



ST JOSEPH'S COLLEGE, GARBALLY

COVID-19 RESPONSE PLAN
FOR
THE SAFE AND SUSTAINABLE OPERATION
OF POST PRIMARY SCHOOLS
FEBURARY 2021

Table of Contents:

- 1) Introduction
- 2) What is a School COVID-19 Response Plan?
- 3) School COVID-19 Policy
- 4) Planning and Preparing for Return to School
 - 4.1) Induction Training
 - 4.2) Procedure for Returning to Work (RTW)
 - 4.3) Lead Worker Representative (LWR)
 - 4.4) Display signage
 - 4.5) Making changes to school layout
 - 4.6) Update Safety and Risk Assessment
 - 4.7) Access to the School and Contact Log
- 5) Control Measures – To prevent Introduction and Spread of COVID-19 in Schools
 - 5.1) Know the Symptoms of COVID-19
 - 5.2) Respiratory Hygiene
 - 5.3) Hand Hygiene
 - 5.4) Physical Distancing
 - 5.5) Use of PPE in Schools
- 6) Impact of COVID-19 on certain school activities
- 7) Hygiene and Cleaning in School
- 8) Dealing with a suspected case
- 9) Staff Duties
- 10) Absence Management
- 11) Employee Assistance and Wellbeing Programme

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

Appendices

Appendix 1	Return to Work Form
Appendix 2	Lead Worker Representative
Appendix 3	Reconfigurations of Classrooms – Base Classrooms
3(1)	Room Maps
3(2)	Moving Around the School
Appendix 4	Risk Assessment
Appendix 5	School Contact Tracing Log
Appendix 6	Masks and Face Coverings – Use, care and disposal guidelines.
Appendix 7	Checklist for School Managers
Appendix 8	Checklist for Managing a Suspected Case of COVID-19
Appendix 9	Checklist for Lead Worker Representative
Appendix 10	Checklist for Cleaning

1) Introduction

A revision of the COVID-19 Response Plan for the safe and sustainable operation of Post Primary Schools is necessary to ensure that it is in compliance with the Government's Resilience and Recovery 2020-2021: Plan for Living with COVID-19 and the 'Work Safely Protocol' which has been developed by the Department of Enterprise, Trade and Employment and the Department of Health with guidance documents provided by the Health and Safety Authority (HSA).

The 'Work Safely Protocol' is a revised version of the 'Return to Work Safely Protocol' and contains many of the elements and features of the original guidance but is updated to reflect the latest advice issued by Government and National Health Emergency Team (NPHET) to reduce the spread of COVID-19 in the workplace.

Each workplace is required to have a COVID-19 Response Plan. In addition to being places of learning, schools are also places of work.

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

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

One of the key challenges is to balance the need for a practical and sensible level of caution with the need to provide a supportive environment for teaching and learning. This document identifies the steps Garbally College has and will take schools to do everything practical to avoid the introduction of COVID-19 into the school and the steps that can be taken to reduce the likelihood of the spread within the school itself.

The Department has worked intensively with the education partners to develop consistent plans, advice, protocols and guidance for schools, including the Garbally College's School COVID-19 Response plan.

2) What is a COVID-19 Response Plan?

A COVID-19 Response Plan is designed to support the staff and Board of Management (BOM) in putting measures in place that aim to prevent the spread of COVID-19 in the school environment

The COVID-19 Response Plan details the policies and practices necessary for a school to meet the Government's 'Work Safely Protocol', to prevent the introduction and spread of COVID-19 in the school environment.

It is important that school-based teaching and learning and the operation of school facilities complies with the public health advice and guidance documents prepared by the Department. Doing so minimises the risk to students, staff and others. The response plan supports the sustainable operation of schools where the overriding objective is to protect the health of staff and students while promoting the educational and development needs of the students in the school. The COVID-19 response plan is a living document and will be updated in line with the public health advice as appropriate for post primary schools.

In line with the Work Safely Protocol, the key to maintaining a safe school requires strong communication and a shared collaborative approach between the BOM, staff, students and parents.

The assistance and cooperation of all staff, students, parents, 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.

3) School COVID-19 Policy

A COVID-19 policy outlines the ongoing commitment of the school to implementing the plan and help prevent the introduction and spread of the virus. The revised updated policy will be signed

and dated by the chairperson and principal of the BOM and brought to the attention of the staff, students, parents and others.

COVID-19 Policy Statement

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

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

All school staff will be consulted on an ongoing basis and feedback is encouraged on any concerns, issues or suggestions.

This can be done through the Lead Worker Representative(s), who will be supported in line with the agreement between the Department and education partners.

Signed: _____ Date: _____
Fr Colm Allman (Chairperson Board of Management)

Signed: _____ Date: _____
Mr Paul Walsh (Principal)

4) Reviewing the safe operation of schools

The BOM aims to facilitate the continuation of school based teaching and learning and a safe working environment for staff. The operation of schools must be done safely and in strict adherence to the public health advice and any guidance issued by the Department of Education.

Details for the safe operation of a school facility and the applicable controls are outlined in this document. Garbally College has reviewed their current processes to ensure that they include the following:

- Arrangements to keep up to date with public health advice, changes to any Government plans for living with COVID-19 and Department of Education updates;
- Arrangements to pass on this information in a timely manner to staff, students, parents and others as required;
- Ensured that staff have reviewed the training materials provided by the Department of Education.
- Provided staff with access to the Return to Work (RTW) form.
- Identified a Lead Worker representative(s).
- Displayed posters and other signage to prevent introduction and spread of COVID-19.
- Made the necessary changes to the school or classroom layout if necessary to support the redesign of classrooms to support physical distancing.
- Removed unnecessary clutter to facilitate ongoing cleaning of the school taking into account the importance of having educational materials to create a stimulating learning environment;
- Updated the health and safety risk assessment.
- Made necessary arrangements to limit access to the school to necessary visitors and maintain records of contacts to the school.
- Reviewed the school buildings to check the following after any period of closure:
 - Does the water system need flushing at outlets following low usage to prevent Legionella disease?
 - Has school equipment and mechanical ventilation been checked for signs of deterioration or damage before being used again?
 - Have bin collections and other essential services resumed?

4.1 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 or her duties, he or she should immediately seek guidance from the Principal, Mr Paul Walsh, who is supported in this role by the Board of Management

4.2 PROCEDURE FOR RETURNING TO WORK (RTW)

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

A RTW form should be completed and returned to the school before returning to work. Schools should request staff to confirm that the details in the Return to Work Form remain unchanged following subsequent periods of closure such as school holidays.

The principal will also provide details of the **Induction Training** for completion by staff and details of any additional health and safety measures in place in the school to facilitate the staff member's return to the school facility.

There are some school staff who may be unable to return to school. Current public health guidelines have identified these people as being in groups who are defined as being at **very high risk**. This will be updated in line with public health advice.

People at very high risk (extremely vulnerable)

The list of people in [very high risk groups](#) includes people who:

- are over 70 years of age – even if fit and well
- have had an organ transplant
- are undergoing active chemotherapy for cancer
- are having radical radiotherapy for lung cancer

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

The advice for this group is available from the HSE. Details of the working arrangements that apply to the very high risk school staff, is in accordance with those applying for the public service generally, and is detailed in the relevant Department of Education circulars available on the Department's website.

4.3 LEAD WORKER REPRESENTATIVE

The protocol provides for the appointment of a Lead Worker Representative (LWR) in each workplace. The LWR will work in collaboration with the employer to assist in the implementation of measures to prevent the spread of COVID -19 and monitor adherence to those measures and to be involved in communicating the health advice around COVID-19 in the workplace.

This section sets out how the provisions will operate in schools. The process for appointment of the lead worker representative in schools has been agreed centrally between the Department of Education and the education partners.

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

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

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

Role of the Lead Worker Representative

In summary, the role of the LWR is to:

- Represent all staff in the workplace regardless of role, and be aware of specific issues that may arise in respect of different staff cohorts;
- 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 implementing infection prevention control measures to suppress COVID-19 in the workplace in line with the Work Safety Protocol and current public health advice;
- In conjunction with school management, monitor adherence to measures put in place to prevent the spread of COVID-19;
- Conduct regular reviews of safety measures;
- Report any issues of concern immediately to school management and keep records of such issues and actions taken to rectify them;
- Consult with the school management on the school's COVID-19 Response Plan in the event of someone developing COVID-19 while in school including the location of an isolation area and a safe route to that area;

- Following any incident, assess with the school management any follow up action that is required;
- Consult with colleagues on matters relating to COVID-19 in the workplace;
- Make representations to school management on behalf of their colleagues on matters relating to COVID-19 in the workplace.

Garbally College' Lead Worker Representatives

Name of lead worker representative:	Contact details:
Joan Madden	joan.madden@garbally.ie

Name(s) of lead worker representative:	Contact details:
Cathal Reilly	cathal.reilly@garbally.ie

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

Full details of the arrangements which apply for the LWR in post primary schools is set out at **Appendix 2**.

4.4 SIGNAGE

St Joseph's Garbally, has mounted signage outlining the signs and symptoms of Covid-19, Social Distancing, good hand and respiratory hygiene, mask wearing and key health messages - hand washing, sneeze and cough etiquette, in prominent areas such as offices, corridors, staffroom, classrooms and toilets. Directional arrows have been painted/ applied inside and outside the school to highlight entrance and exit routes for students.

See **Appendix 3** Maps of assigned classrooms to year groups and entrance and exit routes for same.

4.5 RECONFIGURATION OF CLASSROOMS AND TIMETABLE

St Joseph's College Garbally has reconfigured the school's environment to minimise the risk of the introduction and spread of Covid-19.

See Appendices 3.(1) and 3.(2)

4.6 SAFETY STATEMENT AND RISK ASSESSMENT

COVID-19 represents a hazard in the context of health and safety in the school environment.

St Joseph's College has and will review their 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.

St Joseph's College has and will also review their existing risk assessments to consider any new risks that arise due to the school's COVID-19 Response Plan.

Appendix 4

First Aid/Emergency Procedures

The standard First Aid/emergency procedure shall continue to apply in St Joseph's College. In an emergency or in case of a serious incident, St Joseph's College will call for an ambulance or the fire brigade on 112/999 giving details of location and type of medical incident.

4.7 ACCESS TO SCHOOL AND CONTACT LOG

Access to St Joseph's College, Garbally will be in line with agreed school procedures.

Visiting the School

While parents/guardians are welcome, the paramount concern of the school is to provide a safe, orderly and inviting learning environment in which disruptions are minimised.

DUE TO COVID- 19, PARENT/S, GUARDIAN/S AND VISITORS ARE REQUIRED TO RING THE OFFICE (0909642504) FOR AN APPOINTMENT BEFORE APPROACHING THE SCHOOL.

On arrival on the school's grounds, PARENTS/GUARDIAN/S/ VISITOR/S are required to ring the school (0909642504) again and remain in their car/away from the school buildings until invited by the receptionist to approach the school. Visitors are required to use, only, the designated entrance (side door entrance leading to the

Principal's Office) Visitors must wear a mask, sanitise, and sign the Contact tracing book and wait.

Parents/Guardians who arrive to collect their son/s, as arranged (see above) must follow the receptionist's instructions with regard to signing-out their son/s.

Parents who do not have children in the school but may be interested in enrolling their children should first contact the school's main office (0909642504) for the school's scheduled specific times to conduct tours of their schools for prospective parents. All Covid-19 procedures regarding visitors apply (see above)

Any staff member who sees an individual in a school who has not received permission must direct the individual to follow the above guidelines re visiting the school and notify the Principal. No unauthorised persons are allowed in the school. Any individual who disrupts the educational environment may be requested to leave.

Arrangement for necessary visitors such as contractors and parents will be restricted to essential purposes and limited to those who have obtained prior approval from the principal, Mr Paul Walsh/ school's receptionists. The Department of Education Inspectorate may also need to visit schools and centres for education 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. Garbally College maintains a log of staff and students contacts.

St Joseph's College, Garbally will maintain a log of staff and students contacts and be in compliance with the GDPR and the Data Protection Acts.

St. Joseph's College, Garbally maintains all school records and data and processes them in compliance with GDPD and the Data Protection Acts, The responsibility for compliance with the legislation rests with the school/BOM in their role as data controller.

