

# COVID-19 Response Plan

ROC-COVID-DOC-001, Version 1.0



**Rockboro Primary & Preschool**

## **Introduction**

This Covid-19 Response Plan is designed to support the staff, faculty and management committee in putting measures in place that will prevent the spread of Covid-19 in Rockboro Primary & Pre-School.

The Covid-19 response plan details the policies and practices necessary for a school to meet the Government's 'Return to Work Safety Protocol', the HSE-HPSC recommendations for reopening of schools and educational facilities and the Department of Education and Skills plan for school reopening to prevent the spread of Covid-19 in the school environment. The plan incorporates current advice about the measures to reduce 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 that 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 Safety 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 management committee, staff, pupils and parents.

This document aims to provide details of:

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

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

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

**Note:** The plan is a live working document and may be reviewed and amended to take into account new guidance from [www.gov.ie](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)

## Rockboro Primary & Pre-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 virus. The policy will be signed and dated by the Principal and Chairperson of the Board of Management and brought to the attention of staff, pupils, parents and others.

### COVID-19 Policy Statement

Rockboro Primary & Pre-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 Board of Management and all school staff are responsible for the implementation of this plan and a combined effort will help contain the spread of the virus. We will:

- Continue to monitor our COVID-19 response and amend this plan in consultation with our staff
- Provide up to date information to our staff and pupils on the Public Health advice issued by the HSE and Gov.ie
- Display information on the signs and symptoms of COVID-19 and correct hand-washing techniques
- Agree with staff, a worker representation who is easily identified to carry out the role outlined in this plan in relation to summer provision
- 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) \_\_Sarah Walsh\_\_(School Administrator)\_\_\_

**Signed:** \_\_\_\_\_ Joanne\_\_Clarkin-Sayers (Chairperson)

**Date:** \_\_\_\_\_ 17/08/2020 \_\_\_\_\_

## 2. Planning and Preparing for Return to School

The Management Committee 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.

### School Buildings

Before reopening in the new school year, the school will check the following:

- The water system is flushed at outlets following low usage to prevent Legionella disease;
- School equipment and mechanical ventilation has been checked for signs of deterioration or damage before being used again;
- Bin collections and other essential services resumed.

### Signage

The School will display signage outlining the signs and symptoms of COVID-19 and to support good hand and respiratory hygiene. The following link is 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/>. Posters will be displayed in prominent areas such as school entrances, offices, corridors, staffroom area, classrooms and toilets.

### Procedure for Returning to Work (RTW)

In order to return to the workplace, staff must complete a **Return to Work (RTW)** form, which is available electronically from the school office or school website. A hard copy is attached also at **Appendix 1**.

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

In advance of school reopening details Induction Training will be completed by staff prior to return to the workplace, the induction training can be accessed on the school website. Details of any additional health and safety measures in place in the school to facilitate the staff member's return to the school facility will also be posted on the school website. Staff will be expected to sign a training completion form for each item of induction training complete.

**Note: Induction Training for staff will be a combination of the School COVID Response plan and online training modules developed by the Department of Education made available for all schools and staff.**

## 3. Return to work safely and Lead Worker Representative

Responsibility for the development and implementation of the Covid-19 Response plan and the associated control measures lies primarily with the Management Committee of 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 role of the worker representative is to ensure that Covid-19 measures are adhered to in the workplace as follows:

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

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

Name(s) of Lead Worker representative	Contact Details
Lead Worker Representative - Sarah Walsh Deputy Worker Representative - Tracy Slattery	<a href="mailto:reception@rockboroschool.ie">reception@rockboroschool.ie</a> 021-4314324

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

#### 4. Safety Statement and Risk Assessment

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

The school reviewed its emergency procedures involving fire safety, first aid, accidents and dangerous occurrences to consider any new risks that arise due to the school's COVID-19 Response Plan. Any changes to the school existing emergency procedures will be documented.

