening St. Fiachra's SNS' and Revised Protocols March 2021).
- i) **Lead Worker Representative** and Assistant Lead Worker Representatives who volunteered were agreed by staff. (See *Appendix 7b pages 27,28*)

As St.Fiachra's SNS has more than 40 staff, one **LWR**, one **Deputy LWR** and two **Assistant Lead Worker Representatives** were appointed. The role of the Assistant LWRs is to assist the LWR in his duties and deputise as LWR where the LWR is absent.

- j) **Aide appointed.** St.Fiachra's SNS has more than 720 students so an Aide was appointed for ten days to help with the reopening of the school (August 2020).
- k) **Health and Safety Risk Assessment** compiled and action plan developed. Amended November 2020 and revised March 2021.
- l) **Emergency Plan** developed in order to review the school's procedures involving fire drills, first aid, accidents and other occurrences and to consider any new risks that arise in light of the school's COVID-19 Response Plan. Any changes to the school's existing emergency procedures will be included in the school's safety statement. (School Safety Officer : Ms. S. McIntyre.)

**Control Measures** A range of essential control measures have been implemented to reduce the risk of the spread of the Covid-19 virus and to protect the safety, health and welfare of staff, pupils, parents and visitors as far as possible within the school. These measures are reviewed and modified accordingly. The Response Plan was reviewed in November 2020 (revised March 2021) and modified according to internal/external feedback and Government and Public Health advice.

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

**In accordance with government and Public Health advice, each parent will sign a 'Return to Educational Facility Parental Declaration Form' prior to their child's return on March 15<sup>th</sup> 2021. Social distancing** between students is recommended by DES and it is also recommended that **where possible**, teachers should maintain a distance of two metres from students and from each other. Updated advice from the HPSC to the Department of Education advised (March 2021) that it is now a requirement that face coverings be worn by staff members where it is not possible to maintain physical distance of two metres from other staff, parents, essential visitors or pupils. **In Saint Fiachra's Senior School, all staff members wear face coverings ( medical grade face masks, Code EN 14683 supplied by BoM).** In order to facilitate social distancing in the school campus, classes are allocated specific entrance and exit routes and different start and finish times to the

|                                 |  |
|---------------------------------|--|
|                                 | <p>school day. <b>(See Parents' Protocol section of the 'Plan for Re-Opening St. Fiachra's Senior School' ) Classrooms have been reconfigured in line with DES guidelines, ensuring a two metre distance where possible between the teacher and students. Classes are divided into pods ensuring a one metre distance between pods where possible.</b></p> <p>The school yards have been zoned. The school timetable has been re-structured to allow for social distancing.(See '<b>Plan for Reopening St. Fiachra's Senior School'</b>)</p> <p>Break times are staggered: First Break 10.00am – 10.20am, 10.30am – 10.50am. Second Break 11.50am -12.10pm, 12.20pm -12.40pm</p> <p>Staff members are aware of the importance of open windows and good <b>ventilation</b>.</p> <p>The DES has published guidance setting out practical steps for good ventilation in accordance with Public Health advice, see 'Practical Steps for the Deployment of Good Ventilation Practices in Schools'. Windows should be open as fully as possible when classrooms are not in use e.g. during break times or lunch times and also at the end of each school day. They are required to be partially open when classrooms are in use. The guidance provides that good ventilation can be achieved in classrooms without causing discomfort particularly during colder temperatures.</p> <p>There is <b>signage</b> on display with information about COVID-19 and how to prevent its spread. An enhanced cleaning regime is implemented. An Illness log is maintained in each classroom. A Return To School Parental Declaration Form is given to any student who presents as ill in the classroom and has to go home. A record is maintained by all class teachers. Hand sanitisers are easily available and accessible in each classroom and at all entry and exit points to the school building.</p> <p><b>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.</b> The control measures shall continue to be reviewed and updated as required on an ongoing basis.</p> |
| <p><b>2.0 Communication</b></p> | <p>The key to a safe and sustainable return to work and reopening of schools is strong communication and a shared collaborative approach between the BoM, staff, students and parents. Relevant information concerning the return to school and the safe operation of the school, was communicated to staff, parents and students in August 2020 and March 2021. Teachers communicate and will continue to communicate with their own students at an age appropriate level.</p> <p>Communication with parents and staff will be by email, or text message service (Aladdin and Way2Pay Seesaw &amp; Zoom) or Newsletter. Parents and staff will communicate information to children in an age appropriate way. In addition, advice and information will be given to children by the principal and teachers. Information will also be available on the school</p>   |

|  |  |
|--|--|
|  | <p>website <a href="https://www.fiachras.ie/">https://www.fiachras.ie/</a> It is important that all parents are signed up to Way2Pay and that they check the school website to keep up to date.</p>  |
| <p><b>3.0 Wellbeing</b></p>  | <p>During this time children, parents and teachers will be getting used to new routines and changes in school on account of Covid-19. The management and staff are conscious of the wellbeing of all. <i>See Appendix 11 - Employee Assistance and Wellbeing Programme.</i> An occupational health strategy is in place as a supportive resource for staff 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: Folláine Le Chéile'.</p> <p>We ask parents to be understanding of the new situation to which we are all adapting and we acknowledge their co-operation and support to date. Communication will be the key to understanding, good relationships and wellbeing.</p> <p><b>Students:</b> Teachers with the support of parents have helped the children return to school. Routine and the familiar will continue to be important. So too will be the fun activities children associate with school. All classes continue to have SPHE lessons with their wellbeing in mind. See: <b><i>Supporting the Wellbeing of School Communities as Schools Re-Open (DES)</i></b></p> <p><b>Parents:</b> Where parents/guardians have a concern, they are as usual, invited to contact the class teacher or Principal, depending on the nature of their concern. (<b><i>Call the school secretary for an appointment 01 8477762</i></b>). If circumstances change for a child at home, it is always helpful to let the teacher know.</p> <p><b>Staff</b> will continue to work as a team supporting one another under the guidance of the School Principal. As instructed in the Roadmap for Reopening Schools, four members of staff volunteered to represent the staff as a Lead Worker Representative Committee and each block in the school is represented. The ISM/Leadership team is represented by Ms. Christina Madden.</p> |
| <p><b>4.0 The Curriculum</b><br/><b><i>Settling in – Slow Down to Catch Up</i></b></p> | <p>The management and staff are conscious of the importance of the school curriculum and learning at this time. As students had been engaging with 'Distance Learning' since March 2020 and again since January 2021, teachers will endeavour to balance the need for 'catch up' with the core subjects with the need for the children to 'catch up' socially and emotionally. Their wellbeing is of the utmost importance. Weaving Well-Being, a positive mental health programme which aims to enhance wellbeing in children from 8 to 12 years within the framework of the SPHE curriculum is being used throughout the school.</p> <p>Assessment of where the students are at in terms of learning may be a starting point. Revision of material covered during periods of remote teaching and learning will be pivotal on the resumption of in-class teaching. There <b>may</b> be a need for 'distance learning' for children with underlying conditions <b>and are medically certified as being at high risk.</b></p>   |

|   |   |
|---|---|
|   | <p>Staff members will continue to work together to do their best to overcome the limitations caused by COVID -19 and prepare for the various possibilities that may lie ahead. See also <i>Appendix 12–The Impact of COVID-19 on certain school activities p38,39.</i></p> <p><b>NIPT:</b></p> <p><i>The National Induction Programme for newly qualified teachers will continue in St. Fiachra’s SNS. It is a requirement that each NQT is provided with the support and mentorship of at least two PST members during the Droichead process. This is in accordance with guidance from INTO, NIPT and The Teaching Council. Adherence to all Covid 19 Protocols will be maintained throughout this process.</i></p> <p><b>Teaching Practice:</b></p> <p>In planning for school placements during 2020/2021 academic year, there has been engagement between all stakeholders, DES, Teaching Council, INTO and IPPN. We acknowledge the efforts of DCU IoE which has taken account of circumstances relating to Covid 19 in schools, students and teachers’ wellbeing and particular circumstances when seeking placements. In St. Fiachra’s SNS we will endeavour to continue to exercise our professional responsibility in facilitating school placements while observing all safety protocols already in place in relation to Covid 19.</p> |
| <p><b>5.0 Special Educational Needs</b></p> | <p>The Special Education Team will work collaboratively with the class teachers to re-establish the class routine and relationships. <b><i>This is more important than ever before.</i></b></p> <p>Due to the current circumstances we have had to adapt our practice. <b>However our philosophy of inclusiveness has not and will not change. Under normal circumstances SSP</b> review meetings would have taken place in February for all classes. This year to allow for catch up, all communication in relation to same will take place in April 2021.</p> <p>Our in-class initiatives will continue in order to maximise the children’s time in the classroom with their peers. Whole school approaches and team work between class teachers and SETs will be key as will communication and collaboration with parents. The importance of all children reading and being read to at home can never be underestimated.</p>   |
| <p><b>5.0 Conclusion</b></p>                | <p>Our aim is to re-open the school and keep it open in an orderly and safe manner, while continuously re-assuring the children and making them feel comfortable, secure and relaxed with their friends in the new school environment. This will be achieved by all of us in the school community working towards this common goal. In line with the school’s Child Safeguarding Statement, the school recognises that the protection and welfare of the children in St. Fiachra’s SNS is of paramount importance, regardless of all other considerations.</p>  |