5 CONTROL MEASURES TO PREVENT THE INTRODUCTION AND SPREAD OF COVID-19

IN ST JOSEPH'S COLLEGE, GARBALLY

One of the key messages to manage the risks of COVID-19 is to do everything practical to avoid the introduction of COVID-19 into the school. If infection is not introduced it cannot be spread. The risk of spreading the infection once introduced exists in all interpersonal interactions; student - student, teacher - teacher and teacher- student, and must be managed in all settings.

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

It is critical that staff, students, parents and visitors are aware of, and adhere to, the control measures outlined (See appendices and that they fully cooperate with all health and safety requirements.

Staff, should note that they have a legal obligation under Section 13 of the Safety, Health and Welfare at Work Act 2005 to comply with health and safety requirements and to take reasonable care for the health and safety of themselves, their colleagues and other parties within the workplace.

How to Minimise the Risk of Introduction of COVID-19 in St Joseph's College, Garbally

Promote awareness of COVID-19 symptoms .

- Staff and students that have symptoms are advised not to attend school, to phone their doctor and to follow HSE guidance on self-isolation;
- Staff and students are advised to self-isolate or restrict their movements at home if they display any signs or symptoms of COVID-19 and contact their family doctor to arrange a test

- Staff and students are advised 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.

- Staff and students that develop symptoms at school are advised to bring this to the attention of the principal, Mr Paul Walsh (Jacinta Deady Henry, if the principal is unavailable)/LWR promptly. (Phone/text)

- Ensure that staff and students know the protocol for managing a suspected case of COVID-19 in school.

- Staff and students are advised 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.
- Everyone entering the school building is advised that they needs to perform hand hygiene with a hand sanitiser and wear a mask.
- All relevant parties are advised that visitors to the school during the day should be by prior arrangement with the principal, Mr Paul Walsh, and should be received at a specific contact point.
- Physical distancing of 2 metres should be maintained between staff and visitors where possible.

5.1 Know the Symptoms of COVID-19

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

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

Infection with the virus that causes COVID-19 can cause illness, ranging from mild to severe, and, in some cases, can be fatal. It can take up to 14 days for symptoms to show. They can be similar to symptoms of [cold](#) and [flu](#).

Common symptoms of coronavirus include:

- a fever (high temperature - 38 degrees Celsius or above).
- a new cough - this can be any kind of cough, not just dry.
- shortness of breath or breathing difficulties.
- loss or change in your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

If you have any common symptoms of COVID-19 (coronavirus), [self-isolate](#) (stay in your room) and phone your family doctor straight away to see if you need [a COVID-19 test](#). Other people in your household will need to [restrict their movements](#) (stay at home).

Getting an early diagnosis means, you can get the help you need and take steps to avoid spreading the virus, if you have it.

For the complete list of symptoms, please refer to the HSE [Website](#).

COVID-19 Tracker App

COVID Tracker app is a free and easy-to-use mobile phone app that 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](#)

5.2 RESPIRATORY HYGIENE

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

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

5.3 Hand Hygiene

Staff and students should understand why hand hygiene is important as well as when and how to wash their hands. Hand Sanitisers are in each Classroom/ Sports Complex/Kitchens/Entry and Exit points/Staff room/ Toilets etc

Schools should promote good hygiene and display posters throughout the schools on how to wash your hands. Follow the HSE guidelines on handwashing:

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

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

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

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

Hand sanitiser dispensers can be deployed more readily at exit and entry points of schools and classrooms and care should be taken to clean up any hand sanitizer spills to prevent risks of falls.

Warm water is preferable to hot or cold water for hand washing but if the plumbing system only supplies cold water, a soap that emulsifies easily in cold water should be used.

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

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

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

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

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

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

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

Frequency of Hand Hygiene

Students and staff should perform hand hygiene:

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

5.4 PHYSICAL DISTANCING

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

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

However where possible staff should maintain a minimum of 1 m distance and where possible 2m. They should also take measures to avoid close contact at face to face level such as remaining standing rather than sitting beside/crouching down.

Physical distancing falls into two categories:

- Increasing separation
- Decreasing interaction

Increasing separation

Given that each school setting is different in terms of (i) location; (ii) physical layout (iii) available space within the school; and (iv) student numbers; schools themselves are best placed to decide on the appropriate reconfigurations / operational changes necessary to maintain physical distancing.

In recognition that a 'one size fits all' approach would not be appropriate as schools themselves are best placed to decide on the appropriate configuration for their school, the Department has developed a *Framework to maintain Physical Distancing in the Classroom in Post Primary Schools with a full return of all Students for the 2020/21 School Year*. The Framework sets out a suite of available measures that must be implemented at individual school level to the greatest possible extent.

St Joseph's College, Garbally has in compliance with the Framework has:

1. Reconfigured class spaces to maximise physical distancing
2. Utilised and reconfigured all available space in the school in order to maximise physical distancing
3. Reviewed Timetables Increased the number of doubles, where possible. Staggered breaks and lunchtimes
4. Reconfigured Classes – divisions of large classes in TY, 5th and 6th yr
5. Using Live Streaming within the School for Assemblies etc
6. Updated their Visitor to the school policy and procedure.

Decreasing interaction

The extent to which decreasing interaction is possible in a post primary school will depend on the school setting and a common-sense approach is required recognising the limits to which this can be achieved between students.

In schools physical distancing of 2m where possible or at least 1m should be maintained between desks or between individual students or staff.

As far as possible and practical, students would remain in the classroom and teachers would move between rooms.

As far as possible and practical students would be assigned to a main class cohort which would remain in the classroom for most subjects, with teachers moving between rooms.

Where possible and practical double classes should be planned to minimise movement during the day.

Where students have an elective subject they would move quickly into the new class and would be seated with members of their class cohort, observing as much physical distance as possible.

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

Physical distancing between the teacher and class would be observed.

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

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

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

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

Staff and students should avoid sharing of personal items.

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

In response to the above advise, St Joseph's College Garbally has:

- Reconfigured classrooms to ensure 1m distance between students and 2m between teachers and students.
- Moved from a teacher classroom-based format to student classroom-based format. And where possible created 'year group bubbles' (See appendix 1)
- More double classes created – timetable permitting
- Advised students, parents/guardians and teachers re routes for entry and exit and while moving around the school.
- Staggered break and lunchtimes.
- Assignment of seats to individual students in base classes. Year Heads.
- Advised teachers and students of Option Subjects, that students from the same class cohort to sit together

Physical Distancing outside of the classroom and within the school

School drop off/collection

Parents informed re Arrangements for dropping off/collecting students and the necessity of maintain physical distancing of 2m where possible.

Parents informed of updated Visitor to the school policy.

Parents informed that where possible students should walking/cycling to school.

Entry and exit routes have been devised to reduce congestion. (See appendix 3)

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

Staff

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

It is therefore a requirement that teachers, staff and students attending St Joseph's College, Garbally wear a face covering when a physical distance of 2m from other staff or students cannot be maintained.

The staffroom has been reconfigured and other areas designated as staff area – Old Kitchen and teachers’ home rooms.

Staff meetings are being held remotely where possible or in small groups or in large spaces to facilitate physical distancing.

Implement no hand shaking policy.

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

Canteen

Physical distancing measure have been implemented in the canteen.

Use of a second door to reduce congestion.

Staggered breaks and lunches and designated eating areas other than the canteen will reduce congregation of students and ensure physical distancing.

Queue management system in place

Students advised to clean their hands before and after entering the canteen area.

Corridors

In St Joseph’s College, Garbally we have a ‘keep left’ policy and where possible a one-way system exists. This is clearly marked. Students are not allowed to eat or drink on the corridor.

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.

5.5 USE OF PPE IN SCHOOLS

The Department has published “Guidance to Post Primary Schools on PPE consumables and equipment” on [gov.ie/backtoschool](https://www.gov.ie/backtoschool). This provides schools with the information needed on the appropriate quantities of PPE consumables and equipment to support the full and safe reopening of schools.

The updated advice from the HPSC to the Department of Education has recommended that face coverings should be worn by staff members where it is not possible to maintain a physical distance of 2 metres from other staff, parents, essential visitors or pupils. The Department has accepted this recommendation. Accordingly, it is now a requirement for

face coverings to be worn by staff members where it is not possible to maintain a physical distance of 2 metres from other staff, parents, essential visitors or pupils.

PPE will also need to be used at certain work activities or work areas. These might include roles such as:

- Performing intimate care
- Where a suspected case of COVID-19 is identified while the school is in operation
- Where staff are particularly vulnerable to infection but are not in the list of those categorised as people in very high risk groups, or may be living with people who are in a very high risk category;
- Administering first aid
- Parent Teacher meetings

Where staff provide healthcare to children with medical needs in the school environment they should apply standard precautions as per usual practice.

Reception Areas.

Perspex shielding has been installed in the reception area. Visitor to the school policy has been revised.

Masks/Face Coverings

Cloth face coverings act as a barrier to help prevent respiratory droplets from travelling into the air and onto other people when the person wearing the face covering coughs, sneezes, talks or raises their voice. Cloth face coverings are therefore intended to prevent transmission of the virus from the wearer (who may not know that they are infected) to those with whom they come into close contact.

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

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

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

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

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

All staff and students wearing face coverings should be reminded to not touch the face covering and to wash or sanitise their hands (using hand sanitiser) before putting on and after taking off the face covering. (Appendix 5)

All teachers and staff should be aware that they should wash or sanitize hands (using a hand sanitizer) before and after helping a student put on or adjust a face covering. .
(Appendix 5)

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

Cloth face coverings should be washed after every day of use and/or before being used again, or if visibly soiled.

Face coverings should not be worn if they are wet. A wet cloth face covering may make it difficult to breathe.

St Joseph's College, Garbally has additional disposable face coverings available for students, teachers, and staff in case a back-up face covering is needed during the day.

St Joseph's College, Garbally has made provision for the use of medical face masks, to EU Standard EN 14683, for staff (for example where staff by necessity need to be in close and continued proximity with students with intimate care needs such as SNAs or School Bus Escorts).

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

Gloves

The use of disposable gloves in the school by students or staff is not generally appropriate but may be necessary for matters such as cleaning, intimate care settings or when administering first aid. Routine use of gloves 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.

Aprons

St Joseph's College Garbally, has made provision for Aprons. Apron may also be appropriate in certain circumstances including for intimate care needs or for staff assigned to cleaning an area where a suspected or confirmed case of COVID-19 was present.

6. IMPACT OF COVID-19 ON CERTAIN SCHOOL ACTIVITIES

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

Choir/Music Performance

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

Sport Activities

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

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

Shared Equipment

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

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

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

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

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

The best way to prevent the spread of Covid-19 in any school is to minimise the risk of the introduction of the disease into our school environment in the first place.

7. HYGIENE AND CLEANING IN SCHOOLS

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

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

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

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

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

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

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

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

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

The rooms should be cleaned as soon as practicable possible.

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

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

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

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

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

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

If a student or staff diagnosed with COVID-19 spent time in a communal area like a canteen, play area or if they used the toilet or bathroom facilities, then the areas should be cleaned with household detergent followed by a disinfectant (as outlined in the HPSC interim health advice) as soon as is practically possible.

8. DEALING WITH A SUSPECTED CASE OF COVID-19

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

St Joseph's College, Garbally has designated two isolation areas in the school. The waiting room and the former TY Office. (A designated isolation area should be identified within the school building).

If a staff member/student displays symptom of COVID-19 while at school, the following are the procedures to be implemented:

- If the person with suspected case is a student, the parents/guardians should be contacted immediately.
- Isolate the person and have a procedure in place to accompany the individual to the designated isolation area via the isolation route, keeping at least 2 metres away from the symptomatic person and also make sure that others maintain a distance of at least 2 metres from the symptomatic person at all times.
- The isolation area does not have to be a room but if it is not a room it should be 2m

away from others in the room.

Procedure in St Joseph's College,

If a student reports to, or a teacher observes a student with symptoms of Covid-19, they should immediately ring, the main office and isolate the student. The main office will contact the LWR/Principal/Deputy Principal to go to the student and bring him to one of the isolation areas via the isolation route* keeping at least 2 metres away from the symptomatic person and also making sure that others maintain a distance of at least 2 metres from the symptomatic person at all time.

