



# DUNBOYNE JUNIOR PRIMARY SCHOOL

## Amended- COVID-19 Response Plan 22/02/2021

### Introduction

This COVID-19 Response Plan is designed to support the staff and Board of Management in putting measures in place that will prevent the spread of COVID-19 in Dunboyne Junior Primary School.

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

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

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

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

This document aims to provide details of:

- 1. COVID-19 Policy**
- 2. Planning and Preparing for Return to School**
  - 2.1. School Building**
  - 2.2. School Signage**
  - 2.3. Induction Training**
- 3. Procedures for Returning to Work (RTW)**
  - 3.1. Safety Statement and Risk Assessment**
  - 3.2. First Aid / Emergency Procedures**
  - 3.3 Access to the school building / contact log**
- 4. General advice to prevent the spread of the virus**
  - 4.1. Hand Hygiene and Hand Sanitisers**
  - 4.2. Practice Respiratory Hygiene**
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  - 4.4 People at Very High Risk**
  - 4.5 Physical Distancing**
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- 5. Infection Prevention Control Measures – To prevent introduction and spread of COVID-19 in schools.
  - 5.1. Use of Personal Protective Equipment (PPE)
  - 5.2. Wearing of Gloves
  - 5.3. Cleaning
- 6. Dealing with a suspected case of COVID-19
  - 6.1. Children who should not Attend School
  - 6.2. Impact of a Suspected or Confirmed Case of COVID-19 in a class
  - 6.3. HSE COVID-19 Tracker App
- 7. Staff Duties
- 8. Impact of COVID-19 on Certain School Activities
  - 8.1 Learning Support
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    - 8.4.1 Toys
    - 8.4.2 Art
    - 8.4.3 Electronics
    - 8.4.4 Music Equipment / Instruments
    - 8.4.5 Library
    - 8.4.6 Extra Curricular Activities
    - 8.4.7 Remote Teaching and Learning
- 9. COVID-19 related Absence Management
- 10. Employee Assistance and Wellbeing Programme

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

**Note:** The plan is a live working document and may be reviewed and amended to take into account new guidance from [www.Gov.ie](http://www.Gov.ie), [www.dbei.ie](http://www.dbei.ie), [www.hse.ie](http://www.hse.ie), [www.hpsc.ie](http://www.hpsc.ie), [www.hsa.ie](http://www.hsa.ie); [www.education.ie](http://www.education.ie)

## Appendices

- Appendix 1**     Template COVID-19 School Policy Statement
- Appendix 2**     Pre-Return to Work Questionnaire COVID-19
- Appendix 3**     Lead Worker Representative
- Appendix 4**     Risk Assessment
- Appendix 5**     School Contact Tracing Log
- Appendix 6**     Checklist for School Management

**Appendix 7** Checklist for Managing a Suspected Case of COVID-19

**Appendix 8** Checklist for Lead Worker Representative

**Appendix 9** Checklist for Cleaning

## 1. Dunboyne Junior Primary School COVID-19 Policy

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

### APPENDIX 1

### COVID-19 Policy Statement

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

- continue to monitor our COVID-19 response and amend this plan in consultation with our staff
- provide up to date information to our staff and pupils on the Public Health advice issued by the HSE and Gov.ie
- display information on the signs and symptoms of COVID-19 and correct hand-washing techniques
- agree with staff, a worker representative who is easily identifiable to carry out the role outlined in this plan in relation to the summer provision programme
- inform all staff and pupils of essential hygiene and respiratory etiquette and physical distancing requirements
- adapt the school to facilitate physical distancing as appropriate in line with the guidance and direction of the Department of Education and Skills
- keep a contact log to help with contact tracing
- ensure staff and pupils engage with the induction / familiarisation briefing provided by the Department of Education and Skills
- implement the agreed procedures to be followed in the event of someone showing symptoms of COVID-19 while at school
- provide instructions for staff and pupils to follow if they develop signs and symptoms of COVID-19 during school time
- implement cleaning in line with Department of Education and Skills advice

All school staff will be consulted on an ongoing basis and feedback is encouraged on any concerns, issues or suggestions. This can be done through the Lead Worker Representative(s).

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

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

## 2. Planning and Preparing for Return to School

The Board of Management aims to facilitate the resumption of school-based teaching and learning and the return to the workplace of staff. The return to work must be done safely and in strict adherence to the advice and instructions of public health authorities and the Government. Details for the reopening of the school facility and the applicable controls are outlined in this document.

### 2.1 School Buildings

Before re-opening the caretaker will do the annual summer check of the following:

- Does the water system need flushing at outlets following low usage to prevent Legionella disease;
- Has school equipment been checked for signs of deterioration or damage before being used again;

### 2.2 Signage

The schools will display signage outlining the signs and symptoms of COVID-19 and to support good hand and respiratory hygiene. The following is a link to the dedicated area of the Health Protection and Surveillance Centre (HPSC) website where there are a number of posters, including those appropriate for primary school pupils <https://www.hpsc.ie/a-z/respiratory/coronavirus/novelcoronavirus/posters/> Further information will issue on signage closer to reopening.

### 2.3 Induction Training

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

- Latest up to-date advice and guidance on public health;
- COVID-19 symptoms;
- What to do if a staff member or pupil develops symptoms of COVID-19 while at school;
- Outline of the COVID-19 response plan.

Staff will be kept fully informed of the control measures in place in the school and their duties and responsibilities in preventing the spread of COVID-19 and will be updated with any changes to the control measures or guidance available from the public health authorities. If a staff member is unsure about any aspect of the COVID-19 Response Plan, the associated control measures, or his/her duties, he/she should immediately seek guidance from the Principal, who is supported in this role by the BoM. **Induction Training for reopening schools is still under development by the Department. This will be made available to all schools and staff in advance of school reopening.** A national information campaign to support parents and pupils will happen in advance of schools reopening on issues such as COVID-19 awareness and to help minimise the risk of introduction and spread of the virus in schools.

## 3. Procedure for Returning to Work (RTW)

A RTW form should be completed and returned to the school before returning to work. Schools should request staff (verbally or in writing) to confirm that the details in the pre-return to work form remain unchanged following subsequent periods of closure such as school holidays. A RTW form should only be completed at least three days prior to any proposed date of return to the workplace.

### 3.1 Safety Statement and Risk Assessment

COVID-19 represents a hazard in the context of health and safety in the school environment. A risk assessment to identify the control measures required to mitigate the risk of COVID-19 in the school setting is attached at **Appendix 4**. Any changes to the schools existing emergency procedures will be documented and incorporated into the school safety statement as this is a living document.

### 3.2 First Aid/Emergency Procedures

The standard First Aid/Emergency procedure shall continue to apply in Dunboyne Junior Primary School. In an emergency or in case of a serious incident, call for an ambulance or the fire brigade on 112/999. Contact the nearest first aider Ms. Karen Ruane giving details of location and type of medical incident. In case of an emergency teachers are asked to phone the ambulance service directly, the Principal and the office.