## APPENDIX 1: COVID -19 Policy Statement

### St. Fiachra's SNS

St. Fiachra's SNS, 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 Board of Management and all school staff are responsible for the implementation of this plan and a combined effort will help contain the spread of the virus. We will:

- continue to monitor our COVID-19 response and amend this plan in consultation with our staff and in line with Public Health Advice.
- 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 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 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 members and pupils 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 is done through the Lead Worker Representative Committee, who will be supported in line with the agreement between the Department and education partners.

Signed: \_\_\_\_\_

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

## APPENDIX 2: Return to Work Questionnaire COVID-19

### St. Fiachra's SNS MARCH 2021

This questionnaire was completed by ALL 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: St.Fiachra's SNS

Name of Principal: Mr. Kieran Creaner      Date 15 /03 / 2021

|    | Questions   | YES | NO |
|----|---|-----|----|
| 1. | Do you have symptoms of cough, fever, high temperature, difficulty breathing, loss or change in your sense of smell or taste in the past 14 days? |     |    |
| 2. | Have you been diagnosed with confirmed or suspected COVID-19 infection in the last 14 days?   |     |    |
| 3. | Are you awaiting the results of a Covid 19 test?  |     |    |
| 4. | In the past 14 days, have you been in Contact with a person who is a confirmed case or a suspected case of Covid 19?                              |     |    |
| 5. | Have you been advised by a doctor to self-isolate at this time?   |     |    |

|    |   |  |  |
|----|---|--|--|
| 6. | Have you been advised to restrict your movements at this time?  |  |  |
| 7  | Have you been advised to cocoon at this time? Note: If you are at very high risk (extremely vulnerable) from Covid 19 you may be advised to cocoon. |  |  |

I confirm, to the best of my knowledge that I have no symptoms of COVID-19, am not self-isolating or awaiting results of a COVID-19 test and have not been advised to restrict my movements. Please note : The school is collecting this sensitive personal data for the purposes of maintaining safety within the workplace in light of the Covid 19 pandemic. The legal basis for collecting this data is based on vital public health interests and maintaining occupational health and this data will be held securely in line with our retention policy.

#### **Data Retention**

The completed form, and the information contained therein, will be destroyed, and not retained in any form, by St. Fiachra's SNS once the Department of Health has issued formal notification that Covid 19 is no longer a threat to public health.

#### **Data Sharing**

On receipt of a request from the HSE, St. Fiachra's SNS may share all, or part of the information you have provided in this form, with the HSE. St. Fiachra's SNS shall keep a record of all such requests, and will provide you with a copy, if asked.

#### **Legal Basis**

Section 53 of the Data Protection Act 2018 states;

*Processing of special categories of personal data for purposes of public interest in the area of public health: Subject to suitable and specific measures to safeguard the fundamental rights and freedoms of data subjects, the processing of special categories of personal data shall be lawful where it is necessary for public interest reasons in the area of public health including— (a) protecting against serious cross-border threats to health.*

Recital 46 of GDPR states;

*Processing of personal data based on the vital interest of another natural person should in principle take place only where the processing cannot be manifestly based on another legal basis. Some types of processing may serve both important grounds of public interest and the vital interests of the data subject as for instance when processing is necessary for humanitarian purposes, including for monitoring epidemics and their spread or in situations of humanitarian emergencies, in particular in situations of natural and man-made disasters.*

**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 staff has also completed Covid 19 Return to Work Safely Protocol (HSA Checklist 6). (Pages 40-43) Covid 19 Response Plan St. Fiachra's Senior School. August 2020.

Updated Return to Work forms completed March 2021.

## APPENDIX 2a: People at very high risk (extremely vulnerable)

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

- are over 70 years of age - even if fit and well
- 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.*

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

## APPENDIX 3: Contact Tracing Log

|   |  |                                 |  |  |  |
|---|--|---------------------------------|--|--|--|
| <b>Name of School</b>   | St. Fiachra's SNS,                             |                                 | <b>School Contact Person</b>   | Mr. Kieran Creaner, Principal  |  |
| <b>Address of School</b>  | Montrose Park,                                 |                                 | <b>For Queries only:</b>   |  |  |
|   | Artane,  |                                 | <b>Phone No</b>  | (01) 8477762   |  |
|   | Dublin 5                                       |                                 | <b>Email</b>   | principal@fiachras.ie  |  |
| <b>Name of Visitor</b>  |  |                                 |  | Was the visit pre-arranged with the Principal?<br>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 <input type="checkbox"/> | Other <input type="checkbox"/> Please complete: _____                                |  |  |
| <b>Contact details of visitor</b>   | Company Name<br><small>(if applicable)</small> |                                 |  |  |  |
|   | 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>   |  |
|   |  |                                 |  |  |  |
|   |  |                                 |  |  |  |
|   |  |                                 |  |  |  |

## APPENDIX 4: Summary of the School Management Checklist

**March 10 2021**

**St. Fiachra's SNS**

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

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

### Planning and Systems

1. Is there a system in place to keep up to date with the latest advice from Government and Department of Education, to ensure that advice is made available in a timely manner to staff and pupils and to adjust your plans and procedures in line with that advice? **Yes:** (emails and texts on Way2Pay, School Website, Aladdin, Google Docs, Aladdin Connect and Seesaw). It is **important that all parents and guardians are signed up to WAY2PAY and that their contact details are up to date.**
2. Have you prepared a school COVID-19 response plan and made it available to staff and pupils? **Yes.** St Fiachra's Senior School Response Plan (Updated March 2021) is available to view on the school website. Furthermore, each member of staff is alerted to print off a hard copy from the website. Pupils, parents and staff will be informed regarding the update of the Response Plan.
3. Have you a system in place to provide staff and pupils with information and guidance on the measures that have been put in place to help prevent the spread of the virus and what is expected of them? **Yes,** Information and guidance are provided by way of texts, emails , Way2Pay, Aladdin Connect, Seesaw and and the School's Website . The information provided to the students is age appropriate . Staff is kept up to date by the LWR Committee.
4. Have you displayed the COVID-19 posters in suitable locations highlighting the signs and symptoms of COVID-19? **Yes**
5. Have you told staff of the purpose of the COVID-19 contact log? **Yes** ,the purpose of the Covid 19 contact log was explained in the online training from the Department (August 25<sup>th</sup> 2020). In line with the Government's Return to Work Safely Protocol 2020 and the Revised Work Safely Protocol March 2021, all employees are required to maintain a log or contact register in order to enable Covid 19 contact training. An individual register of the close contacts each individual staff member has during the working week is maintained.