*Use the Upper Madden Room and or Lower Madden Block depending on the location of the suspect case. Isolation rooms Waiting Room and former TY Office

- If it is not possible to maintain a distance of 2m a staff member caring for a student should wear a face covering or mask. Gloves should not be used as the virus does not pass through skin.
- Provide a mask for the person presenting with symptoms He should wear the mask if in a common area with other people or while exiting the premises;
- Assess whether the individual who is displaying symptoms can immediately be directed to go home/be brought home by parents and call their doctor and continue self-isolation at home;
- Facilitate the person presenting with symptoms remaining in isolation if they cannot immediately go home and facilitate them calling their doctor. The individual should avoid touching people, surfaces and objects. Advice should be given to the person presenting with symptoms to cover their mouth and nose with the disposable tissue provided when they cough or sneeze and put the tissue in the waste bag provided;
- If the person is well enough to go home, arrange for them to be transported home by a family member, as soon as possible and advise them to inform their general practitioner by phone of their symptoms. Public transport of any kind should not be used;
- If they are too unwell to go home or advice is required, contact 999 or 112 and inform them that the sick person is a COVID-19 suspect;
- Carry out an assessment of the incident which will form part of determining follow-up actions and recovery;
- Arrange for appropriate cleaning of the isolation area and work areas involved. The class group, where the suspected case of Covid-19 occurred, will be moved to the library, following Year group route, while deep cleaning is performed.

The HSE will inform any staff/parents who have come into close contact with a diagnosed case via the contact tracing process. The HSE will contact all relevant persons where a diagnosis of COVID-19 is made. The instructions of the HSE should be followed and staff and student confidentiality is essential at all times. School staff should be encouraged to download the HSE COVID-19 tracker app to assist Public Health for contract tracing purposes. Both in and out of the school setting.

Staff Duties

Staff have a statutory obligation to take reasonable care for their own health and safety and that of their colleagues and other parties.

The cooperation and assistance of all staff is essential to reduce the risk of spread of COVID19 and to protect health and safety as far as possible within the school. All staff have a key role to play.

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

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

10.COVID-19 related absence management

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

11. EMPLOYEE ASSISTANCE SERVICE

The Department recognises the need for school staff wellbeing and collective self-care. Support for school staff wellbeing will be provided by Department Support Services including the PDST and CSL, as well as by the HSE's Health Promotion Team. An [Occupational Health Strategy](#) is in place as a supportive resource for individual staff members in schools. The aim of the Occupational Health Strategy is to promote the health and wellbeing of employees in the workplace, with a strong focus on prevention. The Occupational Health Strategy comprises the Employee Assistance Service and the Occupational Health Service. The Employee Assistance Service (EAS) is provided by Spectrum.Life under the logo of 'Wellbeing Together: Folláinne Le Chéile'.

The EAS is a self-referral service where employees have access to 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. The service is also available via SMS, WhatsApp, e-mail, live chat and call back request. All points of contact for the service are qualified, accredited and experienced mental health professionals.

Where required, short-term counselling is available to employees and their families (over the age of 18 years and living at home).

The EAS also provides advice and support to managers and delivers interventions to help them deal with health and wellbeing issues in the workplace.

A bespoke wellbeing portal and app is available which offers access to podcasts, blogs, live chats and videos on topics around wellbeing and mental health, family life, exercise and nutrition.

E-Learning programmes across mental health, sleep and a range of wellbeing topics are 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. Spectrum.Life also provides a series of webinars and presentations to promote wellbeing in schools.

Appendix 1 Return to Work Form

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

Name: _____
Name of School: _____
Name of Principal: _____ Date: _____

	Questions	YES	NO
1.	Do you have symptoms of cough, fever, high temperature, difficulty breathing, loss or change in your 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 COVID-19 test?		
4	In the past 14 days, have you been in contact with a person who is a confirmed or suspected case of COVID-19?		
5	Have you been advised by a doctor to self-isolate at this time?		
6	Have you been advised to restrict your movements at this time?		
7	Have you been advised to cocoon at this time? Note: if you're at very high risk (extremely vulnerable) from COVID-19 you may be advised to cocoon.		

I confirm, to the best of my knowledge that I have no symptoms of COVID-19, am not self-isolating or awaiting results of a COVID-19 test and have not been advised to restrict my movements.

Please note: The school is collecting this sensitive personal data for the purposes of maintaining safety within the workplace in light of the COVID-19 pandemic. The legal basis for collecting this data is based on vital public health interests and maintaining occupational health and this data will be held securely in line with our retention policy.

Signed: _____

Appendix 2 Lead Worker Representative – Post primary Schools

The Work Safely Protocol is designed to support employers and workers to put measures in place that will prevent the spread of COVID-19 in the workplace. The Protocol was developed following discussion and agreement between the Government, Trade Unions and Employers at the Labour Employer Economic Forum.

The Protocol provides for the appointment of a Lead Worker Representative (LWR) in each workplace. The LWR will work in collaboration with the employer to assist in the implementation of measures to prevent the spread of COVID -19 and monitor adherence to those measures and to be involved in communicating the health advice around COVID-19 in the workplace.

The purpose of this section is to set out the provisions in respect of the LWR in schools. The operation of these arrangements will operate for the 2020/21 school year and will be kept under review by the parties.

This document should be read in conjunction with:

- The [Work Safely Protocol](#);
- the [Guidance and FAQs for Public Service Employers during COVID-19](#);
- COVID-19 Response Plan for Post primary Schools (available on the Department of Education website).

1. Collaborative Approach

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

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

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

2. Role of the Lead Worker Representative

In summary, the role of the LWR is to:

- Represent all staff in the workplace regardless of role, and be aware of specific issues that may arise in respect of different staff cohorts;
- 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 Work Safely Protocol and current public health advice;
- In conjunction with school management, monitor adherence to infection prevention control measures put in place to prevent the spread of COVID-19;
- Conduct regular reviews of safety measures;
- Report any issues of concern immediately to school management and keep records of such issues and actions taken to rectify them;
- Consult with the school management on the school's COVID-19 Response Plan in the event of someone developing COVID-19 while in school including the location of an isolation area and a safe route to that area;
- Following any incident assess with the school management any follow up action that is required;
- Consult with colleagues on matters relating to COVID-19 in the workplace;
- Make representations to school management on behalf of their colleagues on matters relating to COVID-19 in the workplace.

3. What can a Lead Worker Representative Do?

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

- Cleaning protocols and their implementation
- Physical Distancing
- Configuration/re-configuration of the school facilities, including classrooms, corridors, halls, open areas, entry and exit points, school grounds etc.
- 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

4. Does a LWR have any legal responsibilities?

No. A Lead Worker Representative does not have any duties in relation to COVID-19 other than those that apply to employees generally. In other words, the LWR is not responsible for the control measures within an organisation, which remains the employer's responsibility.

5. Lead Worker Representative(s)

Every school will appoint one Lead Worker Representative.

In schools with more than 40 staff, a second Lead Worker Representative will be appointed.

6. Selection of Lead Worker Representative(s)

The school staff are entitled to select staff members for the LWR position(s). The LWR(s) represent all staff in the workplace regardless of role and must be aware of specific issues that may arise in respect of different staff cohorts. In this regard, where a school has two LWRs, the roles should be spread between teaching and non-teaching staff where feasible

All staff are entitled to volunteer for the LWR role and have their name put forward for election where necessary. The process for the selection and appointment of the LWR(s) is that management will seek expressions of interest from all staff in the first instance. A template email for this purpose is attached. If an election is necessary, all school staff members will have an equal vote to select the LWR(s)."

7. Supports for the Lead Worker Representative/s

The LWR(s) shall be entitled to:

- Be provided with information and training in respect of their role [*further detail to be provided*];
- Be consulted by school management on the control measures being put in place by the school to minimise the risk of being exposed to COVID-19;
- Regular communication with school management on issues related to COVID-19;
- Be informed of changes in practice arising from COVID-19 response measures;
- Have access to any risk assessments prepared or carried out in relation to COVID-19 and to details of incidents of suspected COVID-19 cases that have been notified to the HSE, where they occurred and any actions taken.

- Be provided with the necessary facilities to enable them to consult with employees or prepare any submissions or reports. These might include access to a meeting room, photocopier, communications and equipment.

Where the LWR is a teacher, the LWR will receive protected time of 2 hours per week from timetable to enable them to carry out their duties in that role. In the rare instances where the appointment of a teacher selected for the LWR would cause curricular/timetabling difficulties which cannot be resolved, school management will examine internal and external possibilities to enable the teacher's appointment as LWR. Where the matter cannot be resolved, management will set out the reasons why this is the case. In this circumstance, an alternative individual must be appointed as LWR.

Where the LWR is an SNA, 66 of the "72 hours" will be utilised by the LWR to carry out their duties in that role.

Where the LWR is a Secretary or Caretaker, a re-prioritisation of duties by school management should be carried out to afford the staff member sufficient time to carry out their duties in that role within the scope of their normal contracted hours.

8. Procedure for dealing with issues that arise

Where an issue of concern is identified by the LWR (or is notified to the LWR by a staff member), the LWR should bring this to the attention of the Principal. Action points for addressing the issue

should where possible be agreed between the LWR and the Principal. Staff should be informed of the outcome.

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

9. Glossary of Terms

- **COVID-19 Response Plan:** plan designed to support the staff and BOM/ ETB in putting infection prevention control measures in place that will prevent the spread of COVID-19 in the school environment. The plan details the policies and practices necessary for a school to meet the Work Safety Protocol, Department of Education and public health guidance to prevent the introduction and spread of COVID-19 in the school environment. COVID-19 Response Plans for Post primary Schools are available on the Department's website.
- **Labour Employer Economic Forum (LEEF):** the forum for high level dialogue between Government, Trade Union and Employer representatives on matters of strategic national importance - involves the Irish Congress of Trade Unions, Government & Employers.
- **Work Safety Protocol:** national protocol designed to support employers and workers to put measures in place that will prevent the spread of COVID-19 in the workplace.
- **Safety Representative:** Section 25 of the Safety, Health and Welfare at Work Act 2005 sets out the selection and role of the Safety Representative in the workplace. The rights of the Safety Representative are set out in legislation. (Note: A Safety Representative has rights and not duties under the 2005 Act). This role is separate to the LWR under COVID-19.

APPENDIX 3

GARBALLY COLLEGE ASSIGNED BASE CLASSROOMS FOR YEAR GROUPS 2020

For the school year 2020/2021 and in compliance with COVID protocols, all students will be based in specific classrooms and teachers will move except in the case of Option Subjects.

FOR SCHOOL MAP AND STUDENT ROUTES SEE APPENDIX 2 AND 3

FIRST YEAR STUDENTS

- Class 101 MB6 (Assembly Hall 1)
- Class 102 PF2
- Class 103 PF3
- Student/learning support PF1
- Assignment Toilets Upper Madden Block
- Staggered break times in Base Classrooms and the Canteen
 - 10.10 - 10.30
 - 12.30 – 13.05

SECOND YEAR STUDENTS

- Class 291 PF4
- Class 292 PF5
- Class 293 PF6
- Class 294 PF7
- Student/learning support PF16
- Larger classes accommodated in MB7
- Assignment Toilets Upper Madden Block
- Staggered break times in Base Classrooms and Canteen
 - 10.50 - 11.10
 - 13.10 – 13.45

THIRD YEAR STUDENTS

- Class 381 PF8
- Class 382 PF9
- Class 393 PF10
- Class 384 PF11
- Student/learning support OB2
- Larger classes accommodated in MB8
- Assignment Toilets Lower Madden Block
- Staggered break times in Base Classrooms and Canteen
 - 10.10 - 10.30
 - 12.30 – 13.05

TRANSITION YEAR

- TY1 Concert Hall
- TY2 Concert Hall
- Assignment Toilets Portable Toilets near the Alleys
- Staggered break times in Concert Hall and MB31 (Senior Dining Hall)
 - 10.50 - 11.10
 - 13.10 – 13.45

FIFTH YEAR STUDENTS

- Group 1 OB2
- Group 2 PF12
- Group 3 OB13
- Group 4 OB6
- Student/learning support OB19
- Assignment Toilets Portable Toilets near the Alleys
- Staggered break times in Base Classrooms and Canteen
 - 10.50 - 11.10
 - 13.10 – 13.45

SIXTH YEAR STUDENTS

- Class 651 MB8
- Class 652 MB15
- Class 653 MB24 DEMO RM
- Larger classes accommodated in NR1
- Student/learning support PF16
- Assignment Toilets Lower Madden Block
- Staggered break times in Base Classrooms and Canteen
 - 10.10 - 10.30
 - 12.30 – 13.05