### 3.3 Access to the school building /Contact Tracing Log

Access to the school facility will be in line with agreed school procedures. Arrangement for necessary visitors such as contractors and parents/guardians will be restricted to essential purposes and limited to those who have obtained prior approval from the Principal. The Department of Education Inspectorate may also need to visit schools and to support them as appropriate in the implementation of public health advice relating to creating a safe learning and working environment for all.

The prompt identification and isolation of potentially infectious individuals is a crucial step in restricting the spread of the virus and protecting the health and safety of the individuals themselves and other staff, contractors and visitors at the workplace. A detailed sign in/sign out log of those entering the school facilities should be maintained. The school will maintain a log of staff and pupil contacts. School contact log is attached at **Appendix 5**.

All school records and data are maintained and processed in compliance with the GDPR and the Data Protection Acts. The responsibility for compliance with the legislation rests with the school in their role as data controller. The Data Protection Commission has provided guidance on the data protection implications of the return to work protocols. This advice can be found here:

<https://www.dataprotection.ie/en/news-media/data-protection-implications-return-work-safely-protocol>

## 4. General advice to prevent the spread of the virus

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

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

The best way to prevent the spread of COVID-19 in a school is to minimise the risk of introduction of the disease into the school setting in the first place. This can be achieved through the following measures:

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

Staff, pupils and visitors should at all times adhere to the up to date advice and instructions of the public health authorities in relation to protecting oneself and others against the risk posed by the COVID-19 virus. Updated advice from the HSE is available on its website – <https://www2.hse.ie/coronavirus/>

The Department of Education and Skills will ensure all updated advice is circulated to schools. Dunboyne Junior Primary School will circulate this advice to staff, school community and visitors in a timely manner. The Department has been working with the HSE and the Health Protection Surveillance Centre (HPSC) to develop health advice which has been tailored to the needs of schools in order to support schools in planning for reopening. The link to the Interim Public Health recommendations for the reopening of schools can be found here <https://www.education.ie/en/COVID-19/interim-recommendations-for-the-reopening-of-schools-and-educational-facilities.pdf>

#### **4.1 Hand Hygiene and Hand Sanitisers**

Hand hygiene can also be achieved by the use of a hand sanitizer (when hands are clean). Hand sanitisers are more readily deployed in school settings to avoid disruption to teaching and learning and to avoid congestion while waiting to use hand washing facilities. They are available at entry and exit points and in each classroom. Alcohol-based sanitiser must not be stored or used near heat or naked flame.

#### **4.2 Practise Respiratory Hygiene**

Make sure you, and the people around you, follow good respiratory hygiene. This means covering your mouth and nose with a tissue or your bent elbow when you cough or sneeze. Then dispose of the used tissue immediately. By following good respiratory hygiene, you protect the people around you from viruses such as cold, flu and COVID-19.

Good hygiene practices and washing your hands properly and regularly can help stop the spread of the virus. It is, therefore, crucial that all staff adhere to this advice and adopt the following practices as strictly as possible.

##### **Do**

- Wash your hands properly and often
- Cover your mouth and nose with a tissue or your sleeve when you cough and sneeze
- Put used tissues into a bin and wash your hands
- Clean and disinfect frequently touched objects and surfaces.

##### **Do Not**

- Touch your eyes, nose or mouth if your hands are not clean
- Share objects that touch your mouth – for example, bottles, cups, cutlery, etc. The dishwasher cannot be in use.

#### **4.3 Avoid Touching Eyes, Nose and Mouth**

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

#### **4.4 People at very high risk (extremely vulnerable)**

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

- are over 70 years of age - even if 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
- severe respiratory conditions including cystic fibrosis, severe asthma, pulmonary fibrosis, lung fibrosis, interstitial lung disease and severe COPD
- have a condition that means you have a very high risk of getting infections (such as SCID, homozygous sickle cell)
- are taking medicine that makes you much more likely to get infections (such as high doses of steroids or immunosuppression therapies)
- have a serious heart condition and you are pregnant

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

#### **4.5 Physical Distancing**

Physical distancing is recommended to reduce the spread of infection in the workplace. It is also recognised that it is not always possible for staff to maintain physical distance from pupils and it is not appropriate that they would always be expected to do so where this could have a detrimental impact on the pupil i.e. if a child sustains an injury and requires first aid. However, where possible staff should maintain a minimum of 1m distance and where possible 2m. They should also take measures to avoid close contact at face to face level such as remaining standing rather than sitting beside/crouching down. Physical distancing falls into two categories:

- Increasing separation
- Decreasing interaction

##### **4.5.1 Increasing Separation**

To maintain physical distancing in the classroom, primary schools should:

1. Reconfigure class spaces to maximise physical distancing
2. Utilise and reconfigure all available space in the school in order to maximise physical distancing
3. The teacher's desk should be at least 1m and where possible 2m away from pupil desks

##### **4.5.2 Decreasing Interaction**

In primary schools a distance of 1m should be maintained between desks or between individual pupils. It is recognised that younger children are unlikely to maintain physical distancing indoors. Achieving this recommendation in the first four years of primary, is not a pre-requisite to reopening. Where possible work stations should be allocated consistently to the same staff and children rather than having spaces which are shared.

The risk of infection may be reduced by structuring pupils and their teachers into Class Bubbles (i.e. a class grouping which stays apart from other classes as much as possible) and discreet groups or "Pods" within those class bubbles, to the extent that this is practical. If the class is divided into Pods, there should be at least (1m distance) between individual Pods within the Class Bubble and between individuals in the pod, whenever possible. 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 grouping mix only with their own class from arrival at school in the morning until departure at the end of the school day. The Pods within those Class Bubbles is an additional measure, to limit the extent of close contact within the Class Bubble.



Pod sizes should be kept as small as is likely to be reasonably practical in the specific classroom context. To the greatest extent possible, pupils and teaching staff should consistently be in the same Class Bubbles although this will not be possible at all times. Sharing educational material between Pods should be avoided/minimised where possible. Staff members who move from class bubble to class bubble should be limited as much as possible.

#### **4.5.3 Additional measures to decrease interaction include**

- Limit interaction on arrival and departure and in hallways and other shared areas.
- Social physical contact (hand to hand greetings, hugs) is discouraged.
- Where pupils need to move about within the classroom to perform activities (access to a shared resource) it should be organized to the greatest degree possible to minimize congregation at the shared resource.
- Staff and pupils should 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 tablets, the contact surface of the device should be cleaned regularly and hand hygiene encouraged.

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

#### **4.6.1 School Drop off/Collection**

- Arrangements for dropping off/collecting pupils should be arranged to encourage physical distancing of 2m where possible.
- Walking/cycling to school is encouraged as much as possible.
- Arrangements should be made to maintain a distance of 2m between parents and guardians and between parents and guardians and school staff.
- Aim of any arrangements is to avoid congregation of people at the school gates where physical distancing may not be respected.
- Staggered drop off/pick up times should be considered where practical and feasible.
- Consideration may be given to where pupils congregate as they arrive at school. This could include heading straight to their classroom.