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

In order to prevent the spread of COVID-19 it is important to know and recognise the symptoms. 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 will be achieved through the following measures:

- Promote awareness of COVID-19 and its symptoms amongst staff, pupils, parents and visitors.
- Advise staff and parents of pupils who have symptoms of COVID-19 or other acute infectious diseases not to attend school, to phone their GP and follow the HSE guidance on self-isolation.
- Advise staff and parents of pupils who have been identified by the HSE as contact of a person with COVID-19 not to attend 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 sanitiser.
- Visitors to school during the day should be by prior arrangement and should be received at a specific contact point.

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

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

The Department of Education and Skills will ensure all updated advice is available to schools. Rockboro Primary & Pre-School will arrange for this advice to be circulated to staff, pupils and visitors in a timely manner i.e. posted on the school website.

The Department has been working closely with the HSE and the Health Protection Surveillance Centre (HSPC) 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>

The advice will continue to be updated in line with public health advice generally and will inform the development of more detailed guidance for schools by the Department of Education. <https://www.education.ie/en/covid-19/interim-recommendations-for-the-reopening-of-schools-and-educational-facilities.pdf>

### Managing the risk of spread of COVID-19

#### Wash your hands frequently

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

The school will promote and follow the HSE guidelines on handwashing:

For advice from the HSE on how to wash your hands the following link will be helpful:  
<https://www2.hse.ie/wellbeing/how-to-wash-your-hands.html>

A mild non antibacterial soap will be provided at sinks for staff and pupils. Where possible cartridges of wall mounted liquid soap will be available otherwise standalone manual pump action soap dispensers will be provided.

Where a liquid soap container is refillable, the container and pump should be emptied & cleaned completely before being refilled.

Soap and water must be used if hands are visibly soiled.

Foot operated pedal bins will be located near wash basins for disposing paper towels.

Hand washing facilities will be maintained in a good condition and supplies of paper towels and soap will be topped up regularly to encourage pupils to use them.

Paper towels will be available at or near the wash hand basins for drying hands - Shared towels will not be used in School.

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

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

Hand sanitisers have been readily deployed in the school settings to avoid disruption to teaching and learning and to avoid congestion of staff and pupils waiting to use hand washing facilities.

They are available at entry and exit points and in each classroom.

The school will make available alcohol-based hand sanitizer that has at least 60% ethanol or 70% isopropanol.

### **Avoid touching eyes, nose and mouth**

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

### **Physical Distancing**

Physical distancing is recommended to reduce the spread of infection to the school environment and workplace. Physical distancing measures fall into two broad categories:

- increasing separation
- decreasing interaction

Physical distancing measures at Rockboro are to be informed by public health advice for schools. Interim public health advice has been received from the (Health Protection Surveillance Centre) HPSC and is available at this link as outlined above. This advice will be updated by the Health Authorities and Rockboro will implement this advice for the safe re-opening & continued operation of our school.

#### *Increasing Separation*



All available space in the school will be availed of in order to maximise physical distancing. The classroom spaces have been reconfigured to maximize physical distancing.

The HPSC advise that the risk of infection may be reduced by structuring pupils and teachers into class bubbles i.e. a class grouping which stays apart from other classes as much as possible.

The Teacher's desk will be placed at least 1m and where possible 2m away from pupils' desks.

A distance of 1 metre will be maintained between desks for individual pupils in J3 to J6.

It is recognised that younger children are unlikely to maintain physical distance indoors therefore in line with HPSC advice 1m distance between desks for individual pupils will not be implemented in the first 4 years of our primary school (Junior Infants to J2). Where appropriate and depending on class size Junior Infants to J2 pupils may be arranged into discrete Pods within the class bubble. There will be 1m distancing between pods where practical /possible.