Room Codes

CODES

AnB	Aras na mBuachailli
CG	Career Guidance Office
CH	Transition Year Classrooms
HE1	Home Economics Room
HE2	Second Staff Room
MB1	Physics Lab
MB3	Chemistry Lab

MB6	First year Area/Study
MB8	Sixth Year Classroom
MB14	Art Room
MB15	Sixth year Classroom
MB16	Prayer Room
MB17	Canteen
MB19	Isolation Room I
MB20	Pastoral Care Room
MB24	Sixth year Classroom
MB25	Office
MB26	Principal's Office
MB30	Library
MB31	Teacher's Work Room
MB31A	Dining Hall
MB32	Staffroom
MB33	Isolation Room II
MB34	Teacher's Work Room
NR1	Sixth year Classroom
OB1/OB7	Computer Rooms
OB2	Third year Learning Support
OB3	Fifth year Classroom
OB6	Fifth year Classroom
OB18	Engineering Room 2
OB20/21/22	Construction/Technical Graphics Rooms
OB23/24/25	Sports Complex

PF1	First year Learning Support
PF2	First year Classroom
PF3	First year Classroom
PF4	Second year Classroom
PF5	Second Year Classroom
PF6	Second year Classroom
PF7	Second year Classroom
PF8	Third year Classroom
PF9	Third year Classroom
PF10	Third year Classroom
PF11	Third year Classroom

PF12

Fifth year Classroom

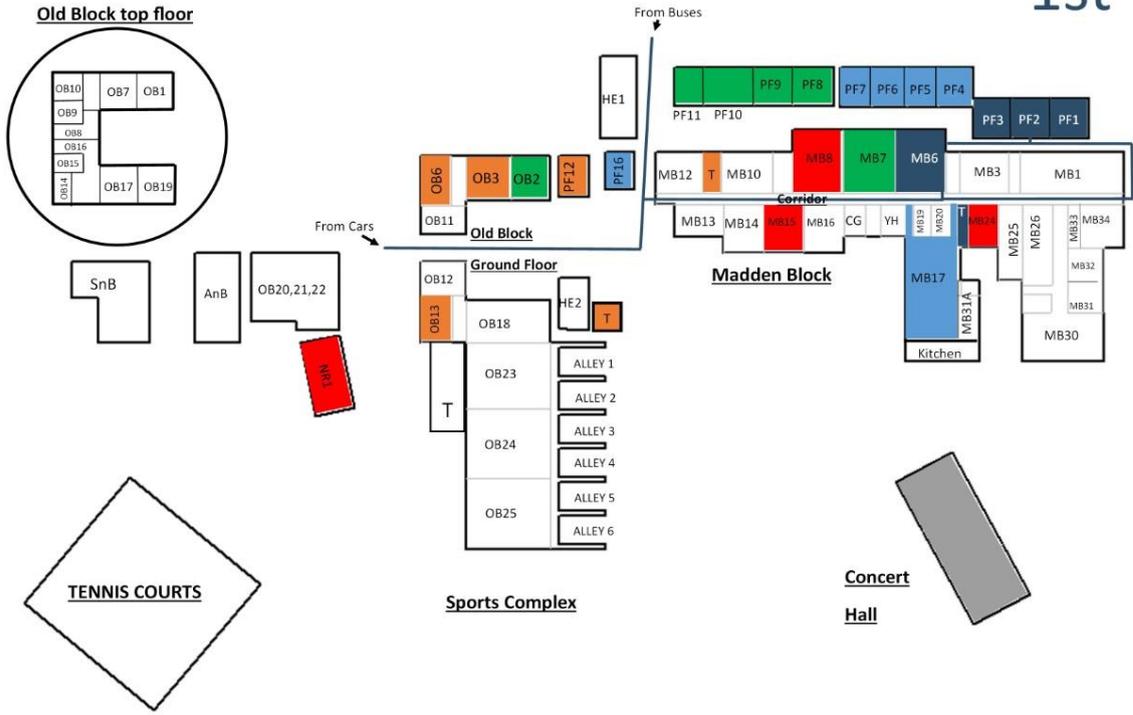
PF16

Third year Learning Support

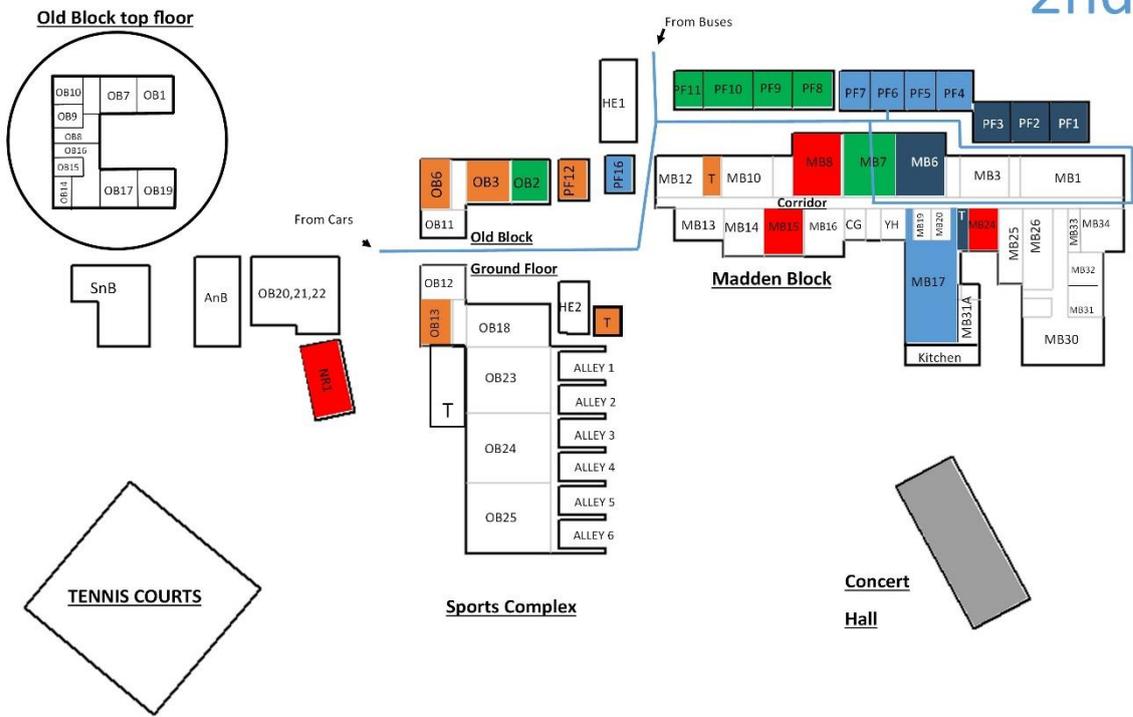
APPENDIX 3.1

ROOM MAPS

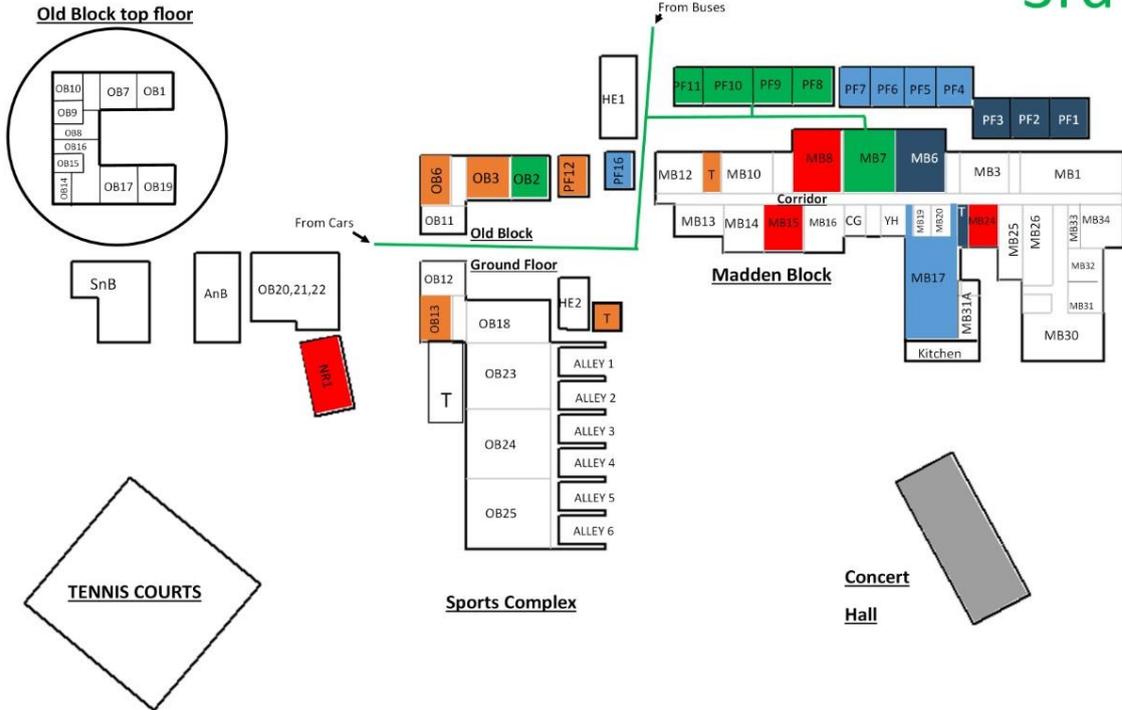
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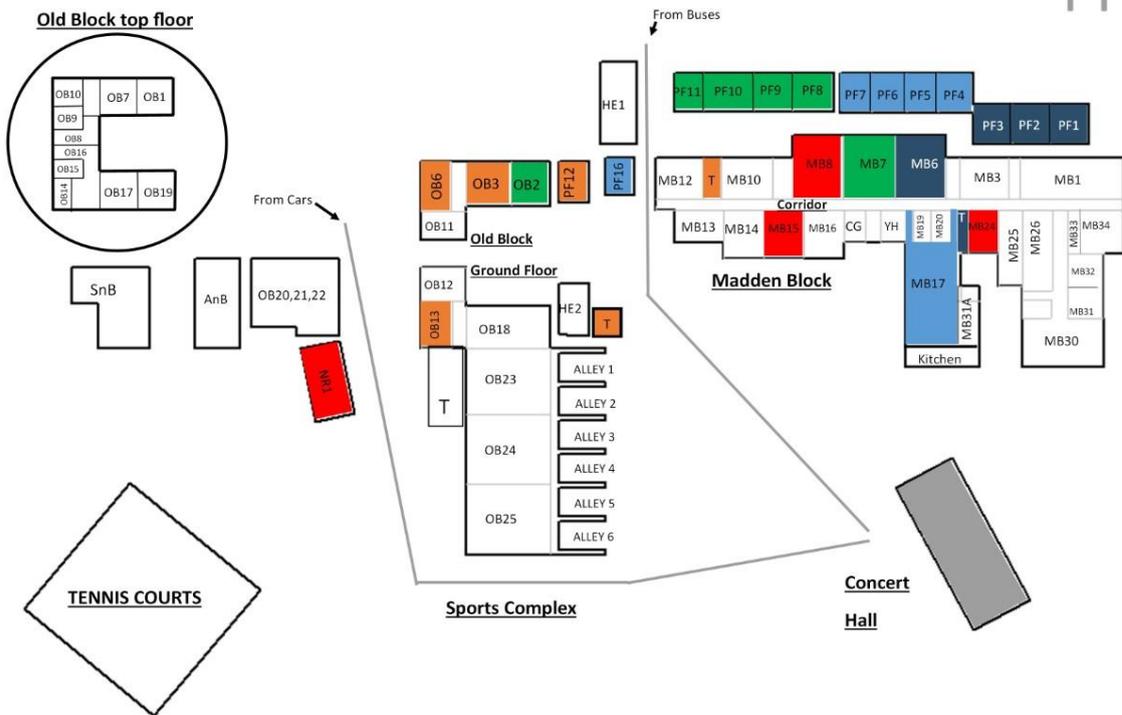
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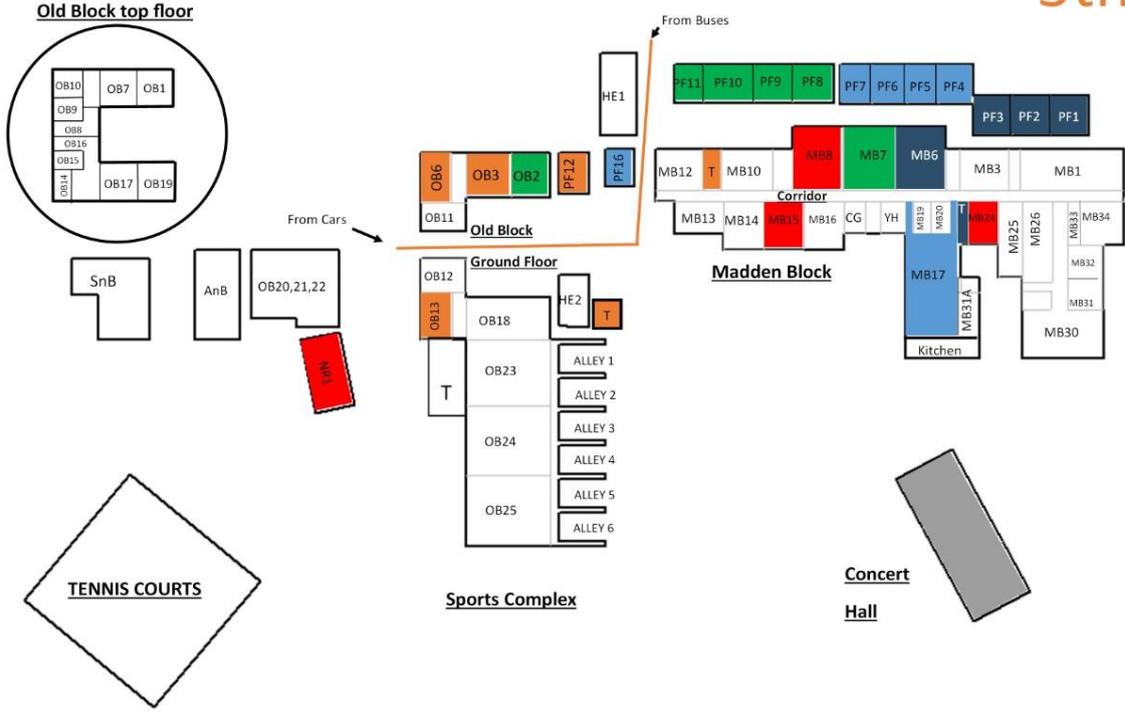