#### **4.6.2 Staff**

A distance of 2m is recommended for physical distancing by staff. This is particularly relevant to distancing between adults when they are not engaged in teaching such as the staff room and arriving to work. If 2m cannot be maintained in staff groups, as much distance as is possible and guidance on face covering should be observed. Physical distancing should be observed between staff members within the staff room through the use of staggered breaks etc. Staff meetings should be held remotely or in small groups or in large spaces to facilitate physical distancing. A no hand shaking policy will be observed. Gathering of staff at the beginning or end of the school day is discouraged. Support staff SET and SNAs can rotate between classes but this should be minimized where possible.

#### **4.6.3 Corridors**

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.

#### **4.6.4 Yard/Supervision**

The risk of transmission from contact with outside surfaces or play areas is low. Play time/outdoor activities is adjusted to minimise crowding at the entrance and exits. It is not possible to maintain physical distancing when pupils are in play together outdoors, but in so far as practical it is helpful to keep to consistent groups. Staggered break times and outdoor access is required. Children are encouraged to perform hand hygiene before and after outdoor activities. Equipment sharing is minimised and cleaned before and after use between different people.

#### **4.6.5 Ventilation**

The Department has published guidance setting out the practical steps for good ventilation in accordance with public health advice 'Practical Steps for the Deployment of Good Ventilation Practices in Schools' The guidance sets out an overall approach for schools that windows should be open as fully as possible when classrooms are not in use (e.g. during break-times or lunch-times (assuming not in use) and also at the end of each school day) and partially open when classrooms are in use. The guidance provides that good ventilation can be achieved in classrooms without causing discomfort, particularly during cold weather.

### **5. Infection Prevention Control measures – To prevent Introduction and Spread of COVID-19 in Schools**

- Advise staff and pupils to self-isolate or restrict their movements at home if they display any symptoms of COVID-19 and contact their family doctor to arrange a test
- Advise staff and pupils not to return to or attend school in the event of the following:
  - if they are identified by the HSE as a close contact of a confirmed case of COVID-19
  - if they live with someone who has symptoms of the virus
  - If they have travelled outside of Ireland; in such instances staff are advised to consult and follow latest Government advice in relation to foreign travel.
  - Advise staff and pupils to cooperate with any public health officials and the school for contact tracing purposes and follow any public health advice in the event of a case or outbreak in the school;

A range of essential control measures have been implemented to reduce the risk of the spread of COVID-19 virus and to protect the safety, health and welfare of staff, pupils, parents/guardians and visitors as far as possible within the school. These control measures are outlined in this document. The control measures shall continue to be reviewed and updated as required on an ongoing basis.

It is critical that staff, pupils, parents/guardians and visitors are aware of, and adhere to, the control measures outlined and that they fully cooperate with all health and safety requirements. Staff, in particular, should note that they have a legal obligation under Section 13 of the Safety, Health and Welfare at Work Act 2005 to comply with health and safety requirements and to take reasonable care for the health and safety of themselves, their colleagues and other parties within the workplace.

#### **5.1 Use of Personal Protective Equipment (PPE)**

PPE will be worn within the school facility according to current occupational and public health guidance. However, for a limited number of staff, PPE will need to be used occasionally or constantly due to the nature of certain work activities or work areas. Such include roles where, performing intimate care and where a suspected case of COVID-19 is identified while the school is in operation. Appropriate PPE will be available for dealing with suspected COVID-19 cases, intimate care needs and for first aid. This will be updated as appropriate in line with advice from the HPSC. Where staff provide healthcare to children with medical needs in the school environment they should apply standard precautions as per usual practice.

The use of a face covering will conceal facial expression and can make communication difficult and as such may not be practical in a school setting. However, the wearing of a visor as an alternative to a facial covering may be considered where there is a concern that physical distancing cannot be maintained, there will be prolonged close contact and/or that exposure to fluid/respiratory droplets is likely.

## **5.2 Wearing of Gloves**

The use of disposable gloves in the school setting by pupils or staff is not appropriate. It 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.

## **5.3 Cleaning**

Arrangements for more regular and thorough cleaning of areas and surfaces within the school has been made. Regular and thorough cleaning of communal areas and frequently touched surfaces shall be conducted, in particular, toilets, door handles and kitchens. Cleaning will be performed regularly and whenever facilities or surfaces are visibly dirty.

All staff will have access to cleaning products and will be required to maintain cleanliness of their own work area. Staff should thoroughly clean and disinfect their work area before and after use each day. There will be regular collection of used waste disposal bags from offices and other areas within the school facility. Shower facilities shall not be available for use by staff or pupils due to the increased risk associated with communal shower facilities and areas. This shall be reviewed in line with government guidance. Staff must use and clean their own equipment and utensils (cup, cutlery, plate etc.).

## **6 Dealing with a suspected case of COVID-19**

Pupils should not attend school if displaying any symptoms of COVID-19. If a pupil displays symptoms of COVID-19 while in the building, the following are the procedures will be implemented:

- Parents/guardians will be contacted immediately
- The child will be accompanied to the designated isolation area via the isolation route by a member of staff. The staff member will remain at least 2 metres away from the symptomatic child and will also make sure that others maintain a distance of at least 2 metres from the symptomatic child at all times
- A mask will be provided for the child presenting with symptoms, if one is available. He/she should wear the mask if in a common area with other people or while exiting the premises
- An assessment will be made as to whether the child who is displaying symptoms can immediately be brought home by parents and call their doctor and continue self-isolation at home
- The school will facilitate the child presenting with symptoms to remain in isolation, if they cannot immediately go home, and will assist them by calling their GP.
- The child presenting with symptoms should be advised to cover their mouth and nose with the disposable tissue provided when they cough or sneeze and to put the tissue in the waste bag provided
- If the child is well enough to go home, the school will arrange for them to be transported home by a family member, as soon as possible, and advise them to inform their GP by phone of their symptoms. Public transport of any kind should not be used
- If they are too unwell to go home or advice is required, the school will contact 999 or 112 and inform them that the sick child is a COVID-19 suspect.
- Arrangements will be made 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.

## 6.1 Children who should not attend school

If your child is in one of the following categories, they should not attend school –

- Children who have been diagnosed with COVID-19
- Children who have been in close contact with a person who has been diagnosed with COVID-19
- Children who have a suspected case of COVID-19 and the outcome of the test is pending
- Household contacts of a child who has a suspected case of COVID-19 and the outcome of the test is pending
- Children who have been in contact with a person who has a suspected case of COVID-19 and the outcome of the test is pending
- Children with underlying health conditions who have been directed by a medical professional not to attend school
- Children who have returned home after travelling abroad and must self-isolate for a period of 14 days
- Children who are generally unwell.
- Children with a blocked or runny nose, but no fever can attend school, but if they require paracetamol or ibuprofen for their symptoms, they must not attend school for 48 hours and GP assessment for testing is indicated.

## 6.2 Impact of a Suspected or Confirmed Case of COVID-19 in a Class

If the school is notified that a person in your child's class has a suspected or confirmed case of COVID-19 Public Health advice will be sought and followed.