6. Have you a COVID-19 contact log in place to support HSE tracing efforts if required? **Yes** at secretary's office in entrance foyer for visitors/ parents. **Parents have been reminded to sign up to Way2Pay and to ensure that their contact details are up to date. (Plan for Reopening St. Fiachra's SNS , Parents' Protocol).On each classroom door for staff members. Records maintained by CTs.**
7. Have you informed staff on the measures and provided a system for them to raise issues or concerns and to have them responded to? **Yes. Through the LWR committee.**
8. Have you reviewed and updated risk assessments in line with DES advice to take account of any controls to help prevent the spread of COVID-19? **Yes.** Risk assessment completed August 15<sup>th</sup> 2020.Revised November 2020, and March 2021.
9. Have you updated emergency plans, if necessary to take account of the COVID-19 response plan? **Yes. St. Fiachra's Senior School's Child Safeguarding Statement, Behaviour Policy, Critical Incident Policy , Supervision Policy , Data Protection Policy and Inclusive and Special Education Policies have been amended to reflect the impact of COVID -19.**

#### **Staff**

10. 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? **Yes**, a copy of the COVID-19 return to work form is available at **Appendix 2. ( Covid 19 Response Plan pages 10-12).**This was completed by all staff members on **Tuesday, August 25<sup>th</sup> 2020**, and March 11 2021.
11. Have you requested confirmation that the details in the Return to Work Form remain unchanged following periods of closure such as school holidays? **Yes**
12. Are you aware of staff members who are at very high risk under the HSE guidance on people most at risk (HSE guidance on people most at-risk) and advised them of the DES agreed arrangements for management of those staff? The COVID Return to Work Forms provides this information . **Staff members in this category will provide further information confidentially to Management.**
13. Have you advised staff and pupils they must stay at home if sick or if they have any symptoms of COVID-19? **Yes, this has been reflected in the response plan, and the Parents' Protocol in the 'Plan for Re-opening St. Fiachra's SNS, and in the training provided to staff August 25<sup>th</sup> 2020, revised March 2021.**
14. Have you advised staff and pupils not to return to or attend school if they are identified by the HSE as a close contact of a confirmed case of Covid 19, or if they live with someone who has the symptoms of the virus? **Yes**
15. Have you advised staff and pupils not to return to or attend school if they have travelled outside Ireland : in such instances staff are advised to consult and follow latest government advice on relation to foreign travel.**Yes**
16. Have you told staff and pupils what to do and what to expect if they start to develop symptoms of Covid 19 in school including identify the location of the Isolation Room? **Yes**  
There is one Isolation Room, adjacent to room 15 and the disability toilet area in the main building. The Isolation Room is clearly identified and equipped as prescribed by DES/HSE. In the eventuality that the Isolation Room is occupied/inaccessible for whatever reason, the suspected case will be isolated in the classroom maintaining a two metre distance from others in the room. ( COVID-19 Response Plan, St. Fiachra's Senior School, page 26.)



17. Have you advised staff and pupils to co-operate with any Public Health officials and the school for contact tracing purposes and follow any Public Health Advice in the event of a case or an outbreak in the school? Yes. All staff members have been asked to draft a map of the classroom outlining pods and the seating arrangements for contact tracing purposes.
18. Have you advised staff of the availability of the supports of the occupational health and wellbeing programme through Spectrum.Life? **Yes.** 25<sup>th</sup> August 2020 and march 2021. See *Appendix 11 Regular reminders from LWR Committee, p37.*
19. Has a lead worker representative been identified (in line with the process agreed with the DES and education partners) to help advise staff and to monitor compliance with COVID-19 control measures in the school and have measures been taken to ensure all staff know who the representative is? **Yes. Members of the Covid Response Team are: LWR Mr. Daire Garvin, Deputy LWR Mrs. Margaret Casey SNA, Assistants: Mrs. Aisling Byrne and Ms. Anne Ryan. The ISM/School Leadership representative is Ms. Christina Madden.**

### Training and Induction

20. Have you advised staff to view the Department of Education's training materials which are available online? **Yes**
21. Have you taken the necessary steps to update your school induction / familiarisation training to include any additional information relating to COVID-19 for your school? **Yes, An information meeting was held for all school staff on 25th August 2020. Any staff members employed since August 31<sup>st</sup> have completed school induction training before commencing work. A Memo was sent to all staff on March 10 2021 reminding staff to review the induction training materials provided by DES.**
22. Have first aiders, if available, been given updated training on infection prevention and control re: hand hygiene and use of PPE as appropriate? **Yes 27<sup>th</sup> August, 2020 (all staff).**

### Buildings / Equipment

23. If you have mechanical ventilation does it need cleaning or maintenance before the school reopens? There is none, not applicable. However to increase the ventilation in the building the windows will be left open in corridors during the school day and windows in the classrooms will be fully open when the classrooms are not in use i.e. during breaktimes and at the end of the school day. They are to remain partially open when the rooms are in use. **(Covid 19 Response Plan for the Safe and Sustainable Operation of Primary and Special Schools Version 3 February 2021)**
24. Does your water system need flushing at outlets following low usage to prevent Legionnaire's Disease? Yes, caretaker's responsibility (informed 11<sup>th</sup> August, Manual Clean carried out on August 19<sup>th</sup>, 2020, checked by Hughie Blair, plumber). Chemical Clean carried out on August 29<sup>th</sup>, 2020, checked March 2021.
25. Have you visually checked, or has someone checked, all equipment in the school for signs of deterioration or damage before being used again? **Yes. IT equipment, all furniture and fittings were checked and faults reported to the caretaker and COVID Aide for repair( week of August 24<sup>th</sup> 2020) checked March 2021.**

26. Have you arranged for the school, including all equipment, desks, benches, doors and frequently touched surface points to be cleaned before reopening? **Yes by cleaning staff according to new protocols. Induction completed by cleaning staff on August 21<sup>st</sup> 2020. Increased cleaning regime in place and extra cleaner employed. (September 2020). This will continue on resumption of school March 2021.**

### Control Measures in place

#### Hand / respiratory hygiene

27. Have you accessed supplies of hand sanitisers and any necessary PPE equipment in line with the interim HPSC health guidance relating to the reopening of schools, from the national framework provided by the Department? **Yes**
28. Are there hand washing/hand sanitising stations in place to accommodate staff, pupils and visitors adhering to hand hygiene measures in accordance with Department guidance? **Yes**, at all entrances and exits, in every classroom, in the bathrooms and staff rooms.
29. Have arrangements been made for staff and pupils to have regular access to hand-washing/hand sanitising facilities as appropriate? **Yes**
30. Are hand sanitisers easily available and accessible for all staff, pupils and visitors – e.g. in each classroom and at entry and exit points to school buildings? **Yes**
31. Have you made arrangements to ensure hand hygiene facilities are regularly checked and well-stocked? **Yes**, by caretaker.
32. Does the alcohol-based hand sanitiser have at least **60% ethanol or 70% isopropanol** as the active ingredient? **Yes**
33. Have you informed staff about the importance of hand washing? **Yes**
34. Have you arranged for staff 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? **Yes**, staff meeting August 25<sup>th</sup>, DES Induction Training, August 25<sup>th</sup> 2020 revised March 2021.
35. Have you shown staff and pupils how to use hand sanitiser correctly and where hand-sanitising stations are located? **Yes**
36. Have you displayed posters on how to wash hands correctly in appropriate locations? **Yes**
37. Have you told staff and pupils when they need to wash their hands or use hand sanitiser? **Yes**, on August 25<sup>th</sup> and on return to school, daily. Pupils will be reminded to wash their hands several times throughout the school day.

These occasions will include:

- 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 touching potentially contaminated surfaces
- if in contact with someone displaying any COVID-19 symptoms, staff will engage with the protocol for isolating the infected person.
- Parents will be asked to remind their child about hygiene etiquette in 'Plan for Reopening St. Fiachra's SNS' posted before school starts – also on school website.

38. Have you told staff and pupils of the importance of good respiratory measures to limit the spread of the virus? **Yes** , on August 27<sup>th</sup> (staff) and on return to school September 2020 and March 2021. Posters reminding everyone of good respiratory etiquette are displayed in classrooms and common areas.

- 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. Staff will show students. Parents were asked to remind their child about this in the Parents' Protocol letter sent home August 2020 – also on school website. 'Safe Schools Advice for Parents' DES forwarded March 2021.

#### **Physical Distancing:**

39. Have you identified all available school space to be used to maximise physical distancing? **Yes**

40. Have you reviewed the templates provided by the Department of Education which show options for revised layout of school rooms to meet physical distancing requirements? **Yes.**

41. Have you arranged to revise the layout of the rooms and furniture as per the Department guidelines if necessary? **Yes.** Classrooms are re-configured to allow for one metre between pods and 2 metres between teachers' work areas and pods where possible.