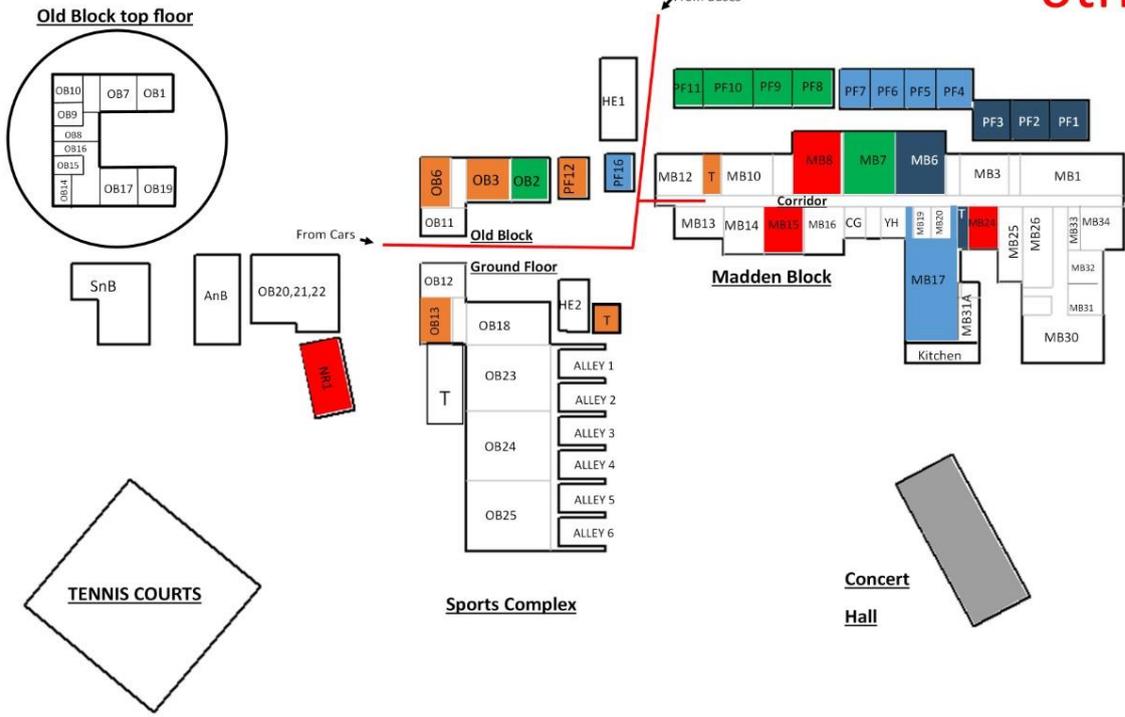
3rd



TY







MOVING AROUND THE SCHOOL

FIRST YEAR – ROUTE.

ON ARRIVAL AT GARBALLY COLLEGE, STUDENTS MUST

- **BE WEARING THEIR FACECOVERING/MASK**
- **FOLLOW SOCIAL DISTANCING PROCEDURES AND DESIGNATED ROUTE TO THEIR CLASSROOM**
- **HAND SANITISING REQUIRED**

ROUTE FROM DROP OFF TO FIRST YEAR AREA.

- **THROUGH THE ARCH KEEP LEFT**
- **THROUGH THE WHITE GATES (Large gate) KEEP LEFT**
- **UP THE STEPS AND VERE SLIGHT RIGHT, STAY LEFT, AND IN THE LOWER DOOR OF THE MADDEN BLOCK. KEEP LEFT**
- **WALK STRAIGHT TO MB6 (CLASS 101)**
- **CLASSES 102 AND 103 – CONTINUE THROUGH THE LOWER DOOR AND TURN LEFT.**
- **CLASS 102 TO PF2**
- **CLASS 103 TO PF3.**

ROUTE FROM DROP BUS STOP TO FIRST YEAR AREA.

- **THROUGH THE GATE KEEEP LEFT**
- **PASS PF16.**
- **TURN LEFT AND THROUGH THE LOWER DOOR OF THE MADDEN BLOCK KEEP LEFT**
- **WALK STRAIGHT TO MB6 (CLASS 101)**
- **CLASSES 102 AND 103 – CONTINUE THROUGH THE LOWER DOOR AND TURN LEFT.**
- **CLASS 102 TO PF2**
- **CLASS 103 TO PF3.**

REVERSE THIS ROUTE ON LEAVING THE SCHOOL

SECOND YEAR – ROUTE

ON ARRIVAL AT GARBALLY COLLEGE, STUDENTS MUST

- BE WEARING THEIR FACECOVERING/MASK
- FOLLOW SOCIAL DISTANCING PROCEDURES AND DESIGNATED ROUTE TO THEIR CLASSROOM
- HAND SANITISING REQUIRED

ROUTE FROM DROP OFF TO SECOND YEAR AREA.

- THROUGH THE ARCH KEEP LEFT
- THROUGH THE WHITE GATES (SMALL GATE) KEEP LEFT
- UP THE STEPS AND STAY LEFT, PASS PF 16 AND TURN RIGHT AT THE KITCHEN. KEEP LEFT
- WALK STRAIGHT TO
- CLASS 291 TO PF4
- CLASS 292 TO PF5
- CLASS 293 TO PF6
- CLASS 294 TO PF7.

ROUTE FROM DROP BUS STOP TO SECOND YEAR AREA.

- THROUGH THE GATE KEEEP LEFT
- TURN LEFT AT PF11
- WALK STRAIGHT TO
- CLASS 291 TO PF4
- CLASS 293 TO PF6
- CLASS 294 TO PF7.

REVERSE THIS ROUTE ON LEAVING THE SCHOOL

THIRD YEAR – ROUTE

ON ARRIVAL AT GARBALLY COLLEGE, STUDENTS MUST

- BE WEARING THEIR FACECOVERING/MASK
- FOLLOW SOCIAL DISTANCING PROCEDURES AND DESIGNATED ROUTE TO THEIR CLASSROOM
- HAND SANITISING REQUIRED

ROUTE FROM DROP OFF TO THIRD YEAR AREA.

- THROUGH THE ARCH KEEP LEFT
- THROUGH THE WHITE GATES (SMALL GATE) KEEP LEFT
- UP THE STEPS AND TAY LEFT, PASS PF 16 AND TURN RIGHT AT THE KITCHEN. KEEP LEFT
- WALK STRAIGHT TO
- CLASS 381 TO PF8
- CLASS 382 TO PF9
- CLASS 382 TO PF10
- CLASS 394 TO PF11

ROUTE FROM DROP BUS STOP TO THIRD YEAR AREA.

- THROUGH THE GATE KEEEP LEFT
- TURN LEFT AT PF11
- WALK STRAIGHT TO
- CLASS 381 TO PF8
- CLASS 382 TO PF9
- CLASS 382 TO PF10
- CLASS 394 TO PF11

REVERSE THIS ROUTE ON LEAVING THE SCHOOL

ON ARRIVAL AT GARBALLY COLLEGE, STUDENTS MUST

- **BE WEARING THEIR FACECOVERING/MASK**
- **FOLLOW SOCIAL DISTANCING PROCEDURES AND DESIGNATED ROUTE TO THEIR CLASSROOM**
- **HAND SANITISING REQUIRED**

ROUTE FROM DROP OFF TO TRANSITION YEAR AREA. (CONCERT HALL)

- **WALK PAST THE SPORTS COMPLEX AND TURN LEFT AT THE END OF THE SPORTS COMPLEX**
- **WALK STRAIGHT TO THE CONCERT HALL.**
- **TY 1 CONCERT HALL**
- **TY2 CONCERT HALL**

ROUTE FROM DROP BUS STOP TO TRANSITION YEAR AREA.

- **THROUGH THE GATE KEEEP LEFT**
- **PASS THE LOWER MADDEN BLOCK**
- **DOWN THE STEPS**
- **PASS THE BALL ALLEYS**
- **TURN RIGHT AT THE END OF THE ALLEYS**
- **WALK STRAIGHT TO THE CONCERT HALL.**
- **TY 1 CONCERT HALL**
- **TY2 CONCERT HALL**

REVERSE THIS ROUTE ON LEAVING THE SCHOOL

ON ARRIVAL AT GARBALLY COLLEGE, STUDENTS MUST

- **BE WEARING THEIR FACECOVERING/MASK**
- **FOLLOW SOCIAL DISTANCING PROCEDURES AND DESIGNATED ROUTE TO THEIR CLASSROOM**
- **HAND SANITISING REQUIRED**

ROUTE FROM DROP OFF TO FIFTH YEAR AREA.

- **THROUGH THE ARCH KEEP LEFT**
- **WALK STRAIGHT TO**
- **GROUP 1 OB3**
- **GROUP 2 PF12**
- **GROUP 3 OB13**
- **GROUP 4 OB6**
- **FOLLOWING DESIGNATED ROUTE**

ROUTE FROM DROP BUS STOP TO FIFTH YEAR AREA.

- **THROUGH THE GATE KEEEP LEFT**
- **PASS THE LOWER MADDEN BLOCK**
- **DOWN THE STEPS**
- **TURN RIGHT THROUGH THE WHITE GATE KEEEP LEFT**
- **WALK STRAIGHT TO**
- **GROUP 1 OB3**
- **GROUP 2 PF12**
- **GROUP 3 OB13**
- **GROUP 4 OB6**
- **FOLLOWING DESIGNATED ROUTE**

REVERSE THIS ROUTE ON LEAVING THE SCHOOL

SIXTH YEAR – ROUTE.

ON ARRIVAL AT GARBALLY COLLEGE, STUDENTS MUST

- **BE WEARING THEIR FACECOVERING/MASK**

- FOLLOW SOCIAL DISTANCING PROCEDURES AND DESIGNATED ROUTE TO THEIR CLASSROOM
- HAND SANITISING REQUIRED

ROUTE FROM DROP OFF TO SIXTH YEAR AREA.