## 6.3 HSE COVID-19 Tracker App

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

COVID Tracker app will:

- alert you if you have been in close contact with someone who has tested positive for COVID-19 (coronavirus)
- keep other app users safe by alerting them if you test positive for COVID-19
- give you advice on what to do if you have symptoms

You can download the free app from Apple's AppStore or the GooglePlay store.

## 7 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 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.
- 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 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 above.
- Complete the RTW form before they return to work.
- Must inform the Principal if there are any other circumstances relating to COVID-19, not included in the form, which may need to be disclosed to facilitate their safe return to the workplace.
- Must complete COVID-19 Induction Training and any other training required prior to their return to school.

- Must be aware of, and adhere to, good hygiene and respiratory etiquette practices.
- Keep informed of the updated advice of the public health authorities and comply with same.
- Not to return to or attend school in the event of the following:
  - If they live with someone who has symptoms of the virus ◻
  - If they have travelled outside of Ireland; in such instances staff are advised to consult and follow latest Government advice in relation to foreign travel. ◻
- Cooperate with any public health personnel and their school for contact tracing purposes and follow any public health advice given in the event of a case or outbreak in their school ◻
- Undergo any COVID-19 testing that may be required as part of mass or serial testing as advised by Public Health

## 8. Impact of COVID-19 on certain school activities

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

### 8.1 Learning Support

In keeping with our Special Education policy, learning support will be provided by a blended approach of in-class support and withdrawal. The provision of support will be organised to ensure our support teachers will work within the confines of a bubble. Where a support teacher is working alongside a class teacher in a classroom, both teachers must be mindful of maintaining social distance from one another. Where children receive support in one of the SET rooms, social distancing of 1 metre will be maintained between each child in the group. The tables and chairs in SET rooms will be wiped clean in between different groups attending.

### 8.2 Choir / Music Performance

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

### 8.3 Sport Activities

Dunboyne Junior School will refer to the HPSC guidance on Return to Sport <https://www.gov.ie/en/publication/07253-return-to-sport-protocols/>. Equipment sharing will be cleaned between uses by different people. Where possible, PE should take place outdoors and use of equipment should be confined to the sets that have been distributed to class groupings. If the PE hall is being used by class groupings, common touch points should be cleaned at intervals throughout the school day. The IPPEA (Irish Primary Physical Education Association) have just published a guidance document version 11.8 (1) for the teaching of PE when the schools reopen. There are many helpful ideas under each strand area. <https://www.irishprimarype.com/wp-content/uploads/2020/08/IPPEA-COVID-19-Position-Statement-11.8-2.pdf>

### 8.4 Shared Equipment

By necessity, some classroom equipment needs to be shared including tablets, chrome books and the equipment used for structured activities and play in Infant classrooms. Cleaning of such shared equipment with wipes or other cleaning products will take place at regular intervals to minimise the risk of the spread of infection.

**8.4.1 Toys** - All toys should be cleaned on a regular basis for example weekly. This will remove dust and dirt that can harbour germs. Toys that are visibly dirty or contaminated with blood or bodily fluids should be taken out of use immediately for cleaning or disposal. If purchasing toys choose ones that are easy to clean and

disinfect (when necessary). If soft toys are used they should be machine washable. Jigsaws, puzzles and toys that young pupils to those with special educational needs may be inclined to put into their mouths should be capable of being washed and disinfected. All play equipment is regularly checked for signs of damage. If they cannot be repaired or cleaned they will be discarded. At this time soft modelling materials and play dough is for individual use only.

**8.4.2 Art** - Where possible pupils should be encouraged to have their own individual art and equipment supplies.

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

**8.4.4 Musical Equipment/Instruments** - To the greatest extent possible, instruments will not be shared between pupils and if sharing is required, the instruments should be cleaned between uses.

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

**8.4.6 Extra-curricular Activities** -The possibility of facilitating extra-curricular activities will be explored in the Second Term. As it currently is it would not be recommended that children from different bubbles would participate in extra-curricular activities at the same time.

#### **8.4.7 Remote Teaching and Learning**

Remote Learning is largely facilitated by Seesaw Plus, with the exception of specific 'Reading Recovery' lessons and one to one lessons with a Special Education Teacher which will be carried out via zoom. The format of these specific lessons will be agreed with individual parents.

There will be zoom class group assemblies and individual class assemblies organized during prolonged school closures due the Pandemic.

All parents and guardians will be informed of the guidelines which must be followed for Group or Class Assembly.

### **9. COVID-19 related Absence Management**

The management of a COVID-19 related absence will be managed in line with agreed procedures with DES. In the event that teacher is unable to attend school, every effort will be made to secure a substitute teacher for the class. If a substitute teacher is not available, it is not appropriate for the class to be divided into groups and accommodated in other classes. In such circumstances, a learning support teacher may be redeployed from their role to teach the class for the day. In the event of multiple staff absences, it may not be possible for a class to attend on a given day. If that is the case, as much notice as possible will be given to parents.

### **10. Employee Assistance and Wellbeing Programme**

The Department recognises the need for school staff wellbeing and collective self-care. Support for school staff wellbeing will be provided by Department Support Services including the PDST and CSL, as well as by the HSE's Health Promotion Team. An Occupational Health Strategy is in place as a supportive resource for 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 EAS, employees have a dedicated free-phone confidential helpline 1800 411 057 available 24 hours a day, 365 days a year providing advice on a range of issues such as wellbeing, legal, financial, mediation, management support etc. Where required, short-term counselling is available to employees and their families (over the age of 18 years and living at home). A bespoke wellbeing portal and app which offers access to podcasts and blogs on topics around wellbeing and mental health, family life, exercise and nutrition is also available. In addition, online cognitive behavioural therapy is provided. As part of the services provided by Spectrum Life a Mental Health Promotion Manager is available to develop and deliver evidence based mental health and wellbeing initiatives to reduce stigma and improve mental health literacy and to increase engagement with the service. They will also be providing a series of webinars and presentations to promote staff wellbeing in schools as schools reopen and during the upcoming school year.

The EAS is accessible through the dedicated Free-phone Confidential Helpline and is available 24 hours a day, 365 days a year.

- **Freephone: 1800 411 057**
- **SMS & WhatsApp: text 'Hi' to 087 369 0010**

Employees can access the Spectrum.Life wellbeing portal as follows:

- sign up at [link](#)
- organisation code will be pre-populated. If not, organisation code is ylviiu17
- log in thereafter at: [Access the Wellbeing Webinar Calendar via the online portal](#)
- [Access the Wellbeing Webinar Calendar via the online portal](#)
- [Access the weekly Wellbeing Live Events](#)

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

## APPENDIX 2

### Pre-Return to Work Questionnaire COVID-19

This questionnaire must be completed by staff at least 3 days in advance of returning to work. If the answer is Yes to any of the below questions, you are advised to seek medical advice before returning to work.

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

Name of School: Dunboyne Junior School

Acting Principal: Anne Gleeson.

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

Lead Worker: Kathleen Cassidy.