42. Have you arranged in each room that the teacher's desk should be at least 1m and where possible 2m away from pupil desks? **Yes**

43. Have you arranged in each room that pupils would be at least 1m away from each other? **Yes, as far as possible as advised by DES.**

44. Have you allocated work stations consistently to the same staff and children rather than having spaces that are shared? Yes. Teachers are advised to use the same chair/table every day. Teachers have personal responsibility for cleaning and sanitising their own workspaces. **SETs have been informed to clean their own work area and the children's work area in the classroom on completion of tasks. All staff members have been provided with cleaning kits. These are replenished as required by the caretaker..**

45. Have you structured pupils and their teachers into Class Bubbles (i.e. a class grouping which stays apart from other classes as much as possible) and discrete groups or "Pods" within those class bubbles to the extent that this is practicable? **Yes**

46. If you have divided a class into Pods, have you arranged at least 1m distance between individual Pods within the class bubble and between individuals in the pod, whenever possible? Translation *If you have divided a class into groups, have you arranged at least 1m distance between individual groups within the class and between individuals in the groups, whenever possible:* **Yes**

47. Have you taken steps to limit contact and sharing of common facilities between people in different Class Bubbles (and Pods within those class bubbles) as much as possible? **Yes**. The DES publication 'Maintaining Physical Distancing in the Classroom' has been circulated to each member of staff (August 9<sup>th</sup> 2020). All of them have been advised to re-configure their classrooms in line with DES advice. Provision has been made for all excess furniture to be stored in a purchased container.
48. Have you arranged Pod sizes to be as small as practically possible in line with guidelines in the specific classroom context? **Yes**, (4-6 children in each Pod. Teachers will keep a record of the make-up of the pods and all changes made.) Map of pods and seating arrangements in each bubble are maintained for contact tracing purposes.
49. Have you arranged to the greatest extent possible for pupils and teaching staff to be consistently in the same Class Bubbles acknowledging that this will not be possible at all times? **Yes (As above)**
50. Have you arranged where possible that different class bubbles have separate breaks and meal times or separate areas at break or meal times? **Yes**, adhering to DES guidelines. Staggered break times. Staff members are divided into blocks with a maximum of six members in each block. In line with Risk Assessment there is **no access** to any staffroom before the commencement of the school day. Access to staffrooms is at the staff member's own risk and each member is responsible for cleaning his/her own space. Teachers are to ensure that they maintain social distancing in the staffroom and that the room is adequately ventilated. Staff must provide their own cups, plates, utensils etc. Each staffroom has been provided with a cleaning kit which is replenished as required. Teachers use their own cups, plates and utensils only.
51. Have you made arrangements to limit interaction on arrival and departure from school and in other shared areas? **Yes**, staggered arrival and departure times as directed by BoM August 18<sup>th</sup> 2020 and continuing March 2021.
52. Have you encouraged walking or cycling to school as much as possible? **Yes**
53. Have you made arrangements, in so far as practicable, to open additional access points to school to reduce congestion? **Yes**
54. Can you provide a one-way system for entering and exiting the school, where practical? **Yes**, one way system is in place in the corridors. Classes wait until areas of congestion such as entry/exit points are free.
55. Have you arranged for staff meetings to be held remotely or in small groups or in **large spaces** to facilitate physical distancing? **Yes**
56. Have you a system to regularly remind staff and pupils to maintain physical distancing? **Yes, extensive signage throughout the school**. Each teacher has marked a two-metre work zone in the classroom. **Staffrooms reconfigured**.
57. Have you advised staff not to shake hands and to avoid any physical contact? **Yes**
58. **Have you advised staff of the DES guidance to achieve good ventilation? Yes, see p17 No. 23.**
59. **Have you checked any mechanical ventilation systems to ensure an adequate supply of fresh air is used? N/A**

### Visitors to the school

60. Have you identified the activities that involve interacting with essential visitors to the school, made arrangements to minimise the number of such visitors and put in place measures to prevent physical contact, as far as possible? **Yes**, when visitors need to meet with staff members, the meetings will be held maintaining 2m social distancing and the chairs will be disinfected once the meeting is finished. **All will wear face coverings**.

61. Are there arrangements in place to inform essential visitors to the school of the measures to help prevent the spread of infection? **Yes, signage across the school buildings. It is incumbent on all users of the campus to wear a mask at all times.**
62. Have you a system in place for all visitors who need to come to the school to contact a central point (Secretary's office) and to record their visit using the contact tracing log? **Yes, informed through letter or phone call. (01- 8477762)**

## APPENDIX 5: What to do if a staff member/pupil displays symptoms of COVID-19 while at school

1. If the person with the suspected case is a pupil, parents/guardians should be contacted immediately
2. Isolate the patient. This can be done in the Isolation Room. In the eventuality that the Isolation Room is unavailable or inaccessible for whatever reason, the suspected case can be isolated in the classroom maintaining a 2 metre distance from others in the room.(COVID-19 Response Plan for the safe and sustainable reopening of Primary and Special Schools, page 26).
3. Have a procedure in place to accompany the individual to the designated isolation area via the isolation route. Keep at least 2 metres away from the symptomatic person and make sure others do too.
4. If it is not possible to maintain a two metres distance, a staff member caring for a pupil should wear a face covering/mask. Departmental advice is that gloves not be used as the virus does not pass through skin. WHO discourages the use of gloves as the use of gloves provides a false sense of security and they are wrongly used as a substitute for handwashing,
5. Provide a mask for the person presenting with symptoms if one is available. He or she should wear the mask if in any common area with other people or while exiting the premises.
6. Assess whether the person 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.
7. If the person is well enough to go home, arrange for them to be transported home by a family member, as soon as possible and advise them to inform their GP by phone of their symptoms. They should not use public transport.
8. If the person cannot go home immediately they should stay in isolation and their doctor called. They should avoid touching people, surfaces and objects. They should cover their mouth and nose with a disposable tissue provided if they cough or sneeze & put tissue in the waste bin provided.
9. 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
10. Carry out an assessment of the incident which will form part of determining follow-up actions and recovery
11. Arrange for appropriate cleaning of the isolation area and work areas involved.

***The HSE will inform any staff/parents who have come into close contact with a diagnosed case via the contact tracing process.***

***The HSE will contact all relevant persons where a diagnosis of COVID-19 is made.***

***The instructions of the HSE should be followed and staff and pupil confidentiality is essential at all times.***

## APPENDIX 6: Checklist for dealing with a suspected case of COVID-19

### St. Fiachra's SNS

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

Ms. Christina Madden, member of the school management/leadership team, in conjunction with the LWR committee, will be responsible for ensuring that all aspects of the protocol to deal with suspected cases have been adhered to.

***Staff and pupil confidentiality is essential at all times.***

#### Isolation Area

1. Have you identified a place that can be used as an isolation area, preferably with a door that can close? **There is one Isolation Room near room 15 and disabled toilet.**
2. The isolation area does not have to be a separate room but if it is not a separate room, the child should be 2m away from others in the room.
3. Is the isolation area accessible, including to staff and pupils with disabilities? **Yes.**
4. Is the route to the isolation area accessible? **Yes**
5. Have you a contingency plan for dealing with more than one suspected case of COVID-19? **Yes.** In the eventuality that the Isolation Room is unavailable or inaccessible for whatever reason, the suspected case can be isolated in the classroom maintaining a 2 metre distance from others in the room.(COVID-19 Response Plan for the safe and sustainable reopening of Primary and Special Schools ,page 26).
6. Are the following available in the isolation area(s)?
  - Tissues
  - Hand sanitiser
  - Disinfectant/wipes
  - Gloves/Masks
  - Waste Bags
  - Bins

: **Yes**

### **Isolating a Person**

7. Are procedures in place to accompany the person to the isolation area, along the isolation route with physical distancing from them? **Yes**
8. Are staff familiar with this procedure? **Yes**
9. Have others been advised to maintain a distance of at least 2m from the affected person at all times? ( *This was dealt with as part of the Department's online training August 25<sup>th</sup>* ) **Yes**
10. Is there a disposable mask to wear for the affected person while in the common area and when exiting the building? **Yes**

### **Arranging for the affected person to leave the school: Checklist \*All protocols will be properly adhered to;**

11. Staff – have you established by asking them if the staff member feels well enough to travel home?
12. Student – 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 person concerned should be advised to avoid touching other people, surfaces and objects.
14. They should be 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 person has been directed to go there by their GP?
16. Has the person been advised not to go to their GP's surgery or any pharmacy or hospital?
17. Has the person been advised they must not use public transport?