- THROUGH THE ARCH KEEP LEFT
- THROUGH THE WHITE GATES (Large gate) KEEP LEFT
- UP THE STEPS AND VERE SLIGHT RIGHT, STAY LEFT, AND IN THE LOWER DOOR OF THE MADDEN BLOCK. KEEP LEFT
- WALK STRAIGHT TO MB8 (CLASS 651)
- CLASS 652 TO MB15
- CLASS 653 TO MB24 DEMO ROOM

ROUTE FROM DROP BUS STOP TO SIXTH YEAR AREA.

- THROUGH THE GATE KEEEP LEFT
- PASS PF16.
- TURN LEFT AND THROUGH THE LOWER DOOR OF THE MADDEN BLOCK KEEP LEFT
- WALK STRAIGHT TO MB8 (CLASS 651)
- CLASS 652 TO MB15
- CLASS 653 TO MB24 DEMO ROOM

REVERSE THIS ROUTE ON LEAVING THE SCHOOL

Covid-19 Risk Assessment for Garbally College



In accordance with the requirements of

- The Safety, Health & Welfare at Work Act (2005)
- The General Application Regulations (2007)
- The Roadmap for the Full Return to School (Department of Education and Skills)
- The COVID-19 Specific National Protocol for Employers and Workers (Work Safely Protocol)

Date
November 2020



Compiled by

1.0 - Site Specific Covid-19 Details

GARBALLY COLLEGE	
The designated Isolation Rooms are located at	<ul style="list-style-type: none">• Outside Principals office• Madden Block corridor
The Covid-19 Coordinators are	<ul style="list-style-type: none">• Paul Walsh• Jacinta Deady henry
The Covid-19 Lead Worker Representatives are	<ul style="list-style-type: none">• Cathal Reilly• Joan Madden
The PPE available for Covid-19 control includes	<ul style="list-style-type: none">• Disposable face masks• Face Visors/Shields• Hand sanitising stations• Bottles of hand sanitiser

2.0 - Risk Assessment Methodology

The risk assessment process that Nascon employs in determining a risk profile for Covid-19 exposure involves the following approach:

- Identifying the potential Covid-19 exposures present in the school
- Identifying the risk associated with this potential exposure.
- Recording the likelihood and severity of injury/illness associated with the Covid-19 hazard.
- Calculating the risk rating based on likelihood and severity (the risk rating is derived by multiplying the likelihood of injury/illness x severity of injury/illness).
- Recommending risk control actions in order to ensure that the Covid-19 exposure potential reduced to the lowest level reasonably practicable.
- If the recommended risk control actions are implemented then a **revised risk rating** can be recorded to assess if the Covid-19 exposure is being adequately managed.

3.0 - Risk Assessment Scoring System (BS: 8800 Standard)

(Likelihood (L) x (S) Severity) = Risk

Rating (RR) Risk Scoring Matrix

Likelihood	Severity		
	Slightly Harmful	Harmful	Very Harmful
Unlikely	1	2	3
Likely	2	4	6

Severity Scoring Guide

Slightly Harmful = 1	Harmful = 2	Very Harmful = 3
Superficial injuries Minor cuts & bruises Eye irritation Nuisance & irritation Temporary discomfort	Lacerations Burns Concussion Serious sprains Minor fractures Temporary Deafness Dermatitis Respiratory effects Minor disability	Amputation Major fractures Poisoning Fatal injuries Occupational cancer Life shortening disease Fatal disease Head injuries Eye injuries

By default, all severity scoring classifications for Covid-19 will be rated as “Very Harmful” (= 3)

Risk Rating Classification

Risk Rating	Risk Control Action Priority
High (9)	Immediate risk control to be implemented
Medium – High (6)	As soon as is reasonably practicable
Medium (4)	As soon as is reasonably practicable
Low – Medium (3)	To be actioned once all ‘higher risk ratings’ are addressed
Low (1) or (2)	At management discretion
Ongoing Awareness	Maintain awareness of the risk management strategy

- Due to the varying nature of different schools, it will be a management responsibility to dictate exact timeframes on each risk rating. For example, this will be based on personnel and financial resources available, in-house expertise, and changing circumstances (e.g.; accident, incident or illness analysis).
- The initial risk ratings given to the Covid-19 hazard are based on a risk profile **without** any of the recommended risk control actions implemented.
- The revised risk ratings given to the Covid-19 hazard are based on a risk profile **with** the recommended risk control actions implemented.

L = Likelihood of exposure

S = Severity from exposure

RR = Risk Rating

4.0 – Covid-19 Risk Assessment

All Areas	School – Garbally College			Assessed by - Nascon	Date – Nov 2020			
Hazard	Potential Risks	Risk Rating			Recommended Risk Control Actions	Revised Risk Rating		
		L	S	R		L	S	R
Covid-19 Virus Contamination from <ul style="list-style-type: none"> • Positive case exposure • Contaminate dsurfaces 	Virus transmission to allexposed personnel	3	3	9	Garbally College should have a formal “Covid-19 Response Plan” in accordance with the Roadmap for the Full Return to School (Department of Education and Skills). This plan must remain a liveworking document to account for any changes to public health advice and evolving workplace practices related to the school environment. Actioned Yes ✓ All staff must have completed a “Pre-Return to Work” form at least 3 days in advance of returning to work in accordance with the overall “Covid-19 Response Plan”. All staff coming into school should be periodicallyreminded not to come to work with any of the standard Covid-19 symptoms. Actioned Yes ✓	1	3	3

L = Likelihood of exposure

S = Severity from exposure

RR = Risk Rating

Person(s) Responsible for Further Risk Control Actions	Date Risk Control Actions Completed
---	--

L = Likelihood of exposure

S = Severity from exposure

RR = Risk Rating

All Areas	School – Garbally College			Assessed by - Nascon	Date – Nov 2020			
Hazard	Potential Risks	Risk Rating			Recommended Risk Control Actions	Revised Risk Rating		
		L	S	R		L	S	R
Covid-19 Virus Contamination from <ul style="list-style-type: none"> • Positive case exposure • Contaminate dsurfaces 	Virus transmission to allexposed personnel	3	3	9	An induction training/familiarisation module undertaken by all staff to highlight: <ul style="list-style-type: none"> • Up to date public health guidance • Worker response to symptoms • Workplace Covid-19 controls in place • Highlight the “Covid-19 Response Plan” • Hygiene responsibilities <p>Actioned Yes ✓</p> <p>Consider a temperature testing option to provide an indicator to staff that they are in school with a normal temperature range (< 38°C).</p> <p>A non-contact thermometer should also be available for use by those presenting with Covid-19 symptoms to the Isolation Room.</p> <p>Actioned Yes No <input type="checkbox"/></p>	1	3	3

L = Likelihood of exposure

S = Severity from exposure

RR = Risk Rating

Person(s) Responsible for Further Risk Control Actions	Date Risk Control Actions Completed

L = Likelihood of exposure

S = Severity from exposure

RR = Risk Rating

All Areas	School – Garbally College			Assessed by - Nascon	Date – Nov 2020			
Hazard	Potential Risks	Risk Rating			Recommended Risk Control Actions	Revised Risk Rating		
		L	S	R		L	S	R
Covid-19 Virus Contamination from <ul style="list-style-type: none"> • Positive case exposure • Contaminate dsurfaces 	Virus transmission to allexposed personnel	3	3	9	Sanitising stations with appropriate signage are required to be sited at strategic locations such as <ul style="list-style-type: none"> • All Classrooms • At all entrances to school • Toilet entrances • Staffroom • Reception • Mobile units at each desk All staff should have their own hand sanitiserdispensers and refills available. Actioned Yes ✓	1	3	3
Person(s) Responsible for Further Risk Control Actions					Date Risk Control Actions Completed			

L = Likelihood of exposure

S = Severity from exposure

RR = Risk Rating

All Areas	School – Garbally College			Assessed by - Nascon	Date – Nov 2020			
Hazard	Potential Risks	Risk Rating			Recommended Risk Control Actions	Revised Risk Rating		
		L	S	R		L	S	R
Covid-19 Virus Contamination from <ul style="list-style-type: none"> • Positive case exposure • Contaminate dsurfaces 	Virus transmission to allexposed personnel	3	3	9	School zoning should be demarcated with restricted access to other zones allowed unless it is an absolute operational requirement. Consider formation of staff “pods” or teams who work together and take breaks together (but remain socially distant). Students remain in their general base classroom (as a cohort) with different teachers/tutors moving between these rooms. <u>Specific control measures implemented are</u> <ul style="list-style-type: none"> • The ball alleys have designated yeargroups • Designated groups down at pitches for lunch time soccer • School plan for access/egress routes Actioned Yes ✓	1	3	3
Person(s) Responsible for Further Risk Control Actions					Date Risk Control Actions Completed			

L = Likelihood of exposure

S = Severity from exposure

RR = Risk Rating

All Areas	School – Garbally College			Assessed by - Nascon	Date – Nov 2020			
Hazard	Potential Risks	Risk Rating			Recommended Risk Control Actions	Revised Risk Rating		
		L	S	R		L	S	R
Covid-19 Virus Contamination from <ul style="list-style-type: none"> • Positive case exposure • Contaminate dsurfaces 	Virus transmission to allexposed personnel	3	3	9	A plan for demarcation of one-way routes, social distance floor markings, screens at staff/public interface and Covid-19 signage placement shouldbe in place. These control measures should be documentedin the school’s “Covid-19 Response Plan”. Specific zoning plans in place include <ul style="list-style-type: none"> • Routes around school for coming in andout doors with directional arrows • One-way systems in place to avoid contraflow on corridors between classesand at lunchtimes in canteen. • Separate entrances allocated to differentschool groups • Floor demarcations • Two Staffrooms allocated Actioned Yes ✓	1	3	3
Person(s) Responsible for Further Risk Control Actions					Date Risk Control Actions Completed			

L = Likelihood of exposure

S = Severity from exposure

RR = Risk Rating

All Areas	School – Garbally College			Assessed by - Nascon	Date – Nov 2020			
Hazard	Potential Risks	Risk Rating			Recommended Risk Control Actions	Revised Risk Rating		
		L	S	R		L	S	R
Covid-19 Virus Contamination from <ul style="list-style-type: none"> • Positive case exposure • Contaminate dsurfaces 	Virus transmission to allexposed personnel	3	3	9	A structured and scheduled cleaning regime mustbe in place to complete disinfection (or fogging) and routine cleaning on all communal touchpoints, shared workplace equipment and specific school zones (toilets, entrances, etc) Actioned Yes ✓ Specific cleaning plans in place include; <ul style="list-style-type: none"> • Students wipe down tools/equipment, etc., after use in classrooms. They alsohand sanitise when they come in and when they leave • Students wipe down desks in classroomsbefore they leave 	1	3	3
Person(s) Responsible for Further Risk Control Actions					Date Risk Control Actions Completed			

L = Likelihood of exposure

S = Severity from exposure

RR = Risk Rating

All Areas	School – Garbally College			Assessed by - Nascon	Date – Nov 2020			
Hazard	Potential Risks	Risk Rating			Recommended Risk Control Actions	Revised Risk Rating		
		L	S	R		L	S	R
Covid-19 Virus Contamination from <ul style="list-style-type: none"> • Positive case exposure • Contaminate dsurfaces 	Virus transmission to allexposed personnel	3	3	9	Appropriate PPE must be available and worn by staff and students. This is particularly required when moving around the school (interface with other personnel) and where social distancing is not practical in some classrooms. Current PPE arrangements are as follows; <ul style="list-style-type: none"> • Disposable face masks • Face shields/visors • Hand sanitising stations • Bottles of hand sanitiser Actioned Yes ✓	1	3	3
Person(s) Responsible for Further Risk Control Actions					Date Risk Control Actions Completed			

L = Likelihood of exposure

S = Severity from exposure

RR = Risk Rating

All Areas	School – Garbally College			Assessed by - Nascon	Date – Nov 2020			
Hazard	Potential Risks	Risk Rating			Recommended Risk Control Actions	Revised Risk Rating		
		L	S	R R		L	S	R R
Covid-19 Virus Contamination from <ul style="list-style-type: none"> • Positive case exposure • Contaminate dsurfaces 	Virus transmission to allexposed personnel	3	3	9	All staff should be advised to - <ul style="list-style-type: none"> • Respect occupancy limits and social distancing in staffrooms, kitchenettesand toilets • Use their own cups/cutlery • Not to share school equipment withoutdisinfecting where possible • Use disposable tissues/sanitiser when touching commonly used items (fridge handles, toasters, kettles, photocopiers, etc) • Use all PPE provided when “moving around” the school (face shield/maskwhere appropriate) • Use own allocated stationery (do notshare stationery) <div style="background-color: yellow; width: 150px; height: 15px; margin: 5px 0;"></div> Actioned Yes ✓	1	3	3
Person(s) Responsible for Further Risk Control Actions					Date Risk Control Actions Completed			