	Questions	YES	NO
1.	Do you have symptoms of cough, fever/ high temperature, difficulty breathing, loss or change in you sense of smell or taste now or in the past 14 days?		
2.	Have you been diagnosed with confirmed or suspected COVID-19 infection in the last 14 days?		
3.	Are you awaiting the results of a of COVID-19 test?		
4.	In the past 14 days, have you been in contact with a person who is confirmed or suspected case of COVID-19?		
5.	Have you been advised 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? <b>Note: If you are at very high risk (extremely vulnerable) from COVID-19 you may be advised to cocoon.</b>		

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. Please note: The organisation 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 will be held securely in line with our retention policy.

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



## APPENDIX 3

### **Lead Worker Representative**

The responsibility for the development and implementation of the COVID-19 Response Plan and the associated control measures lies primarily with the Board of Management and the School Leadership. The Return to Work Safely protocol provides for an agreed procedure between management and staff to appoint a Lead Worker Representative to carry out a specific role. The process for appointment of the Lead Worker representative in schools was agreed centrally between the Department of Education and Skills and the education partners. As Dunboyne Junior Primary School has more than thirty staff, an Assistant Lead Worker Representative will be appointed in addition to the LWR. The role of the Assistant LWR will be to:

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

The role of the worker representative is to ensure that COVID-19 measures are adhered to in the workplace as follows:

- 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;

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 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

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

Name(s) of Lead Worker representative:	Contact details
Kathleen Cassidy	Acting D.P
Louise Holden	SNA

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

**APPENDIX 4**



**Dunboyne Junior School COVID-19 Risk Assessment**

List of School Activities	Risk Level H/M/L	The School has identified the following Risk of Harm	Control Measures	List of School Activities
All aspects of the school day	<b>High</b>	Spread of infection due to not socially distancing	Markings will be set down on school corridors, toilets and entry points to the school. No unnecessary movement between rooms on messages. Staggered entry and exit times. Only one class on the corridor and ramps to prefabs at a time while socially distancing.	<b>All staff Parents Pupils</b>
All aspects of the school day	<b>High</b>	Spread of the infection through poor hand hygiene etiquette	Hand sanitiser upon entering the classroom. Soap and water are available. Frequent and thorough washing (at least 20 seconds) is encouraged. Paper towel dispensers will be checked twice daily. Display posters in each classroom and in toilets and on school corridors. Bespoke age appropriate posters are made to suits school's need. Implement no hand shaking/ high fives /hugs_ <a href="https://www2.hse.ie/wellbeing/how-to-wash-your-hands.html">https://www2.hse.ie/wellbeing/how-to-wash-your-hands.html</a>	<b>Staff Pupils Parents</b>
All aspects of the school day	<b>High</b>	Spread of the infection through air particles	Increase air flow and ventilation where climate and safety allow (open windows, internal doors). While we understand Fire Doors should be closed we wish to increase the air flow and ventilate the school to reduce the risk of COVID-19 spread.	<b>All staff Parents Pupils</b>
All aspects of the school day	<b>High</b>	Spread of the infection through poor respiratory hygiene	Parents are asked to teach coughing into one's elbow. Practice is modelled and encouraged throughout the school day. Posters are displayed in classes to teach appropriate respiratory hygiene. <a href="https://www.hse.ie/eng/services/news/newsfeatures/covid19_updates/partner-resources/">https://www.hse.ie/eng/services/news/newsfeatures/covid19_updates/partner-resources/</a>	<b>All staff Parents Pupils</b>

Arrival at school	<b>High</b>	Social distancing not possible on school yard with existing arrangements	Any children arriving before their allocated time must be supervised by their parent/minder outside the school grounds. The school day/morning assembly commences at a staggered time.	<b>Parents &amp; Parents Association All Staff</b>
New Junior Infants	<b>High</b>	High anxiety Reducing anxiety Pupil wellbeing Familiarisation with new procedures	In order to try to create a normal start to school and reduce anxiety, Junior Infants will have a staggered start for school for the first two weeks. Parents will escort their child to the yard marking observing social distancing of 2 metres in a one-way system around the yard. Parents are asked to “drop and go” as we can’t allow a crowd to gather and all other classes will be working at this time. For the first two weeks, Junior Infants will go home go home at a staggered time starting at 12. . Parents will enter the school and observe social distancing of 2 metres in a one-way system around the yard. Parents will collect their child and are asked to depart promptly as school work continues. Parents will be advised of separate times.	<b>Junior Infant Parents Staff</b>
Dismissal/ Home-time Senior Infants	<b>High</b>	Social distancing	School ends each day from 1.40 for Senior Infants. Parents will enter the school yard observing social distancing of 2 metres in a one-way system. Senior Infant Teachers will release children individually to their parents and parents are asked to depart without delay as the yard may be needed for lunch breaks or lessons.	<b>Senior Infant teachers Parents</b>
Dismissal/Home-time 1st to 2nd class	<b>High</b>	Social distancing Maintaining children within bubbles	School ends from 2.40 daily for all children. Each teacher will escort their class to their line / circle in their class bubble and will ensure that they do not mix with other bubbles.	<b>All Staff</b>
PE	<b>High</b>	Sharing of school resources	Each class will be provided with some resources for PE. Sharing of resources between classes is not permitted unless each item is sanitised before and after use. A timetable for use of the school yards and grass will be provided to all staff.	<b>ISM /PoR Máire Healy Karen Ruane</b>
Music Equipment	<b>High</b>	Sharing of school resources	Each class will be provided with some resources for Music. Sharing of resources between classes is not permitted unless each item is sanitised before and after use.	<b>ISM /PoR Máire Healy</b>
Maths/Science Resources	<b>High</b>	Sharing of school resources	In advance of using resources, all items must be sanitised before use. A list of the school resources and their locations is to be provided to all staff.	<b>ISM /PoR Pauline Hogan Caroline Mannion</b>

Tablets/Chrome Books	<b>High</b>	Sharing of school resources	A timetable for the use of this equipment needs to be drawn up and provided to all staff. Directions for the use and storage of the devices is required. Directions for the cleaning of the devices is also required.	<b>ISM /PoR</b>
Sanitiser	<b>High</b>	Ensuring hand hygiene	Sanitiser is located inside each classroom and is accessible to all pupils. Sanitiser is located at the entrance doors to the school.	<b>Principal</b>
Cleaning of workspaces	<b>High</b>	Maintaining a clean workspace and equipment	Spray and blue roll dispensers are located within each classroom wipes are also provided.	<b>All staff</b>
Homework	<b>High</b>	Reducing anxiety Prioritising wellbeing Avoiding carrying items from home to school	No homework will be provided initially in September in all classes. Pencil cases & books will remain in school to avoid cross contamination. Teachers at various class levels will decide when they are assigning homework.	<b>Pupils Parents All Staff</b>
Cleaning	<b>Medium</b>	Spread of the infection from high traffic surface points	Further information to follow update due to contract renewal. Clean and disinfect school buildings, classrooms and especially water and sanitation facilities at least once a day, particularly surfaces that are touched by many people (ramp railings, tables, sports equipment, door and window handles, toys, teaching and learning aids etc.)	<b>Principal All staff Cleaners</b>
Keeping staff up-to-date	<b>High</b>	Ensuring staff are familiar with procedures and best practice guidelines	Provide staff with the guidelines. Provide staff with a document outlining procedures required for personal hygiene within the class. Update staff on training available and provide a record of staff training to the Principal.	<b>Worker Representatives</b>
Sick pupils/ staff coming to school	<b>High</b>	Spread of the infection through poor social distancing / hand hygiene etiquette	Enforce the policy of “staying at home if unwell”. Follow circulars re sick leave for staff (currently 0026/2020, 49/20). Advise parent/ staff re. HSE guidelines. Ensure communication between home and school. Ensure pupils who have been in contact with a confirmed case of COVID-19 stay at home for two weeks. Follow procedures for pupils/ staff who are feeling unwell to be sent home. Arrange for appropriate cleaning of the isolation area and work areas involved. Provide advice and assistance if contacted by the HSE.	<b>All Staff Parents</b>