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

### *Decreasing Interaction*

A common-sense approach is required in recognising the limits to which decreasing interaction between pupils can /should be achieved. The following measures will be encouraged

- Limit interactions between bubbles on arrival and departure and in hallways and other shared spaces.
- Social physical contact (hand to hand greeting/hugs) will be discouraged - please click on the following link to view alternative greetings that parents can encourage the children to use in the school environment.
- Where pupils need to move about within the classroom to perform activities (for example access to a shared resource) this will be organised to the greatest extent possible to minimise congregation around the point of access to the shared resource.
- Pupils and teachers should avoid sharing items such as pens and other writing materials to the greatest extent possible.
- Pupils/staff will be encouraged to avoid behaviours that involve hand to mouth contact i.e. putting pens/pencils in the mouth.
- Where teaching/learning involves use of keyboards or tablets the contact surfaces of the devices will be cleaned regularly and hand hygiene encouraged.
- Where sub-groups are framed within a class for group work, to the greatest extent possible the same pupils will generally be in the same group, although movement between groups may be necessary and will be managed at the teacher's discretion.
- Different class bubbles will where possible have separate breaks and meal times or separate areas at break or meal times.
- Staff members who move from class bubble to class bubble should be limited as much as possible.

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

Arrangements for dropping off / picking up children:

Rockboro School will operate a rolling drop off and pick up process.

Morning drop off will run continuously from 8.30 - 9am. Parents will be required to drop their children off in designated zones. Parents may assist their children out of the car but may not accompany their children into the school. In accordance with HPSC guidance Rockboro School will not be conducting temperature checks/screening of pupils entering the school.

Students should maintain 2 metres physical distance as much as possible.

Junior infants' pupils will enter the school via the front door - these junior pupils will be assisted into school by members of staff/faculty.

Senior Infants to J6 pupils will be guided to follow a designated pathway parallel to the playing field and will enter the school via the rear entrance of the school.

Pupils will be required to

- progress to their designated entry point
- Hang up their coats and bags
- Wash and dry their hands
- Progress to their designated seat/desk in the classroom.

At the end of the school day pupils will exit the school one at a time or in family groups via the door they entered as parents' cars arrive in the rolling queue for collection.

Parents/Guardian's that;

- Drive to school for collection must wait in their car.
- Travel to school by alternative means to collect their children i.e., walking or cycling must wait outside the school in a socially distanced manner i.e. 2m apart from others.

Rockboro Primary and Pre-School encourages Walking/Cycling to school where possible.

### **Physical distancing for Staff**

A distance of 2m is recommended for physical distancing by staff. In the context of education this is especially relevant to distancing between adults when they are not engaged in teaching for example when on breaks and arriving for work. If a physical distance of 2m cannot be maintained then face coverings should be worn.

Teachers will wear visors when interacting with pupils and teaching in the classroom setting.

The staff meeting will be held in the school hall with seating arranged at 2m distance.

In accordance with HPSC advice there is a no hand shaking policy at Rockboro School.

Staff rotation between classes will be minimised where possible.

When using the canteen staff should maintain a physical distance of 2m and where this is not possible face coverings should be worn.

### **Yard/Supervision**

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

- Play / outside time will be adjusted to minimise crowding at entrance and exit.
- Where appropriate breaks times and outdoor access will be staggered.
- Pupils will be required to perform hand hygiene before eating at break time and upon return from outdoor activities
- Equipment sharing will be minimised and shared equipment will be cleaned between use by different people.

### **Choir/Singing/Music Performances**

Choir/singing/music performance may pose a higher level of risk. Based on public health advice pupils in J3 - J6 will be required to wear face coverings when participating in singing, music and drama classes. These pupils will be required to wear a clean double layer cloth face covering. Face cloth masks must be freshly laundered for reuse between school days.

### **Practice 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.

### **People at every 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. The list of people in very high-risk groups include people who:

- Are over 70 years of age – even if you're fit and well
- Have had an organ transplant
- Are undergoing active chemotherapy for cancer
- Are having radical radiotherapy for 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 immunosuppressive 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 Social Protection.