L = Likelihood of exposure

S = Severity from exposure

RR = Risk Rating

All Areas	School – Garbally College			Assessed by - Nascon	Date – Nov 2020			
Hazard	Potential Risks	Risk Rating			Recommended Risk Control Actions	Revised Risk Rating		
		L	S	R R		L	S	R R
Covid-19 Virus Contamination from <ul style="list-style-type: none"> • Positive case exposure • Contaminate dsurfaces 	Virus transmission to all exposed personnel	3	3	9	Conference calling or online meetings should be facilitated instead of holding prolonged face to face interactions where possible. Any face to face meetings must be less than 15 minutes duration unless 2 metres social distancing can be maintained. Actioned Yes ✓ Internal doors should be left open (where feasible) to reduce the amount of possible contaminated touchpoints. Actioned Yes ✓	1	3	3
Person(s) Responsible for Further Risk Control Actions					Date Risk Control Actions Completed			

L = Likelihood of exposure

S = Severity from exposure

RR = Risk Rating

Area - Canteens and Communal Areas	School – Garbally College				Assessed by - Nascon	Date – Nov 2020		
Hazard	Potential Risks	Risk Rating			Recommended Risk Control Actions	Revised Risk Rating		
		L	S	R		L	S	R
Covid-19 Virus Contamination from <ul style="list-style-type: none"> • Positive case exposure • Contaminate dsurfaces 	Virus transmission to allexposed personnel	3	3	9	Communal areas such as staffrooms, canteens, toilets and smoking areas should have a restriction on concurrent occupancy levels highlighted along with appropriate social distancemarkings and signage in evidence. (Ensure this is included in the Garbally College Covid-19 Response Plan). Actioned Yes ✓ Specific control measures implemented include <ul style="list-style-type: none"> • Break/Lunch times are staggered to maintain a restriction on concurrent occupancy levels in staffrooms/breakrooms/canteens. • A staff “overflow” room has been designated for use during breaks to accommodate staff capacity (with social distancing) as required. 	1	3	3
Person(s) Responsible for Further Risk Control Actions					Date Risk Control Actions Completed			

L = Likelihood of exposure

S = Severity from exposure

RR = Risk Rating

Area – Visitors and Contractors on site	School – Garbally College				Assessed by - Nascon	Date – Nov 2020		
Hazard	Potential Risks	Risk Rating			Recommended Risk Control Actions	Revised Risk Rating		
		L	S	R R		L	S	R R
Covid-19 Virus Contamination from <ul style="list-style-type: none"> • Positive case exposure • Contaminate dsurfaces 	Virus transmission to allexposed personnel	3	3	9	A visitor and contractor control protocol must beincluded in the school’s overall “Covid-19 Response Plan” to highlight the applicable restrictions on visitors and contractors, such as; <ul style="list-style-type: none"> • Leaving deliveries outside • Restricted visiting hours • Covid-19 questionnaire completion • Visitors by appointment only • Hygiene and PPE requirements Actioned Yes ✓ Specific controls already implemented include <ul style="list-style-type: none"> • Visitors and parents sign the visitor bookat school entrance. • Parents have been told about Covid response policy available on website 	1	3	3
Person(s) Responsible for Further Risk Control Actions					Date Risk Control Actions Completed			

L = Likelihood of exposure

S = Severity from exposure

RR = Risk Rating

Area – Suspected Covid-19 Symptoms	School – Garbally College			Assessed by - Nascon	Date – Nov 2020			
Hazard	Potential Risks	Risk Rating			Recommended Risk Control Actions	Revised Risk Rating		
		L	S	R R		L	S	R R
Covid-19 Virus Contamination from <ul style="list-style-type: none"> • Positive case exposure • Contaminate dsurfaces 	Virus transmission to allexposed personnel	3	3	9	In the event of a suspected Covid-19 case occurring, there must be a designated procedure to be followed which should be highlighted in the school’s overall “Covid-19 Response Plan”. Specifics must be provided on; <ul style="list-style-type: none"> • The isolation room locations – Outside Principals Office and Madden Block Corridor • The designated Covid-19 Coordinators role – Paul Walsh and Jacinta Deady Henry • The designated Covid-19 Lead WorkerReps role – Cathal Reilly and Joan Madden • The exact isolation procedure (step by step) • Close contact recording (e.g. Vsware) • Cleaning requirements <p>Actioned Yes ✓</p>	1	3	3

L = Likelihood of exposure

S = Severity from exposure

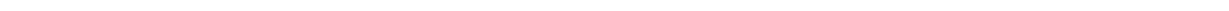
RR = Risk Rating

Person(s) Responsible for Further Risk Control Actions	Date Risk Control Actions Completed

L = Likelihood of exposure

S = Severity from exposure

Area – Driving to and from School	School – Garbally College			Assessed by - Nascon	
Hazard	Potential Risks	Risk Rating			Recommended Risk Control Actions
		L	S	R R	
Covid-19 Virus Contamination	Virus transmission to personnel using their own vehicles	3	3	9	<p>Staff should not share vehicles without wearing face coverings if suitable social distancing cannot be achieved.</p> <p>Actioned Yes No N/a <input type="checkbox"/></p> <p>All personal vehicles should contain hand sanitiser, disinfectant wipes and a supply of suitable Covid-19 control PPE (face masks or face shields and single use gloves).</p> <p>Actioned Yes No N/a <input type="checkbox"/></p> <p>A cleaning routine is advisable to complete disinfection on all vehicle touchpoints.</p> <p>Actioned Yes No N/a <input type="checkbox"/></p>
Person(s) Responsible for Further Risk Control Actions					Date Risk Control Actions Completed



Appendix 5

Masks/Face Covering

When to wear face coverings and how to make them

From [Department of Health](#)

Published at: 15 May 2020

Last updated 27 August 2020

- [1. Cloth face coverings](#)
- [2. How to use a cloth face covering properly](#)
- [3. Medical face masks](#)
- [4. Disposable gloves](#)

Wearing of cloth face coverings may help prevent people who do not know they have COVID-19 (Coronavirus) from spreading it to others.

If you wear one, you should still do the important things necessary to prevent the spread of the virus.

These include:

- washing your hands properly and often
- covering your mouth and nose with a tissue or your sleeve when you cough and sneeze
- not touching your eyes, nose or mouth if your hands are not clean

- physical distancing (keeping at least 2 metres away from other people)

[Read the Department of Health's advice on how to protect yourself and others here.](#)

Cloth face coverings

A cloth face covering is a material you wear that covers the nose and mouth.

Wearing a cloth face covering in public may reduce the spread of COVID-19 in the community. It may help to reduce the spread of respiratory droplets from people infected with COVID-19.

Cloth face coverings may help to stop people who are not aware they have the virus from spreading it.

If you have COVID-19 or have symptoms of the virus, [you must self-isolate](#). Do this even if you wear a face covering.

When to wear one

Face coverings must be worn in the following locations:

- shops, including pharmacies
- supermarkets
- shopping centres
- libraries
- cinemas and cinema complexes
- theatres
- concert halls
- bingo halls
- museums
- nail salons
- hair salons and barbers
- tattoo and piercing parlours
- travel agents and tour operators
- laundries and dry cleaners
- betting shops and bookmakers

Additionally, in restaurants and cafes (including pubs that serve food and hotel restaurants), face coverings must be worn by staff in customer facing roles where no other protective measures are in place, for example: protective screens and where

physical distancing of 2 metres is not possible. They must also be worn by customers when arriving to and leaving their table.

Wearing of face coverings is also recommended in the following circumstances:

- by people visiting the homes of those who are over 70 years of age or who are medically vulnerable
- by people who are being visited in their homes by those who are over 70 years of age or who are medically vulnerable
- if you are travelling in a vehicle with someone you don't live with

The vast majority of people are already wearing face coverings in shops. Shop owners and managers of premises should engage with people entering or in their premises to inform them that they need to wear face coverings and should promote compliance.

To date the Gardaí have adopted an approach of engaging with the public to educate and encourage people to abide by the measures in place and to only use enforcement as a last resort.

The penalty on conviction for not wearing a face covering is up to €2,500 and/or 6 months in prison, but the expectation is that the vast majority of customers will comply and that penalties would only arise in very rare cases.

Posters on use of face coverings are available in English and Irish and can be downloaded [here](#).

What they are made from

Cloth face coverings are made from materials such as cotton, silk, or linen.

You can buy them or make them at home using items such as scarfs, t-shirts, sweatshirts, or towels

Who should not wear one

Cloth face coverings are not suitable for children under the age of 13 and anyone who:

- has trouble breathing
- is unconscious or incapacitated
- is unable to remove it without help
- has special needs and who may feel upset or very uncomfortable wearing the face covering

Do not criticise or judge people who are not able to wear a face covering.

How to wear one

A cloth face covering should cover the nose and go under the chin and:

- fit snugly but comfortably against the side of the face
- be secured with ties or ear loops
- include at least 2 layers of fabric
- allow for breathing without restriction

How to wash one

Wash daily in a hot wash over 60 degrees with detergent.

If using a washing machine, you should be able to wash and machine dry it without damage or changing the shape.

You do not need to sterilise cloth face coverings. Wash it in a washing machine or by hand as you would any other item of clothing.

Wash your hands before and after use.

How to make one

To make a cloth face covering at home:

- cut two rectangles of tightly-woven cotton about 25cm x 15cm
- fold and stitch the top and bottom edges
- fold and stitch the side edges, leaving a gap big enough to thread elastic through
- thread two 15cm lengths of elastic through the side edges and tie tight. Hair ties or string, cut longer and tied behind the head, will work
- tuck elastic knots inside the edges of the mask and stitch in place for a neater finish

- **When to throw it out**

You should throw out a cloth face covering when it:

- no longer covers the nose and mouth
- has stretched out or has damaged ties or straps
- cannot stay on the face
- has holes or tears in the fabric

- **How to use a cloth face covering properly**

Do:

- clean your hands properly before you put it on
- practise using it so you are comfortable putting it on and taking it off
- make sure it is made from a fabric you are comfortable wearing
- cover your mouth and nose with it and make sure there are no gaps between your cloth face covering
- tie it securely
- carry unused masks in a sealable clean waterproof bag (for example, a ziplock bag)
- carry a second similar type bag to put used masks in

Don't:

L = Likelihood of exposure

S = Severity from exposure

- touch a mask or face covering while wearing it - if you do, clean your hands properly
- use a damp or wet medical mask or reuse a medical mask
- share masks
- lower your mask to speak, eat and smoke or vape - if you need to uncover your nose or mouth, take the mask off and put it in the bag for used masks
- discard masks in public places

Taking off a cloth face covering

To take it off properly:

- remove it from behind - do not touch the front of the mask
- do not touch your eyes, nose, and mouth
- clean your hands properly
- put disposable masks in a bin straight away

Medical face masks

Medical masks (surgical and respirator) are for healthcare workers. Some workers in specific jobs also use them. They are vital supplies and are not intended for use by the public in the community. We want to try and make sure that medical face masks are kept for health care workers.

Disposable gloves

Do not wear disposable gloves instead of washing your hands.

The virus gets on them in the same way it gets on your hands. Also, your hands can get contaminated when you take them off.

Disposable gloves are worn in medical settings. They are not as effective in daily life.

Wearing disposable gloves can give you a false sense of security.

You might:

- sneeze or cough into the gloves - this creates a new surface for the virus to live on
- contaminate yourself when taking off the gloves or touching surfaces.