### **Follow up**

18. Have you carried out an assessment of the incident to identify any follow-up actions needed? (Checklist)
19. Are you available to provide advice and assistance if contacted by the HSE? Yes, Principal & Lead Worker Representatives.

### **Cleaning**

20. Have you taken the isolation area out-of-use until cleaned and disinfected? (Room will be locked and signage will show it is not to be used. Room will be disinfected .)
21. Have you made arrangements to clean and disinfect any classroom space where the staff or pupils were located? Protocols in place.
22. 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? Protocols in place.

Have the cleaners been trained in dealing with contaminated areas and supplied with the appropriate PPE? Yes, Induction training completed August 21<sup>st</sup> , and appropriate PPE purchased as per DES guidelines. Revised March 2021

***This checklist will be employed in the event of a person becoming infected in the school.***

***Cleaning staff completed induction training (Training for Reopening Schools-Gov.ie: Cleaning Induction ) on August 21<sup>st</sup> 2020.***

## Appendix 7 Appointment and Selection of Lead Worker Representative

Every school will appoint one Lead Worker Representative.

In schools with 30 or more staff, Assistant Lead Worker Representatives will be appointed in addition to the LWR. The role of the Assistant LWR will be to:

- assist the LWR in his duties as set out above; and
- deputise as LWR where the LWR is absent

### **Selection of Lead Worker Representative/ Assistant LWR**

The school staff is entitled to select staff members for the LWR, Assistant LWR positions as appropriate. Alternatively staff members may volunteer to accept the roles having made themselves aware of the requirements of the role.

The LWR/ Assistant LWR represents all staff in the workplace regardless of role and must be aware of specific issues that may arise in respect of different staff cohorts.

In this regard, if a teacher is selected for the role of LWR, then the Assistant LWR should be selected from the non-teaching staff where feasible and vice versa.

The process for the selection and appointment of the LWR/ Assistant LWR as appropriate should be arrived at by consultation and consensus at school level, through the seeking of volunteers to act in that capacity.

Where there is more than one volunteer, all school staff should vote to select the LWR/ Assistant LWR. (Four members of staff have volunteered to be part of the school's LWR team, one for each location in the school.) One member of the Leadership/ In School Management Team is also part of the LWR team.

The LWR and Assistant LWRs were, following ratification by the school staff, formally appointed by the employer. **August 25<sup>th</sup> 2020.**

LWR/ Assistant LWR were required to confirm, prior to taking up the role, that they had completed the provided training and that they were fully aware of the requirements of the role.



## Appendix 7a - The Lead Worker Representative and Assistants

**Supports for the Lead Worker Representative/ Assistant :** The LWR/ Assistant LWR shall be entitled to:

- Receive information and training in respect of their role
- Be consulted by school management on the control measures being put in place by the school to minimise the risk of being exposed to COVID-19;
- Regular communication with school management on issues related to COVID-19;
- Be informed of changes in practice arising from COVID-19 response measures;

Where the LWR/ Assistant LWR is a teacher, the 10 Croke Park hours which can currently be used for planning on other than a whole school basis will be utilised by the LWR and Assistant LWR to carry out their duties.

Where the LWR/ Assistant LWR is an SNA, 10 of the “72 hours” will be utilised by the LWR and Assistant LWR to carry out his duties in that role.

### **The Role of the Lead Worker Representatives and Assistants**

In summary

- Represent all staff in the workplace regardless of role, and be aware of specific issues that may arise in respect of different staff cohorts;
- 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;
- Keep up to date with the latest COVID-19 public health advice;
- In conjunction with school management, promote good hygiene practices such as washing hands regularly and maintaining good respiratory etiquette along with maintaining social distancing in accordance with public health advice;
- Assist 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;
- In conjunction with school management, monitor adherence to measures put in place to prevent the spread of COVID-19;
- Conduct regular reviews of safety measures;
- 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.

### **What can a Lead Worker Representative Do?**

The LWR may consult with, and make representations to, school management on any issue of concern in relation to COVID-19. These include issues in relation to:

- Cleaning protocols and their implementation
- Physical Distancing
- Implementation of one-way systems (if possible) in the school to ensure social distancing including when entering and exiting the school
- Hand Hygiene facilities including their location and whether they are stocked and maintained
- Hand sanitising
- Staff awareness around hand hygiene in the school
- Respiratory hygiene
- Personal Protective Equipment
- At Risk Groups
- Visitors/Contractors

### **Procedure for dealing with issues that arise**

Where an issue of concern is identified by the LWR (or is notified to the LWR by a staff member), the LWR should bring this to the attention of the Principal. Action points for addressing the issue should, where possible, be agreed between the LWR and the Principal. Staff should be informed of the outcome.

If agreement cannot be reached, the LWR may notify the Board of Management (Chairperson of the BoM in the first instance). Action points for addressing the issue should where possible be agreed between the LWR and the BoM. Staff should be informed of the outcome.

## Appendix 7b Checklist for Lead Worker Representatives

*(See Addendum No. 2 for checklist form)*

1. Have you agreed with your school to act as a Lead worker representative for your school? *(Process for agreeing on lead worker representative/s in schools to be agreed centrally and implemented locally)*. **Yes**
2. Have you been provided with information and training in relation to the role of lead worker? Training August 27th
3. Are you keeping up to date with the latest COVID-19 advice from Government? **Yes**
4. Are you aware of the signs and symptoms of COVID-19? **Yes**
5. Do you know how the virus is spread? Do you know how to help prevent the spread of COVID-19? **Yes**
6. Have you watched and do you understand the online Induction Training provided by the Department of Education before returning to school? **Yes**
7. Are you helping in keeping your fellow workers up to date with the latest COVID-19 advice from Government? **Yes**
8. Have you completed the COVID-19 return-to-work form and given it to your school? **Yes**
9. 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)* **Yes**
10. Did your school consult with you when putting control measures in place? *Control measures will be agreed centrally between the Department and education partners.* **Yes**
11. Have you a means of regular communication with the person with overall responsibility for the school COVID-19 plan? **Yes**
12. Are you co-operating with your school to make sure these control measures are maintained? **Yes**
13. Have you familiarised yourself with the cleaning requirements needed to help prevent cross contamination? *(Checklist for cleaning and infection available)* **Yes**
14. Have you been asked to walk around and check that the control measures are in place and are being maintained? **Yes**
15. 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? **Yes**
16. Are you keeping a record of any problems, areas of non-compliance or defects and what action was taken to remedy the issue? **Yes**

17. Are you familiar with what to do in the event of someone developing the symptoms of COVID-19 while at school? **Yes**
18. 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*) **Yes**
19. Are you helping in the management of someone developing symptoms of COVID-19 while at school? **Yes**
20. Once the affected person has left the school, are you helping in assessing what follow-up action is needed? **Yes**
21. Are you helping in maintaining the contact log? **Yes**
22. Have you been made aware of any changes to the emergency plans or First Aid procedures for your school? **Yes**
23. Are you making yourself available to fellow staff to listen to any COVID-19 control concerns or suggestions they may have? **Yes, Google Docs**
24. Are you raising those control concerns or suggestions with your school and feeding back the response to the worker who raised the issue? **Yes**
25. Are you aware of the availability of the Spectrum.Life Wellbeing Together Programme? **Yes See Appendix 11 St. Fiachra's SNS COVID Response Plan page 37.**

## Appendix 8 - Staff Duties

**Staff have a statutory obligation to take reasonable care for their own health and safety and that of their colleagues and other parties. The cooperation and assistance of all staff is essential to reduce the risk of spread of COVID-19 and to protect health and safety as far as possible within the school. All staff have a key role to play.** In this regard and in order to facilitate a safe return to work, these duties include, but are not limited to, the following:

- Adhere to the School COVID-19 Response Plan and the control measures outlined.
- Complete the **RTW form** before they return to work and the **Covid 19 Return to Work Safely Protocol ( HSA) (pages 40-43)**
- Must inform the principal if there are any other circumstances relating to COVID19, not included in the form, which may need to be disclosed to facilitate their safe return to the workplace.
- Must complete COVID-19 Induction Training and any other training required prior to their return to school.
- Must be aware of, and adhere to, good hygiene and respiratory etiquette practices.
- Coordinate and work with their colleagues to ensure that physical distancing is maintained.
- Make themselves aware of the symptoms of COVID-19 and monitor their own wellbeing.
- Self-isolate at home and contact their GP promptly for further advice if they display any symptoms of COVID-19.
- Not return to or attend school if they have symptoms of COVID-19 under any circumstances.
- If they develop any symptoms of COVID-19 whilst within the school facility, they should adhere to the procedure outlined in **Appendix 5**.
- Keep informed of the updated advice of the public health authorities and comply with same.