If the Management Committee is unsure whether or not staff fall into the very high-risk category, advice will be sought from the HSE.

## **6. Procedure for Returning to Work**

### **i. Return to Work Form**

Staff will be required to complete a RTW form at least 3 days prior to any return to the school facility (see section 2 above). The purpose of the RTW form is to get confirmation from staff that, to the best of his/her knowledge, he/she has no symptoms of COVID-19 and is not self-isolating or cocooning or awaiting the results of a Covid-19 test.

### **ii. Induction Training**

All staff will undertake and complete Covid-19 Induction Training prior to the re-opening of the Primary and Pre-School. The aim of such training is to ensure that staff have full knowledge and understanding of the following:

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

Staff will be kept fully informed of the control measures in place in the school and their duties and responsibilities in preventing the spread of Covid-19 and with any changes to the control measures or guidance available from the public health authorities.

If a staff member is unsure about any aspect of the Covid-19 Response Plan, the associated control measures, or his/her duties, he/she should immediately seek guidance from the Chairperson.

Note: Induction Training for reopening schools in the new school year will be developed by the Department of Education and Skills and made available for all schools and staff.

## **7. Control Measures**

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 Rockboro school & Preschool

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.*

The following control measures have been put in place:

### **iii. Hygiene and Respiratory Etiquette**

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

Guidance documentation and Information posters will be available at various locations within the school facility. Information posters will be prominently displayed at appropriate locations within the school facility including offices, corridors, staffroom area, classrooms and toilet areas. Such are intended to inform but also to remind everyone about the importance of hygiene in preventing the spread of Covid-19 virus and protecting health and safety.

Handwashing facilities and / or hand sanitisers are available at multiple locations within the school & Preschool facility and are available prior to entering or within each classroom.

### **iv. Use of Personal Protective Equipment (PPE)**

PPE is not required to be worn by staff 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 i.e First Aid
- 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, Rockboro staff will wear a visor as an alternative to facial covering 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.

### **Wearing of Gloves**

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

However disposable gloves may be worn by staff/faculty during certain circumstances for example when assisting with a suspected case of COVID-19 in a symptomatic person, sanitizing frequently touched surfaces between classes assisting with intimate care of a pupil or when assisting a junior pupil with snack/lunch items.

### **v. Cleaning**

Arrangements for more regular and thorough cleaning of areas and surfaces within the school are as follows;.

Daily cleaning of communal areas and frequently touched surfaces shall be conducted by contracted cleaning staff, in particular, toilets, door handles and kitchens.

Cleaning of door handles, desks, backs of chairs and other frequently touched surfaces in the classroom will be performed by staff regularly and whenever facilities or surfaces are visibly dirty i.e. prior to commencing the first class of the day, upon return from break and at the end of the last class of the day.

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

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

Staff are responsible for cleaning personnel items that have been brought into work and are likely to be handled at work or during breaks and must avoid leaving them down on communal surfaces or they must clean the surface after the personnel item is removed.

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

Lunch boxes/Drink Bottles/Pencil Cases/Stationary - These items must be easily wiped clean and clearly labelled. Unlabelled items found at the end of the school day will be disposed of. Parents/guardians must ensure lunchboxes and drink bottles are thoroughly cleaned in warm soapy water on a daily basis.

It is preferable for pupils to leave their pencil case in school so parents/guardians must ensure they have supplied their child with enough stationary for both home and school.

School uniform and Tracksuit - In line with public health advice Rockboro school will not require parents to launder uniforms/tracksuits on a daily basis. Parents/guardians must ensure pupils go to school in a

clean/uniform/tracksuit and that these items are clearly labelled & laundered once per week i.e. on weekends.

Library - there will be no library service available to the primary school in the first term. This will be reviewed at the end of term and any decision taken will be in line with public health advice.

**vi. Access to the school building / contact log**

Parents will no longer be permitted to enter the school building.

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 Chairperson.