Staff Sign-in	<b>High</b>	Difficulties with contract tracing	In order to ensure that we have accurate and easily assessable records of attendance each day, each staff member will be required to sign in and out at the office. Substitute teachers and SNAs will be required to do this also.	<b>All staff</b>
Supervision at Yard Time	<b>High</b>	The size of the school yard doesn't allow for social distancing.	Staggered outdoor time in different locations in the school, courtyard, grass, garden, Junior and Senior Infants class yard, First and Second class yard. There will be two morning breaks and two lunch breaks to reduce the number of children on yard. In order to ensure that each staff member receives an adequate break each day, there will be two 20-minute breaks. Each teacher will undertake yard duty with their class or the classes within their bubble. Yards are assigned to each class and will remain assigned for the duration of a school term. Each class needs to be kept within their own bubble. Large gathering of children 500 + with limited staff supervision to ensure social distancing, respiratory etiquette is being maintained.	<b>All staff</b>
Courtyard / Garden	<b>High</b>	Pupils unable to integrate with other pupils in the yard due to injury i.e. leg in cast Cross contamination	Designated area on yard outdoors preferable to indoor yard in GP room. Social distancing to be respected. Chair/benches to be sanitised before and after use	<b>All staff</b>
School Car Park Facilities	<b>Low</b>	Social distancing in the car park	Staff are to refrain from sharing transport to and from school, in so far as possible.	<b>All staff</b>
Staff Toilets	<b>Medium</b>	Small area – potential for cross contamination. Very few facilities are available.	Spray and wipes are also provided. Cleaner will arrive during the day to sanitise all surfaces, touch points, empty bins top up soap and sanitiser.	<b>All staff</b>
Visitor Protocols	<b>High</b>	Spread of infection through widening of contact circles	No sales rep. drop ins accepted. All visitors must sign the visitor log for the purposes of contact tracing. Any non-essential meetings can be carried out electronically. E-mail and phone calls are the preferred form of communication at this time.	<b>Secretary Principal</b>

			<p>Visitors must follow hand hygiene and respiratory hygiene protocols when on the premises.</p> <p>Their stay on the premises is encouraged to be short and purposeful.</p> <p>No access to classrooms for visitors and parents.</p> <p>All meetings with teachers are strictly by appointment only.</p>	
<p>Use of shared facilities</p> <p>School Hall</p> <p>Sensory Room</p>	<b>High</b>	<p>Pupils using resources in the sensory room in a very tactile manner.</p>	<p>Timetable will be in operation for hall / GP and Sensory Room.</p>	<p><b>ISM/ PoR</b></p> <p><b>Pauline Hogan</b></p> <p><b>SNA</b></p> <p><b>Teacher</b></p>
<p>Travelling on the corridor</p>	<b>Medium</b>	<p>Social distancing unenforceable</p>	<p>One class at a time shall use the corridor, wherever possible.</p> <p>Teachers to bring classes in or out via external doors where possible.</p>	<b>All staff</b>
<p>Cleaning of classroom resources and equipment</p>	<b>Medium</b>	<p>Risk of cross contamination through sharing of resources and equipment</p>	<p>Limit the need for resources to be shared: display book on whiteboard etc.</p> <p>Pupils keep their books in their own workspace. Books are not to be handed out at the beginning of each lesson.</p> <p>Teachers to take responsibility for their own work area.</p> <p>Children need to have their own store of pencils, rubbers and colouring pencils etc.</p>	<p><b>All staff</b></p> <p><b>Pupils</b></p> <p><b>Parents</b></p>
<p>School Bus for children with Autism</p>	<b>High</b>	<p>Cross contamination on shared school bus for pupils in Junior and Senior School</p>	<p>Make face masks and hand sanitizer available to the bus escort.</p>	<p><b>Bus Escort</b></p> <p><b>Bus Driver</b></p>
<p>Intimate care for children with additional needs</p>	<b>High</b>	<p>Risk of contamination while tending to intimate care needs of children with additional needs or those children with toileting needs</p>	<p>SNAs to wear face mask and appropriate P.P.E. (gloves) while tending to pupil's intimate care needs.</p> <p>Two SNAs to attend the child at all times.</p> <p>Hand sanitiser to be used before and after.</p> <p>Masks and gloves to be disposed of in plastic bag and double bagged.</p>	<b>SNAs</b>

Management of risk behaviours in special educational settings	<b>High</b>	Children with additional needs may have extra needs due to change of routine and extended break from school	Ms. Fidelma Taaffe (N.C.S.E.) has advised on managing challenging behaviour prior to COVID-19. The NCSE will continue to provide a support service.	<b>SEN Co-ordinator</b>
How will SEN teaching work?	<b>High</b>	Team teaching Withdrawal Lack of up to date assessment information Teachers & Parents requests for additional support	Each SEN teacher is assigned to a group of classes and works with children within these classes only.	<b>SEN Co-ordinator</b>
Lack of Staff Facilities	<b>High</b>	The staffroom will not facilitate any form of social distancing for whole staff. Spread of the infection through gathering of group in a social setting	Staff will be required to take their break in their own classroom or socially distanced from teachers in another classroom/ staffroom. Staff will be required to use carry cups with lids in order to ensure safety. SNAs may use the staffroom as no other room is available for their break. Need to consider fridge, microwave, dishwasher, delph, cutlery, hot water, bins etc. items cannot be shared.	<b>All staff</b>
Staff absenteeism	<b>High</b>	Shortage of substitute teachers	Prioritise mainstream classes for all non-substitutable absences & occasions where a substitute teacher cannot be sourced. Each SEN teacher is assigned to a group of classes (bubble) they teach. In the event of a teacher being absent, the SEN teacher teaches the class. In the event of two or more teachers being absent, the Principal & SEN Co. will meet to identify if a member of staff can be redeployed. In the event of multiple absences, parents will be informed that a substitute couldn't be sourced, and the class will remain at home for the day. In the event of a non-substitutable absence, the class teacher is required to prepare and leave work for the SEN teacher. Three days' work must be provided by all class teachers to the office to	<b>All Staff</b>