## Appendix 9

## Checklist for Cleaning

1. Have you a **system** in place for checking and keeping up to date with the latest public health advice from Government and the Department of Education, to ensure that advice is made available in a timely manner in order to adjust your cleaning procedures in line with that advice? **Yes, Management to keep cleaning staff informed.** Rota for cleaning maintained including products and equipment used. Extra cleaner employed September 2020.
2. Have you reviewed the HPSC interim health advice for the safe reopening of schools, in particular **Section 5.6 Environmental Hygiene**? **Yes**
3. Have you explained the need for the enhanced cleaning regime to staff? **Yes**
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? **Yes. Staff members are reminded that they are responsible for cleaning their own personal work area throughout the day using the kit provided.**
5. Have you sufficient cleaning materials in place to support the enhanced cleaning regime? **Yes**
6. Have you provided training for cleaning staff on the enhanced cleaning regime? ([www.gov.ie](http://www.gov.ie) **Cleaning Induction course completed August 21<sup>st</sup> 2020 and revised March 2021**).**Extra cleaner employed.**
7. Have you made arrangements for the regular and safe emptying of bins? **Yes, daily.**
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? **Yes**
9. Are you aware that each school setting should be cleaned once per day? **Yes (Deep clean completed March 2021)**
10. Have you provided cleaning materials to staff so that they can clean their own desk or immediate workspace? **Yes.**
11. Have you advised staff that they are responsible for cleaning personal items that have been brought to work and are likely to be handled at work or during breaks (for example, mobile phone and laptops) and to avoid leaving them down on communal surfaces or they will need to clean the surface after the personal item is removed? **Yes Induction training August 25<sup>th</sup> 2020, revised March 2021.**
12. Have you advised staff and pupils to avoid sharing items such as cups, bottles, cutlery, and pens? **Yes, August 9<sup>th</sup> 2020 , revised March 2021.**
13. Have you put in place a written cleaning schedule to be made available to cleaning staff including: items and areas to be cleaned, frequency of cleaning, cleaning materials to be used, equipment to be used and method of operation? **Yes, checklists prepared for cleaning staff relating to all areas of the school. Records are maintained by all cleaning staff.**
14. If disinfection of contaminated surfaces is required, is a system in place to do this following cleaning? **Yes**
15. **Details of how to clean following a suspected case of COVID 19 are at Appendix 9a below.**

16. If cleaning staff have been instructed to wear gloves when cleaning are they aware of the need to wash their hands thoroughly with soap and water, both before and after wearing gloves? **Yes**
17. 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.* **Yes**
18. Is there a system in place to make sure reusable cleaning equipment including mop heads and non-disposable cloths are clean before re-use? **Yes**
19. Have you ensured there is a system in place to ensure that equipment such as buckets are emptied and cleaned with a fresh solution of disinfectant before re-use? **Yes**

### Appendix 9a - Cleaning/Disinfecting rooms where a pupil/staff member with suspected COVID-19 was present

1. The room should be cleaned as soon as practicably possible.
2. Once the room is vacated, the room should not be reused until the room has been thoroughly cleaned and disinfected and all surfaces are dry.
3. **Disinfection only works on things that are clean. When disinfection is required it is always as well as cleaning.**
4. Person assigned to cleaning should avoid touching his/her face while they are cleaning and should wear household gloves and a plastic apron.
5. Clean the environment and furniture using disposable cleaning cloths and a household detergent followed by disinfection with a chlorine-based product (household bleach).
6. Pay special attention to frequently touched surfaces, the back of chairs, couches, door handles and any surfaces that are visibly soiled with body fluids.
7. Once the room has been cleaned and disinfected and all surfaces are dry, the room can be reused.
8. If a pupil or staff member diagnosed with COVID-19 spent time in a communal area like a canteen, play area or if they used the toilet or bathroom facilities, then the areas should be cleaned with household detergent followed by a disinfectant (as outlined in the HPSC interim health advice) as soon as is practically possible.

## Appendix 10 - Hand Hygiene

Staff and pupils understand why hand hygiene is important as well as when and how to wash their hands.

St. Fiachra's SNS promotes good hygiene and posters are displayed throughout the school on how to wash your hands. For HSE guidelines on handwashing see: <https://www2.hse.ie/wellbeing/how-to-wash-your-hands.html>

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

Use of hand hygiene facilities including wash hand basins need to be managed so as to avoid congregation of people waiting to use wash hand basins and hand sanitisers. **Remember to maintain social distancing.**

There is a requirement for access to hand washing facilities after activities that are likely to soil hands, for example playing outside or certain sporting activities as hand sanitiser does not work on dirty hands.

Hand sanitiser dispensers are deployed at exit and entry points of the schools and classrooms and care will be taken to clean up any hand sanitiser spills to prevent risk of falls.

While warm water is preferable to hot or cold water for hand washing, the plumbing system in St Fiachra's SNS school only supplies cold water. Therefore a soap that emulsifies easily in cold water is available at the toilet facility for use to prevent the spread of the virus. (Warm water is available in the classrooms 22-26, and all staff facilities.)

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

Hand washing facilities are maintained in good condition and supplies of soap and towels are topped up regularly to encourage everyone to use them.

**Posters displaying hand washing techniques and promoting hand washing are placed on walls adjacent to washing facilities throughout the school building.**

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



### **Frequency of Hand Hygiene**

Pupils and staff should perform hand hygiene

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

## **Appendix 10a - Respiratory Hygiene**

Reminder to all staff members : 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.**

## Appendix 10b – Use of PPE

PPE will be worn within schools according to current occupational and public health guidance. All staff members in St. Fiachra's SNS wear face coverings while in school buildings and on campus. However, for a limited number of staff, PPE will need to be used occasionally or constantly due to the nature of certain work activities or work areas.

This will include roles such as

- assisting with intimate care needs
- where a suspected case of COVID-19 is identified while the school is in operation
- where staff are particularly vulnerable to infection but are not on the list of those categorised as people in very high risk groups, or may be living with those who are in the very high risk category

Appropriate PPE will be available for dealing with suspected COVID-19 cases, intimate care needs and for first aid. Where staff provide healthcare to children with medical needs in the school environment they will apply standard precautions as per usual practice.

### **Masks**

Wearing a cloth face covering is not recommended for children under the age of 13, (or for anyone who has trouble breathing, is unconscious or incapacitated, is unable to remove it without help, or has special needs or who may feel upset or very uncomfortable wearing the face covering). However, the staff respects the wishes of any parent who may want their child to wear a mask at school. (HSE.ie)

The updated advice from the HPSC to DES stipulates that it is a requirement for face coverings to be worn by staff members where it is not possible to maintain 2 metres social distance from other staff, parents, essential visitors or pupils. **All staff members in St. Fiachra's Senior School are provided with medical grade masks (EN 14683 ) by BoM.**

### **Gloves**

The use of disposable gloves in the school by pupils or staff is not generally appropriate but may be necessary for intimate care settings. 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.

## Appendix 10c – Physical Distancing in the Classroom (information provided by Department of Education)

To maintain physical distancing in the classroom, St. Fiachra's SNS has reconfigured class spaces to maximise physical distancing, and utilised and reconfigured all available space in the school in order to maximise physical distancing. See '*Maintaining Physical Distance in the Classroom, Checklist for Primary & Special Schools*' (DES)

Where possible staff will maintain a minimum **of one metre distance** and where possible, two metres from students. The teacher's desk will be at least one metre and where possible two metres away from pupil desks. Staff will avoid close contact at face to face level with students. It is recognised that it is not always possible e.g. if a child sustains an injury and requires first aid.