The prompt identification and isolation of potentially infectious individuals is a critical step in restricting the spread of the virus and protecting the health and safety of the individual themselves and other staff, contractors and visitors at the workplace. A detailed sign in/ sign out log of those entering the school facilities will be maintained. The school will maintain a log of staff and students contacts. In addition, see visitor contact log at **Appendix 3**.

Forgotten Items, in the event that a pupil forgets something at home and parents wish to bring it to them it will be necessary to ring the school office in advance and arrangements will be made for parents to drop off such items in a designated area from where they will be passed on to the pupil by a member of the staff/faculty.

**vii. First Aid/emergency procedure**

The standard First Aid/Emergency procedure shall continue to apply in Rockboro Primary & Pre-School.

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

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

**7. Dealing with a suspected case of Covid-19**

Staff or pupils should not attend school if displaying any symptoms of Covid-19. The following outlines how Rockboro Primary & Pre-School will deal with a suspected case that may arise during the course of the work.

A designated isolation area has been identified within the school building - COVID Isolation Room in the Pre-fab building. The possibility of having more than one person displaying signs of Covid-19 has been considered and a contingency plan for dealing with additional cases put in place - The Language room in the prefab has been identified as a second isolation room and the J2 classroom (currently unused during core school day) has been identified as the third isolation room. These designated isolation areas are behind a closed door and away from other staff and pupils as recommended by the HPSC.

If a staff member/pupil displays symptoms of Covid-19 while attending / at work in Rockboro Primary & Pre-School the following are the procedures to be implemented:

- If a child develops any symptoms of acute respiratory infection including cough, fever, shortness of breath or sudden loss of taste or smell the principal will be notified and a member of staff/faculty will take them to the designated isolation room.

- The parents/guardians will be contacted immediately, asked to collect the child as soon as possible and inform their GP by phone of the symptoms.
- If a staff member develops symptoms of acute respiratory infection including cough, fever or shortness of breath the Principal will be notified and the symptomatic person will be requested to go home without delay and contact their GP by telephone.
- If a pupil/staff member is too unwell to go home or advice is required, contact 999 or 112 and inform them that the person is a COVID-19 suspect.
- Where possible keep at least 2 metres away from the symptomatic person and also make sure that others maintain a distance of at least 2 metres from the symptomatic person at all times. If a distance of 2 m cannot be maintained then a staff member caring for a symptomatic person waiting for pick up, they should wear a cloth face covering or mask.
- A mask will be provided for the person presenting with symptoms. He/she should wear the mask if in a common area with other people or while exiting the premises
- Facilitate the person presenting with symptoms remaining in isolation if they cannot immediately go home. If the symptomatic person is a member of staff, facilitate them calling their doctor, in the case of a pupil the parents/guardian should contact their GP. The individual should avoid touching people, surfaces and objects. Advice will be given to the person presenting with symptoms to cover their mouth and nose with disposable tissue provided when they cough or sneeze and put the tissue in the waste bag provided.
- If the symptomatic person is well enough to go home public transport of any kind should not be used
- An assessment of the incident will be conducted which will form part of determining follow-up actions and recovery
- Once the isolation room is vacated it should not be reused until it has been cleaned and disinfected.
- The room and furniture should be cleaned using a disposable cloth and a household detergent followed by disinfection with a chlorine based product such as sodium hypochlorite (household bleach) or alternatively use a two in one process of cleaning and disinfection with a single product such as certain wipes.
- A COVID-19 kit is available in the isolation room which contains the necessary PPE and cleaning/disinfection products.

Prior to return to school parents/guardians must complete the post symptomatic pupil return to school form - ref **Appendix 4**.

Parents must declare that their child is

- No longer symptomatic
- Was assessed by a GP
- If advised tested for COVID-19
- Confirm their child or family was not advised to go into isolation
- Tested negative for COVID-19

Pupils will not be permitted to return to school until this signed form is returned to the school office in advance of return to school.