L = Likelihood of exposure

S = Severity from exposure

Appendix 6

Appendix 6 Contact Tracing Log

Name of School				School Contact Person	
Address of School				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 _____ am <input type="checkbox"/> pm <input type="checkbox"/>		Exit from School _____ am <input type="checkbox"/> pm <input type="checkbox"/>
Visitor Status	Contractor <input type="checkbox"/>	Parent/Guardian <input type="checkbox"/>	Other <input type="checkbox"/> Please complete: _____		
Contact details of visitor	Company Name <small>(if applicable)</small>				
	Address				
	Contact No.		Email Address		
	Reason for Visit				
Who the visitor met (separate line required for each person the visitor met)					

L = Likelihood of exposure

S = Severity from exposure

Name of Person visited	Length of time spent with each person in the school

Appendix 7

Checklist for School Management

Composite Checklist for Schools

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 in line with the supports as agreed with Department of Education.

Planning and Systems

1. Is there a system in place to keep up to date with the latest advice from Government and Department of Education, to ensure that advice is made available in a timely manner to staff and students and to adjust your plans and procedures in line with that advice?
2. Have you prepared a school COVID-19 response plan and made it available to staff and students? **Department guidance and templates provided**
3. 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?
4. Have you displayed the COVID-19 posters in suitable locations highlighting the signs and symptoms of COVID-19?
5. Have you told staff of the purpose of the COVID-19 contact log?

6. Have you a COVID-19 contact log in place to support HSE tracing efforts if required? (**Contact log template attached**).
7. Have you informed staff on the measures and provided a system for them to raise issues or concerns and to have them responded to?
8. Have you reviewed and updated risk assessments in line with DES advice to take account of any controls to help prevent the spread of COVID-19? (**Risk template attached**)
9. Have you updated emergency plans, if necessary to take account of the COVID-19 response plan?

Staff

10. Have you made available to each staff member a COVID-19 return-to-work form to be completed and returned before they return to the workplace? (**Template attached**)
11. Have you requested confirmation that the details in the Return to Work Form remain unchanged following periods of closure such as school holidays.
12. Are you aware of staff members who are at very high risk under the HSE guidance on people most at risk (HSE guidance on people most at-risk) and advised them of the DES agreed arrangements for management of those staff?
13. Have you advised staff and students they must stay at home if sick or if they have any [symptoms of COVID-19](#)?
14. Have you advised staff and students 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.
15. Have you advised staff and students 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.
16. Have you told staff and students what to do and what to expect if they start to develop symptoms of COVID-19 in school, including where the isolation area is?
17. 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;
18. Have you advised staff of the availability of the supports of the occupational health and wellbeing programme through Spectrum Life?
19. Has a lead worker representative been identified (in line with the process agreed with the DES and education partners) and detailed at Section 4.3 of this plan to help advise staff and to monitor compliance with COVID-19 control measures in the school and taken measures to ensure all staff know who the representative is?

Training and Induction

20. Have you advised staff and students to view the Department of Education's training materials which are available online?
21. Have you taken the necessary steps to update your school induction / familiarisation training to include any additional information relating to COVID-19 for your school?
22. Have first aiders, if available, been given updated training on infection prevention and control re: hand hygiene and use of PPE as appropriate?

Buildings / Equipment

23. If you have mechanical ventilation does it need cleaning or maintenance before the school reopens after periods of closure?
24. Does your water system need flushing at outlets following low usage to prevent Legionnaire's Disease?

25. Have you visually checked, or had someone check, all equipment in the school for signs of deterioration or damage before being used again?
26. Have you arranged for the school, including all equipment, desks, benches, doors and frequent touched surfaces points, to be cleaned once a day

Infection Prevention Control Measures in place

Hand / respiratory hygiene

27. Have you accessed supplies of hand sanitisers and any necessary PPE equipment in line with the interim HPSC health guidance from the national framework provided by the Department?
28. 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?
29. Have arrangements been made for staff and students to have regular access to hand-washing/hand sanitising facilities as appropriate?
30. 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?
31. Have you made arrangements to ensure hand hygiene facilities are regularly checked and well-stocked?
32. Does the alcohol-based hand sanitiser have at least 60% ethanol or 70% isopropanol as the active ingredient?
33. Have you informed staff about the importance of hand washing?
34. Have you arranged for staff to view [how to wash their hands](#) (with soap and water for at least 20 seconds) and dry them correctly through the use of the HSE video resource?
35. Have you shown staff and students how to use hand sanitiser correctly and where hand-sanitising stations are located?
36. Have you [displayed posters](#) on how to wash hands correctly in appropriate locations?
37. Have you told staff and students when they need to wash their hands or use hand sanitiser?
This includes:
 - before and after eating and preparing food
 - after coughing or sneezing
 - after using the toilet
 - where hands are dirty
 - before and after wearing gloves
 - before and after being on public transport
 - before leaving home
 - when arriving/leaving the school /other sites
 - when entering and exiting vehicles
 - after touching potentially contaminated surfaces
 - if in contact with someone displaying any COVID-19 symptoms
38. Have you told staff and students of the importance of good respiratory measures to limit the spread of the virus?
 - 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:

39. Have you identified all available school space to be used to maximise physical distancing?
40. Have you reviewed the templates provided by the Department of Education which show options for revised layout of school rooms to meet physical distancing requirements?

41. Have you arranged to revise the layout of the rooms and furniture as per the Department guidelines?
42. Have you arranged in each room that the teacher's desk should be at least 1m (and where possible 2m) away from student desks?
43. Have you arranged in each room that students would be, at least 1m and (where possible 2m) away from each other?
44. Have you where possible and practicable assigned students to main class cohorts to minimise the risk of infection from COVID-19?
45. Have you arranged the timetable to facilitate double classes where possible and practicable?
46. Have you advised staff and students that when students are moving to an elective subject they would, where practicable be seated with members of their main class cohort?
47. Have you made arrangements to limit interaction on arrival and departure from school and in other shared areas?
48. Have you encouraged walking or cycling to school as much as possible?
49. Have you made arrangements, in so far as possible, to open additional access points to school to reduce congestion?
50. Can you provide a one system for entering and exiting the school, where practical?
51. Have you arranged for staff meetings to be held remotely or in small groups or in large spaces to facilitate physical distancing?
52. Have you taken steps to minimise rotation of staff between classes where possible?
53. Have you a system to regularly remind staff and students to maintain physical distancing?
54. Have you advised staff and students not to shake hands and to avoid any physical contact?
55. Have you stopped all non-essential travel for school activities?

Visitors to Schools

56. Have you identified the activities that involve interacting with essential visitors to the school, made arrangements to minimise the number of such visitors and put in place measures to prevent physical contact, as far as possible?
57. Are there arrangements in place to inform essential visitors to schools of the measures to help prevent the spread of infection?
58. 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 8 Checklist for dealing with a suspected case of COVID-19

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

A nominated member of the school management team will be nominated as the designated contact person 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?
10. Is there a disposable mask to wear for the affected person while in the common area and when exiting the building?

Arranging for the affected person to leave the School

11. Staff – have you established by asking them if the staff members feel well enough to travel home?
12. Student – have you immediately contacted their parents/guardians and arranged for them to collect their student? Under no circumstances can a student use public or school transport to travel home if they are a suspected case of COVID-19.
13. The affected person should be advised to avoid touching other people, surfaces and objects.
14. The affected person should be advised to cover their mouth and nose with disposable tissue(s) when they cough or sneeze, and to put the tissue in the bin.
15. Has transport home or to an assessment centre been arranged if the affected person has been directed to go there by their GP?
16. Has the affected person been advised not to go to their GP's surgery or any pharmacy or hospital?
17. Has the affected person been advised they must not use public transport?
18. Has the affected person been advised to continue wearing the face mask until they reach home?

Follow up

19. Have you carried out an assessment of the incident to identify any follow-up actions needed?
20. Are you available to provide advice and assistance if contacted by the HSE?

Cleaning

21. Have you taken the isolation area out-of-use until cleaned and disinfected?
22. Have you made arrangements to clean and disinfect any classroom space where the staff or pupils were located?
23. Have you arranged for cleaning and disinfection of the isolation area and any other areas involved, as soon as practical after the affected person has left the building?

L = Likelihood of exposure

S = Severity from exposure

24. Have the cleaners been trained in dealing with contaminated areas and supplied with the appropriate PPE?

Appendix 9 Checklist Lead Worker Representative

1. Have you agreed with your school to act as a Lead worker representative for your school?
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 Induction Training provided by the Department of Education before returning to school?
8. Are you helping in keeping your fellow workers up to date with the latest COVID-19 advice from Government?
9. Have you completed the COVID-19 return-to-work form and given it to your school? (*Department template Return-to-Work form available*)
10. Are you aware of the control measures your school has put in place to minimise the risk of you and others being exposed to COVID-19? (*Checklist for School Management available*)
11. Did your school consult with you when putting control measures in place? *Control measures have been agreed centrally between the Department and education partners. Consultation at school level should take place on any specific local arrangements necessary to implement the protocol*
12. Have you a means of regular communication with the person with overall responsibility for the school COVID-19 plan?
13. Are you co-operating with your school to make sure these control measures are maintained?
14. Have you familiarised yourself with the cleaning requirements needed to help prevent cross contamination? (*Checklist for Cleaning and Disinfection available*)
15. Have you been asked to walk around and check that the control measures are in place and are being maintained?
16. Are you reporting immediately to the person with overall responsibility for the school COVID-19 plan any problems, areas of non-compliance or defects that you see?
17. Are you keeping a record of any problems, areas of non-compliance or defects and what action was taken to remedy the issue?
18. Are you familiar with what to do in the event of someone developing the symptoms of COVID-19 while at school?
19. 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*)
20. Are you helping in the management of someone developing symptoms of COVID-19 while at school?
21. Once the affected person has left the school, are you helping in assessing what follow-up action is needed?
22. Are you helping in maintaining the contact log?
23. Have you been made aware of any changes to the emergency plans or first aid procedures for your school?
24. Are you making yourself available to fellow staff to listen to any COVID-19 control concerns or suggestions they may have?
25. Are you raising those control concerns or suggestions with your school and feeding back the response to the worker who raised the issue?

L = Likelihood of exposure

S = Severity from exposure

- 26.** Are you aware of the availability of the Spectrum Life Wellbeing Together Programme?
- 27.** Have you been provided by the Principal/ school management with the supports to which you are entitled in your role as Lead Worker Representative?
- 28.** 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?
- 29.** If you are a school secretary or a caretaker have your duties been re-prioritised by school management to afford you sufficient time to carry out your duties as LWR within the scope of your normal contracted hours, as provide for in the protocol?

Appendix 9 Checklist for Cleaning

1. Have you a system in place for checking and keeping up to date with the latest public health advice from Government and the Department of Education, to ensure that advice is made available in a timely manner in order to adjust your cleaning procedures in line with that advice?
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?
4. Are you aware that cleaning is best achieved using a general purpose detergent and warm water, clean cloths, mops and the mechanical action of wiping and cleaning, following by rinsing and drying?
5. Have you sufficient cleaning materials in place to support the enhanced cleaning regime?
6. Have you provided training for cleaning staff on the enhanced cleaning regime?
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 provided cleaning materials to staff so that they can clean their own desk or immediate workspace?
11. Have you advised staff that they are responsible for cleaning personal items that have been brought to work and are likely to be handled at work or during breaks (for example, mobile phone and laptops) and to avoid leaving them down on communal surfaces or they will need to clean the surface after the personal item is removed?
12. Have you advised staff and students to avoid sharing items such as cups, bottles, cutlery, and pens?
13. Have you put in place a written cleaning schedule to be made available to cleaning staff including:
 - Items and areas to be cleaned
 - Frequency of cleaning
 - Cleaning materials to be used
 - Cleaning of frequently touched surfaces such as vending machines, coffee machines and door handles
 - Equipment to be used and method of operation?
14. Details of how to clean following a suspected case of COVID-19 are at **Section 7 of the Plan above**
15. If disinfection of contaminated surfaces is required, is a system in place to do this following cleaning?
16. If cleaning staff have been instructed to wear gloves when cleaning are they aware of the need to wash their hands thoroughly with soap and water, both before and after wearing gloves?
17. Have you a system in place for disposing personal waste such as cleaning cloths and used wipes in a rubbish bag? The Protocol advises *that personal waste such as cleaning waste, tissues etc. should be double bagged and stored in a secure area for 72 hours before being presented for general waste collection.*
18. Have you ensured there is a system in place to make sure reusable cleaning equipment including mop heads and non-disposable cloths are clean before re-use?
19. Have you ensured there is a system in place to ensure that equipment such as buckets are emptied and cleaned with a fresh solution of disinfectant before re-use?

L = Likelihood of exposure

S = Severity from exposure