In our school a distance of **one metre will be maintained** between desks or between individual pupils as far as possible, as per DES guidelines.

The risk of infection is reduced by structuring pupils and their teachers into 'class bubbles' (that is, 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 practicable. The class is divided into 'pods', with at least one metre distance between individual 'pods' within the 'class bubble' and between individuals in the 'pod', whenever possible. *The composition of the pods may be changed after holiday periods.*

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

Generally speaking the objective is to limit contact and sharing of common facilities between people in different 'class bubbles', and 'pods' within those 'class bubbles' as much as possible, rather than to avoid all contact between 'pods', as the latter will not always be possible.

**The aim of the system within the school is that class groupings mix only with their own class from arrival at school in the morning until departure at the end of the school day. The school timetable has been re-configured to allow for this. Details contained in the 'Plan for Reopening St. Fiachra's SNS' were circulated to the school community by email and post from Monday August 24<sup>th</sup> 2020 and March 2021.** 'Pod' sizes were kept as small as is likely to be reasonably practicable in the specific classroom context. To the greatest extent possible, pupils and teaching staff are consistently in the same 'class bubbles' although this will not be possible at all times. Different 'class bubbles' have separate breaks and separate areas at break. (The school yard has been re-configured and zones clearly marked.) Sharing educational material between 'pods' will be avoided/minimised where possible. Staff members who move from class bubble to class bubble will be limited as much as possible. All staff members will wear medical grade face coverings (**EN 14683**). See: '**Plan for Reopening St. Fiachra's SNS**'.

Additional measures to decrease interaction include:

- limit interaction on arrival and departure and in hallways and other shared areas. (Staggered arrival and dismissal times / staggered break times)
- social physical contact (hand to hand greetings, hugs) must be avoided

- where pupils need to move about within the classroom to perform activities (access to a shared resource) it should be organised to the greatest degree possible to minimise congregation at the shared resource
- staff and pupils must avoid sharing of personal items
- encourage pupils to avoid behaviours that involve hand to mouth contact (putting pens/pencils in the mouth)
- where teaching and learning involves use of keyboards or iPads, the contact surface of the device should be cleaned regularly and hand hygiene encouraged

### **Physical Distancing outside of the classroom and within the school**

#### **School drop off/collection (See *St. Fiachra's SNS Parents' Protocols*) August 2020 and March 2021**

Arrangements for dropping off/collecting pupils have been established to encourage physical distancing of two metres where possible.

Walking/cycling/scooting to school is encouraged as much as possible.

Arrangements are made to avoid congregation and to maintain a distance of two metres between individuals.

Staggered drop off/pick up times are in place. (BoM).

Additional access points have been identified and are to be used to reduce congestion. School doors and gates have been labelled and access routes defined for each class group. See **Plan for Reopening St. Fiachra's SNS**.

On arrival at school, children will head straight to their small group's designated learning space in the classroom.

#### **Lobbies 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. Social distancing must be maintained.

#### **Yard/Breaktimes**

The risk of transmission from contact with outside surfaces or play areas is low.

Play time/outdoor activities have been adjusted to minimise congregation at the entrance and exits.

It is not possible to maintain physical distancing when pupils in primary school play together outdoors. Yards in St. Fiachra's SNS are zoned and children play within their own bubble.

Break times have been staggered and access to outdoor areas timetabled.

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

Equipment sharing is minimised and shared equipment is cleaned between uses by different people.

## Appendix 11 - Employee Assistance and Wellbeing Programme

The Department recognises the need for school staff wellbeing and collective self-care. Support for school staff wellbeing is being 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 staff 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 Employment Assistance Service, 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.

The DES provides E-Mental health services including on-line counselling provided by the HSE/HSE funded service providers including:

- Spunout.ie
- Jigsaw MyMind
- ChildLine
- Turn2Me

Spectrum.Life is a mental health promotion. A case manager is available to develop and deliver evidence based mental and wellbeing initiatives.

**See 'Supporting the Wellbeing of School Communities as Schools Re-open: Guidance for Schools.' (DES) p10 'Resources And Support for School Communities'.**

## Appendix 12 – Impact of Covid 19 on Certain School Activities

**Music:** 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. Instruments should not be shared between pupils and if sharing is required, the instruments should be cleaned between uses.

**Sport Activities:** Equipment sharing is minimised and any shared equipment is cleaned and sanitised between uses by different people. Schools must refer to the HPSC guidance on Return to Sport. Link to return to sport protocols is found here.

<https://www.gov.ie/en/publication/07253-return-to-sport-protocols/>

**Art:** Where possible pupils are encouraged to have their own individual art and equipment supplies.

**Electronics :** electronic devices such as iPads, touch screens, keyboards are cleaned between uses. The devices will be cleaned with 70% alcohol wipes.

**Books:** Where practical pupils are advised to have their own books. Textbooks that are shared must be covered in a wipeable plastic covering that can be wiped with a suitable household cleaning agent between uses. Pupils are encouraged to perform hand hygiene after using any shared item.

**Pupils' personal equipment:** Pupils are to bring their own pens, pencils, colours, erasers etc. to school in their own pencil case and must avoid sharing within their pod. All personal items should have the pupil's name on them for ease of identification.

**Shared Equipment:** It is advised that **no classroom equipment is shared**

Where iPads are being shared under strict supervision, cleaning of such equipment with wipes or other cleaning products before and after use **is the sole responsibility of the teacher**. If and when iPads are in use in the classroom, be mindful and ensure there is **no sharing between pods**; be aware of social distancing among the pupils.

The practice of pupils bringing personal items like cushions from home can no longer be permitted during the pandemic.

To avoid cross-contamination when using art equipment (brushes, scissors, PrittStick, crayons, colours etc), each pupil should ideally have his/her own equipment contained in a Ziplock bag labelled clearly with his/her name.

When equipment must be shared under teacher supervision, **it is the responsibility of the teacher to ensure such equipment is sanitised before and after use**. Again, teachers must be mindful and ensure there is no sharing between pods.

**The school has equipped every classroom and entry point with hand-sanitisers. The children will be taught to wash their hands regularly. As an extra safeguard, parents may wish to provide their children with their own personal hygiene kit.** The kit should include items such as hand sanitiser, a pack of tissues and a small hand-towel or face-cloth. The personal hygiene kit should be clearly labelled with the child's name.

**See Addendum 1 & 2 below:**

**COVID 19 RETURN TO WORK SAFETY PROTOCOL HSA CHECKLIST No. 6**

**COVID 19 RETURN TO WORK SAFETY PROTOCOL HSA CHECKLIST No. 7 for Lead Worker Representatives**



## COVID 19 RETURN TO WORK SAFETY PROTOCOL HSA CHECKLIST No. 6

This checklist has been developed to help inform workers about what they need to do to help prevent the spread of COVID-19 in their workplace. Employers and workers must work together to protect everyone at the workplace.