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

## **8. Staff Duties**

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

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

## **9. Covid related absence management**

The management of Covid-19 related absence will be managed in line with agreed procedures with the Department of Social Protection.

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

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

The Management Committee 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. Please click on the following link for the Wellbeing toolkit for Primary Schools, <https://assets.gov.ie/84690/2b45f703-2627-42ac-82b9-f919c440de4b.pdf>



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

Created by \_\_\_\_\_ Sarah Walsh \_\_\_\_\_ Date \_\_\_\_\_ 25/08/2020 \_\_\_\_\_

**School Administrator**

Reviewed by \_\_\_\_\_ Naoimh Riordan \_\_\_\_\_ Date \_\_\_\_\_ 26/8/20 \_\_\_\_\_

**Faculty Rockboro Primary School**

Reviewed by \_\_\_\_\_ Aoife Healy \_\_\_\_\_ Date \_\_\_\_\_ 28/08/2020 \_\_\_\_\_

**Faculty Rockboro Primary School**

Approved By \_\_\_\_\_ Joanne Clarkin-Sayers \_\_\_\_\_ Date \_\_\_\_\_ 28/08/2020 \_\_\_\_\_

**Chairperson Rockboro Committee**

## **APPENDIX 1**

### **Rockboro Primary & Pre-School**

### **Pre-Return to Work Form**

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

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

Name: \_\_\_\_\_  
Name of School: \_\_\_\_\_  
Name of Chairperson: \_\_\_\_\_ Date: \_\_\_\_\_

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

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

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

Print: \_\_\_\_\_

## APPENDIX 2

### COVID-19 Risk Assessment – Rockboro Primary & Preschool, COVID-19 Risk Template (List identifies COVID-19 as the hazard and outlines control measures required to deal with this risk)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H=High M=Medium L=Low	Controls (When all controls are in place risk will be reduced)	Is this control in place?	Action/to do list/outstanding controls  *Risk rating applies to outstanding controls outlined in this column

If there is one or more High Risk (H) actions needed, then the risk of injury could be high and immediate action should be taken. Medium Risk (M) actions should be dealt with as soon as possible. Low Risk (L) actions should be dealt with as soon as practicable.

Risk Assessment carried out by: Joanne Clarkin-Sayers (Chairperson BOM)

Date: 19

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# APPENDIX 3

## Contact Tracing Log – Rockboro Primary & Pre-School

<b>Name of School</b>				<b>School Contact Person</b>	
<b>Address of School</b>				<b>For Queries only: Phone No</b>	
				<b>Email</b>	
<b>Name of Visitor</b>					Was the visit pre 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> _____
<b>Visitor Status</b>	Contractor <input type="checkbox"/>	Parent/Guardian <input type="checkbox"/>	Other <input type="checkbox"/> Please complete: _____		
<b>Contact details of visitor</b>	Company Name (if applicable)				
	Address				
	Contact No.		Email Address		
	Reason for Visit				
<b>Who the visitor met (separate line required for each person the visitor met)</b>					
<b>Name of Person visited</b>					<b>Length of time spent at school</b>

## APPENDIX 4

### Rockboro School Return to School Form

ROC-FR-001

Version 1.0



As per the Rockboro COVID-19 Response Plan, if a pupil was sent home from school because they became COVID-19 symptomatic parents/guardians must complete the pupil return to school form.

I declare that my child \_\_\_\_\_ is

- No longer COVID-19 symptomatic
- Was assessed by a GP
- If advised was tested for COVID-19 and that the test was negative
- Confirm my child or family was not advised to go into isolation

Proposed return to school date or my child is \_\_\_\_\_

**Signature Parent/Guardian:** \_\_\_\_\_

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

Pupils will not be permitted to return to school until this signed form is returned to the school office in advance of returning to school.

## Document History

Version	Reason for Change	Created by / Updated by
1.0	Original for school reopening 2020	Sarah Walsh