			cover these events.	
Staff gatherings	<b>High</b>	Staff gathering at focal points for example: Photocopiers School Offices	Maintain social distancing by following floor markings. Wipe down photocopier after use. Do not queue for the photocopiers. Only copy items you need. Do not plan ahead and cause delays on the copiers.	<b>All Staff</b>
Staff Meetings/ Team Meetings	<b>High</b>	Gathering of staff for more than 15 minutes	Can be held remotely from teacher's classrooms using Aladdin / various technologies. Use of drop out rooms can be used for working on particular band groups/ curricular areas. Guidelines for online meetings circulated at the beginning of the year Where necessary staff meetings will be held in the hall with chairs 2m apart and doors left open for increased ventilation	<b>All Staff</b>
Review Code of Behaviour	<b>High</b>	Ensuring that the Code reflects new school procedures	Review the code and communicate any changes to parents and pupils.	<b>All Staff</b>
Review Acceptable; Usage Policy	<b>High</b>	Ensuring that the Code reflects new school procedures	Review the code and communicate any changes to parents and pupils, particularly in light of the use of Aladdin Connect.	<b>All Staff</b>
Review Health & Safety Statement	<b>High</b>	Ensuring safety measures are in place	Review the Health & Safety Statement and in particular the Fire Evacuation Procedures in light of social distancing requirements. Fire doors are clipped back in order to provide for ventilation in light of COVID-19.	<b>All Staff</b>
Designated Isolation Area	<b>High</b>	Prioritising the safety of individuals	The prefab beside the library room has been designated as the isolation area for staff. In the event of it being used for this purpose, all staff will be informed. If it is in use for this purpose the Meeting Room can be used as a second isolation room. If a pupil displays symptoms of COVID-19 while at school the following is the procedure to be implemented: <ul style="list-style-type: none"> <li>• The pupil will be kept in the classroom at a distance of at least 2 meters from the class and will wear a mask.</li> <li>• Parents will be contacted immediately.</li> </ul>	<b>All Staff</b>

Note: It should be noted that risk in the context of this risk assessment is a general health and safety risk in relation to the spread of COVID-19. Relevant advice was referenced using the following sources:

UNICEF

<https://www.unicef.org/media/68366/file/Framework-for-reopening-schools-2020.p>

GOV.IE <https://dbei.gov.ie/en/Publications/Publication-files/Return-to-Work-Safely-Protocol.pdf>

WHO <https://www.who.int/emergencies/diseases/novel-coronavirus-2019/technical-guidance/guidance-for-schools-workplaces-institutions>

HIQUA <https://www.hiqa.ie/reports-and-publications/health-technology-assessment/evidence-summary-spread-COVID-19-children> NSAI

<https://www.nsaie.ie/images/uploads/general/NSAI-Guidelines-for-COVID-19-2020-04-09.pdf>

Additional advice when dealing with a suspected case of COVID-19 can be found at <https://www.nsaie.ie/images/uploads/general/NSAI-Guidelines-for-COVID-19-2020-04-09.pdf>

[Schools Pathway for COVID-19 , the Public Health approach Aug 24 2020](#)

In undertaking this risk assessment, the Board of Management has endeavoured to identify as far as possible the risks of harm that are relevant to this school and to ensure that adequate procedures are in place to manage all risks identified. While it is not possible to foresee and remove all risk of harm, the school has in place the procedures listed in this risk assessment to manage and reduce risk to the greatest possible extent.

Guidance from The Department of Health will influence this live document as changes in public health recommendations change during the fight against COVID-19.

This risk assessment has been completed by the Board of Management August 19<sup>th</sup>, 2020.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Chairperson, Board of Management

Signed \_\_\_\_\_ Date \_\_\_\_\_

Principal/Secretary to the Board of Management

APPENDIX 5

School Contact Tracing Log

Dunboyne Junior School, Station Road, Dunboyne, Co. Meath.		School Contact Person		
		For Queries only: Phone No:		
		Email:		
Name of Visitor				Was the visit pre-arranged with the Principal? Yes <input type="checkbox"/> No <input type="checkbox"/>
Date of Visit	___/___/___	Time	Entry to school	Exit from School
			am <input type="checkbox"/> pm <input type="checkbox"/>	am <input type="checkbox"/> pm <input type="checkbox"/>
Visitor Status	Contractor <input type="checkbox"/>	Parent <input type="checkbox"/>	Other <input type="checkbox"/> Please complete: _____	
Contact details of visitor	Company Name (if applicable)			
	Address			
	Contact No.		Email Address	
	Reason for Visit			
<b>Who the visitor met (separate line required for each person the visitor met)</b>				
Name of Person visited				Length of time spent with each person in the school

This checklist supports planning and preparation, control measures and induction needed to support a safe return to school for students, staff, parents and others. For completion by the agreed person with overall responsibility of managing the implementation of the COVID-19 Response plan. This is likely to be the principal (with supports as agreed with the Department).

#### Planning and Systems

1. Is there a system in place to keep up to date with the latest advice from Government and DES, to ensure that advice is made available in a timely manner to staff and students and to adjust your plans and procedures in line with that advice?
2. Have you appointed staff member/s to the LWR position (detailed at Section 4.3 above) in accordance with the agreed protocol?
3. Have you advised staff as to has been appointed to the position of LWR?
4. Have you prepared a school COVID-19 response plan and made it available to staff and students? Department of Education guidance and templates provided
5. Have you a system in place to provide staff and students with information and guidance on the measures that have been put in place to help prevent the spread of the virus and what is expected of them?
6. Have you displayed the COVID-19 posters in suitable locations highlighting the signs and symptoms of COVID-19?
7. Have you told staff and students of the purpose of the COVID-19 contact log?
8. Have you a COVID-19 contact log in place to support HSE tracing efforts if required? (Contact log template attached).
9. Have you informed staff on the measures that have been put in place to help prevent the spread of the virus and what is expected of them, and provided a system for them to raise issues or concerns and to have them responded to?
10. Have you reviewed and updated risk assessments in line with Department advice to take account of any controls to help prevent the spread of COVID-19? (Risk template attached)
11. Have you updated emergency plans, in particular to take account of the COVID response plan?