| No. | Controls   | ✓Yes | ✓No | Action Required |
|-----|--|------|-----|-----------------|
| 1.  | Do you feel well and fit enough to return to work?   |      |     |                 |
| 2.  | Are you keeping up to date with the latest COVID-19 advice from Government?  |      |     |                 |
| 3.  | Are you aware of the <a href="#">signs and symptoms of COVID-19</a> ?  |      |     |                 |
| 4.  | Do you know <a href="#">how the virus is spread</a> ?  |      |     |                 |
| 5.  | Have you completed a COVID-19 return-to-work form and given it to your employer? (See template Return-to-Work form)  |      |     |                 |
| 6.  | Have you told your employer if you fall into any of the <a href="#">at higher risk categories</a> ?  |      |     |                 |
| 7.  | Have you been given an induction before returning to work and made aware of the control measures your employer has put in place to minimise the risk of you and others being exposed to COVID-19? (See Checklist No. 2 Control Measures) |      |     |                 |
| 8.  | Did your employer consult <sup>1</sup> with you when putting these control measures in place?  |      |     |                 |
| 9.  | Have you co-operated with your employer to make sure these control measures are maintained?  |      |     |                 |



|     |  |  |  |  |
|-----|--|--|--|--|
| 10. | Do you know who your Worker Representative is and how to contact them?   |  |  |  |
| 11. | Do you know how to contact your Worker Representative if you have any concerns about exposure to COVID-19, control measures not been maintained or have any suggestions that could help prevent the spread of the virus? |  |  |  |

| No. | Controls  | ✓Yes | ✓No | Action Required |
|-----|---|------|-----|-----------------|
| 12. | Do you know what to do in relation to physical distancing, good hand hygiene and respiratory etiquette?   |      |     |                 |
| 13. | Do you know how to wash your hands properly?  |      |     |                 |
| 14. | Do you know when to wash your hands: i.e. <ul style="list-style-type: none"> <li>• before and after eating and preparing food?</li> <li>• after coughing or sneezing?</li> <li>• after using the toilet?</li> <li>• before smoking or vaping?</li> <li>• where hands are dirty?</li> <li>• before and after wearing gloves?</li> <li>• before and after being on public transport?</li> <li>• before leaving home?</li> <li>• when arriving / leaving the workplace / other sites?</li> <li>• after changing tasks?</li> <li>• after touching potentially contaminated surfaces?</li> <li>• if in contact with someone displaying any COVID-19 symptoms?</li> </ul> |      |     |                 |
| 15. | Do you know where your nearest hand washing / hand sanitising stations are?   |      |     |                 |
| 16. | Do you know to avoid touching your face?  |      |     |                 |
| 17. | Do you know to keep 2 metres physical distancing from others at all times at work, including in any canteen or wash / changing room?  |      |     |                 |

|     |  |  |  |  |
|-----|--|--|--|--|
| 18. | Do you know to avoid any physical contact with colleagues, customers or visitors?  |  |  |  |
| 19. | Do you know what to do if you start to develop symptoms of COVID-19 while at work, including where the isolation area is? (See Checklist No. 4)  |  |  |  |
| 20. | Do you understand the purpose of giving your employer any necessary information to maintain a COVID-19 contact log?  |  |  |  |
| 21. | Do you understand any proposed new staff rosters, changing of start / finish times, rostering of breaks etc?   |  |  |  |
| 22. | Have you been made aware of any changes to risk assessments relevant to your work activities and any changes in the safety statement in response to controls to minimise the risk of you and others being exposed to COVID-19? |  |  |  |

|     |   |  |  |  |
|-----|---|--|--|--|
| 23. | Have you been made aware of any changes to the emergency plans or first aid procedures for your workplace in response to controls to minimise the risk of you and others being exposed to COVID-19? |  |  |  |
| 24. | Do you know to avoid sharing items such as cups, bottles, cutlery, pens etc.?   |  |  |  |
| 25. | Have you been made aware that any personal items brought into work must be cleaned and to avoid leaving them down on communal surfaces or to clean the surface after the personal item is removed?  |  |  |  |
| 26. | Have you been provided with cleaning materials, including gloves and disinfectant to clean your own workspace twice daily?  |  |  |  |
| 27. | Do you know to clean your hands before and after using public transport when commuting and when you enter and exit the workplace?   |  |  |  |
| 28. | Can you avoid work-related travel as far as possible and are you able to conduct meetings with colleagues / clients / customers in other ways e.g. phone, online rather than in person?             |  |  |  |
| 29. | If using your own car for work, will you travel alone?  |  |  |  |
| 30. | If you have to share a work vehicle, have you access to a face covering and products such as wipes to clean the vehicle's frequently touched surfaces at the start and end of each shift?           |  |  |  |

|     |  |  |  |  |
|-----|--|--|--|--|
| 31. | Do you know when you have to wear PPE and how to fit, use, remove, clean, store and dispose of any required PPE? |  |  |  |
| 32. | Do you know what supports are available to you if you are feeling anxious or stressed?                           |  |  |  |
|     | <b>Additional Information</b>  |  |  |  |
|     |  |  |  |  |

**Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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## COVID 19 RETURN TO WORK SAFETY PROTOCOL HSA CHECKLIST No. 7

This checklist has been developed to help those appointed as a Workplace Representative understand their role in helping to help prevent the spread of Covid 19 in their workplace and in the community. Further information can be found at [www.Gov.ie](http://www.Gov.ie), [www.hse.ie](http://www.hse.ie), [www.hpsc.ie](http://www.hpsc.ie) and [www.hsa.ie](http://www.hsa.ie)<sup>M</sup>

| No. | Control  | ✓ Yes | ✓ No | Action Required |
|-----|--|-------|------|-----------------|
| 1.  | Have you agreed with your employer or manager to act as a Worker Representative for your workplace or work area? |       |      |                 |
| 2.  | Have you been provided with information and training in relation to the role of Worker Representative?           |       |      |                 |
| 3.  | Are you keeping up to date with the latest COVID-19 advice from Government?                                      |       |      |                 |

|            |  |  |   |                        |
|------------|--|--|---|------------------------|
| 4.         | Are you aware of the <a href="#">signs and symptoms of COVID-19</a> ?  |  |   |                        |
| 5.         | Do you know <a href="#">how the virus is spread</a> ?  |  |   |                        |
| 6.         | Do you know how to help prevent the spread of COVID-19?  |  |   |                        |
| 7.         | Have you been brought through an induction before returning to your workplace?   |  |   |                        |
| 8.         | Are you helping in keeping your fellow workers up to date with the latest COVID-19 advice from Government?               |  |   |                        |
| 9.         | Have you completed the COVID-19 return-to-work form and given it to your employer?<br>(See template Return to Work form) |  |   |                        |
| <b>No.</b> | <b>Control</b>   | <input checked="" type="checkbox"/> <b>Yes</b> | <input checked="" type="checkbox"/> <b>No</b> | <b>Action Required</b> |

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|     |   |  |  |  |
|-----|---|--|--|--|
| 10. | Are you aware of the control measures your employer has put in place to minimise the risk of you and others being exposed to COVID-19? (See Checklist No. 2 Control Measures) |  |  |  |
| 11. | Did your employer consult with you when putting control measures in place?  |  |  |  |
| 12. | Have you a means of regular communication with your employer or manager?  |  |  |  |
| 13. | Are you co-operating with your employer to make sure these control measures are maintained?   |  |  |  |
| 14. | Have you familiarised yourself with the cleaning requirements needed to help prevent cross contamination? (See Checklist No.5 Cleaning and Disinfection)                      |  |  |  |

|     |   |  |  |  |
|-----|---|--|--|--|
| 15. | Have you been asked to walk around your workplace / work area daily and check that the control measures are in place and are being maintained? (Using Checklist No.2) |  |  |  |
| 16. | Are you reporting immediately to your employer / manager any problems, areas of non-compliance or defects that you see?   |  |  |  |
| 17. | Are you keeping a record of any problems, areas of non-compliance or defects and what action was taken to remedy the issue?   |  |  |  |
| 18. | Are you familiar with what to do in the event of someone developing the symptoms of COVID-19 while at work?   |  |  |  |
| 19. | Are you co-operating with your employer in identifying an isolation area and a safe route to that area? (See Checklist No.4)  |  |  |  |
| 20. | Are you helping, as part of the response team, in the management of someone developing symptoms of COVID-19 while at work?  |  |  |  |
| 21. | Once the affected person has left the workplace, are you helping in assessing what follow-up action is needed?  |  |  |  |

|     |   |  |  |  |
|-----|---|--|--|--|
| 22. | Are you helping in maintaining the worker contact log?  |  |  |  |
| 23. | Have you been made aware of any changes to the emergency plans or first aid procedures for your workplace?                |  |  |  |
| 24. | Are you making yourself available to fellow workers to listen to any COVID control concerns or suggestions they may have? |  |  |  |

|                               |   |  |  |  |
|-------------------------------|---|--|--|--|
| 25.                           | Are you raising those control concerns or suggestions with your employer or manager and feeding back the response to the worker who raised the issue? |  |  |  |
| 26.                           | Do you know what supports are available if you are feeling anxious or stressed and will you pass this information on to your fellow workers?          |  |  |  |
| <b>Additional Information</b> |   |  |  |  |
|                               |   |  |  |  |

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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