#### Staff

12. Have you made available to each staff member a COVID-19 return-to-work form to be completed and returned 3 days before they return to the workplace? Have you requested confirmation that the details in the pre-return to work form remain unchanged following periods of closure such as school holidays.
13. 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 Department of Education's agreed arrangements for management of those staff?
14. Have you advised staff they must stay at home if sick or if they have any symptoms of COVID-19?
  - 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 symptoms of the virus.
  - Have you advised staff and pupils not to return or attend school if they have travelled outside of Ireland; in such instances staff are advised to consult and

follow latest Government advice in relation to foreign travel

- Have you advised staff and pupils to cooperate with any public health officials and the school for contact tracing purposes and follow any public health advice in the event of a case or outbreak in the school;

**15. Have you told staff what to do and what to expect if they start to develop symptoms of COVID-19 while in school, including where the isolation area is?**

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

#### **Training and Induction**

**17. Have you advised staff to view the Department of Education's training materials which are available online?**

**18. Have you taken the necessary steps to update your school induction / familiarisation training to include all information relating to COVID-19?**

**19. Have first aiders, if available, been given updated training on infection prevention and control re hand hygiene and use of PPE as appropriate? (It is intended that training will be provided as part of the DES online training programme).**

#### **Buildings / Equipment**

**20. If you have mechanical ventilation does it need cleaning or maintenance before the school reopens?**

**21. Does your water system need flushing at outlets following low usage to prevent Legionnaire's Disease?**

**22. Have you visually checked, or had an appropriate person check, all equipment in the school for signs of deterioration or damage before being used again?**

**23. Have you arranged for the school including all equipment, desks, benches, doors and frequently touched surfaces points, been thoroughly cleaned before reopening?**

#### **Control Measures in place**

##### **Hand / respiratory hygiene**

**24. Have you accessed supplies of hand sanitizers and any necessary PPE equipment in line with the HPSC health guidance relating to the reopening of schools, from the national framework provided by the Department**

**25. Are there hand washing/hand sanitising stations in place to accommodate staff, students and visitors adhering to hand hygiene measures in accordance with Department guidance?**

**26. Have arrangements been made for staff and students to have regular access to handwashing/hand sanitising facilities as appropriate?**

**27. Are hand sanitisers easily available and accessible for all staff, students and visitors – e.g. in each classroom and at entry and exit points to school buildings?**

**28. Have you made arrangements to ensure hand hygiene facilities are regularly checked and well-stocked?**

**29. Does the alcohol-based hand sanitiser have at least 60% ethanol or 70% isopropanol as the active ingredient?**

**30. Have you informed staff and students about the importance of hand washing?**

**31. Have you arranged for staff and students to view how to wash their hands (with soap and water for at least 20 seconds) and dry them correctly through the use of the HSE video resource?**

**32. Have you shown staff and students how to use hand sanitiser correctly and where handsanitising stations are located?**

**33. Have you displayed posters on how to wash hands correctly in appropriate locations?**

**34. Have you told staff and students when they need to wash their hands or use hand sanitiser? This includes:**

- . before and after eating and preparing food
- . after coughing or sneezing
- . after using the toilet
- . where hands are dirty
- . before and after wearing gloves
- .before and after being on public transport
- . before leaving home
- . when arriving/leaving the school
- . after each class
- . after touching potentially contaminated surfaces
- . if in contact with someone displaying any COVID-19 symptoms
  - When entering and exiting vehicles
  - When entering and exiting school buildings

**35. Have you told staff and students of the importance of good respiratory measures to limit the spread of the virus, including?**

- avoid touching the face, eyes, nose and mouth
- cover coughs and sneezes with an elbow or a tissue
- dispose of tissues in a covered bin

**Physical Distancing:**

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

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

**38. Have you arranged to revise the layout of the rooms and furniture as per the Department guidelines?**

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

**40. Have you arranged in each room that students would be, at least 1m and (where possible 2m) away from each other?**

**41. Have you made arrangements to limit interaction on arrival and departure from school and in other shared areas?**

**42. Have you encouraged walking or cycling to school as much as possible?**

**43. Have you made arrangements, in so far as possible, to open additional access points to school to reduce congestion?**

**44. Can you provide a one system for entering and exiting the school, where practical?**

**45. Have you arranged for staff meetings to be held remotely or in small groups or in large spaces to facilitate physical distancing?**

**46. Have you taken steps to minimise rotation of staff between classes where possible?**

- 47. Have you a system to regularly remind staff and students to maintain physical distancing?**
- 48. Have you advised staff and students not to shake hands and to avoid any physical contact?**
- 49. Have you stopped all non-essential travel for school activities?**
- 50. Have you advised staff of the Department's guidance to achieve good ventilation**
- 51. Have you checked any mechanical ventilation systems to ensure an adequate supply of fresh air is used**
- Visitors to Schools**
- 53. Have you identified the activities that involve interacting with essential visitors to schools, made arrangements to minimise the number of such visitors and put in place measures to prevent physical contact, as far as possible?**
- 54. Are there arrangements in place to inform essential visitors to schools of the measures to help prevent the spread of infection?**
- 55. Have you a system in place for all visitors who do need to come to the school to make appointment, arrange to contact a central point and to record their visit using the contact tracing log?**

## **APPENDIX 7 Checklist for Managing a Suspected Case of COVID-19**

Each main class cohort should be considered a separate group for the purpose of managing suspected cases. Each teacher/staff member will be required to manage a suspected case in line with the protocol and training.

A nominated member of the school management team will be responsible for ensuring that all aspects of the protocol to deal with suspected cases have been adhered to.

### **Isolation Area**

1. Have you identified a place that can be used as an isolation area, preferably with a door that can close?
2. The isolation area does not have to be a separate room but if it is not a room it should be 2m away from others in the room.
3. Is the isolation area accessible, including to staff and students with disabilities?
4. Is the route to the isolation area accessible?
5. Have you a contingency plan for dealing with more than one suspected case of COVID-19?
6. Are the following available in the isolation area(s)?
  - Tissues
  - Hand sanitiser
  - Disinfectant/wipes
  - Gloves/Masks
  - Waste Bags
  - Bins

### **Isolating a Person**

7. Are procedures in place to accompany the infected person to the isolation area, along the isolation route with physical distancing from them?
8. Are staff familiar with this procedure?
9. Have others been advised to maintain a distance of at least 2m from the affected person at all times? (it is intended that this will be dealt with as part of DES online training)
10. Is there a disposable mask to wear for the affected person while in the common area and when exiting the building?



## **APPENDIX 8**

### **Checklist Lead Worker Representative**

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

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

and what action was taken to remedy the issue?

**19. Are you familiar with what to do in the event of someone developing the symptoms of COVID-19 while at school?**

**20. Are you co-operating with your school in identifying an isolation area and a safe route to that area? (Checklist for dealing with suspected case of COVID-19 available)**

**21. Are you helping in the monitoring and keeping under review the management of someone developing symptoms of COVID-19 while at school?**

**22. Once the affected person has left the school, are you helping in assessing what follow-up action is needed?**

**23. Are you helping in maintaining the staff and student contact log?**

**24. Have you been made aware of any changes to the emergency plans or first aid procedures for your school?**

**25. Are you making yourself available to fellow staff to listen to any COVID-19 control concerns or suggestions they may have?**

**26. Are you raising those control concerns or suggestions with your school Principal and feeding back the response to the staff member/s who raised the issue?**

**27. Are you aware of the availability of the Spectrum Life Wellbeing Together Programme?**

**28. Have you been provided by the Principal/ school management with the supports to which you are entitled in your role as Lead Worker Representative?**

**29. If you are a teacher, have you been provided with the 2 hours per week of protected time off class contact hours, as provided for in the protocol?**

**30. If you are an SNA, have you been provided with 66 of the “72 hours”, as provided for in the protocol?**

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

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