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Dromtrasna N.S
 Dromtrasna North
 Abbeyfeale
 Co. Limerick
 V94 W5RC

Dromtrasna N.S. Covid-19 Response Plan

Names of Lead Worker Representative/s:	
Anne-Marie Downes	Lead Worker Representative (LWR)
Aileen O' Connor	Deputy Lead Worker Representative
Marian McNamara	Safety Representative

Section 1: Policy Statement

Section 2: Return to work Safety protocol. NB:

- Return to work form completed and returned at least 3 days before August 31st Return to school.
- Watched the online return to work training from the HSE.
- Completed the HSA certified return to work training and furnished school with certificate, prior to August 31st

Section 3: Staff Responsibilities

Section 4: Social Distancing

Section 5: PPE in school

Section 6: Cleaning and Hygiene in school

Section 7: Dealing with Possible cases

NB:

Checklist for staff will be printed and laminated so you have it to hand on your desk.

Section 8: Further checklists for Covid-19 Response Team

Section 9: Further checklist specific to Lead Worker Representative

NB:

For suspected case if it as child:

Parent contacted first then they must contact their GP who will arrange Covid Test and HSE will follow up with the school after.

If it's an adult, they contact their own GP first and HSE arrange testing and follow up

If Staff: Follow GP advise and if necessary medmark will do the Return to Work assessment - medmark.ie

Emergency cases 999 or 122

HSE

Callsave 1850 24 1850

01 240 8720

Section 1 : COVID -19 Policy Statement

Dromtrasna N.S. is committed to providing a safe and healthy workplace for all our staff and a safe learning environment for all our students.

To ensure that, we have developed the following COVID-19 Response Plan. The BOM 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 in relation to summer provision
- inform all staff and students of essential hygiene and respiratory etiquette and physical distancing requirements
- adapt the school to facilitate physical distancing as appropriate in line with the public health guidance and direction of the Department of Education
- keep a contact log to help with contact tracing, GDPR-sensitive Visitor book to be signed in foyer.
- visitors, in as much as is possible must make appointment with school before entry. Visits during school time must be deemed absolutely necessary. Visitors will be facilitated after school, when possible to do so.
- 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. Circulars when issued about any change to Covid protocols, will be forwarded to all staff

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

VENTILATION: Guidelines as issued on November 2020



An Roinn Oideachais
Department of Education

Practical Steps for the Deployment of Good Ventilation Practices in Schools V2

30 November 2020

The implementation of the COVID-19 Response Plan by a school is the means through which schools can best prevent the introduction and spread of COVID-19 and demonstrate that they are operating in accordance with the requirements of the Roadmap for the Full Return to School, the Public Health advice from the Health Protection Surveillance Centre (HPSC) and the Return to Work Safely Protocol developed by the Health & Safety Authority. These documents are available at www.gov.ie/backtoschool.

The public health guidance for reopening schools and educational facilities includes some important recommendations about ventilation practices in schools:

- Consider if room ventilation especially in classrooms can be improved without causing discomfort.
- Where possible the opening of doors and windows should be encouraged to increase natural ventilation.
- Increase air flow and ventilation weather permitting.

The following practical measures for the deployment of good ventilation practices in schools should be considered by schools in the implementation of their COVID-19 Response Plans:

1. In summary, the overall approach for schools should be to have windows 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. It is worth noting that windows do not need to be open as wide in windy/colder weather in order to achieve the same level of airflow into the classroom. This will assist in managing comfort levels in classrooms during periods of colder weather.
2. Most schools rely on the opening of windows i.e. natural ventilation and therefore it is important that windows and air vents can be accessed and opened.
3. Rooms should be well ventilated before occupancy each day. This can be achieved by ensuring that at the end of the school day each evening, the windows in each room should be opened (as wide as practical and safe while also considering security issues) for at least 15 minutes to ventilate the room fully.

4. Windows should also be open at break times and at lunchtimes for at least 15 minutes where possible.
5. Classrooms for the first class on the following school day (where the above end of day ventilating has occurred) can consider maintaining partially opened windows as per guidance below to keep the room fresh and prevent stuffiness and condensations etc.
6. Achieving fresh air via a number of windows partially opened as required rather than one window fully open can help to maximise the use of window driven natural ventilation distribution across the room without causing discomfort.
7. In colder weather any local chilling effect can be offset by partially opening the windows nearest and above the radiators.
8. Make sure that air movement is not blocked by furniture or window blinds and curtains.
9. Consideration should be given to local circumstances that may require to have additional windows open such as after break time activities
10. Rooms with adequate fresh air should not be stuffy or have condensation on the window glass.
11. Schools should also ensure that all permanent ventilation openings in rooms are fully open and not blocked by wall hangings etc. These normally are either a circular or rectangle ventilation grill on the external classroom wall or linear slot type ventilators built into the window frames. All of these should be opened all the time, if they have been taped and sealed for decorating purposes then the tape/sealing should be removed. If a room does not have permanent background ventilation, provision of same should be considered based on professional construction advice and current Building Regulations.
12. All mechanical ventilation systems and any air conditioning systems should be set to 100% fresh air, any air conditioning units that cannot operate on 100% fresh air (check with unit suppliers if in doubt) should be left off unless it is complemented by an adequate outside air supply such as openable windows, as this can help to provide outside air to occupants and maintain thermal comfort.
13. If the corridors and staircases have no identifiable ventilation systems and rely on air infiltration from adjoining spaces as many transient spaces do, consideration should be given to ventilating these areas before and after break times by opening doors etc., this needs to be considered taking into account the fire strategy of the building. Where stairwells have opening windows, consideration should be given to their utilisation.
14. Keeping open the internal doors into classrooms for periods of time may assist with increasing air movement and ventilation rate. It is important to note that fire doors

should not be kept open unless fitted with approved automatic closers so that they function as fire doors in the event of an alarm or fire.

15. Schools should ensure there is appropriate ventilation of staffrooms, offices and other areas used primarily by staff, and in the context that some of these areas are used by different groups of staff at different times. This is in addition to the use of face coverings and adequate cleaning.
16. Schools should ensure there is appropriate ventilation of areas such as sanitary facilities, gyms, multi-purpose rooms and libraries etc. which are used by different groups of pupils and promote proactive use of open windows and any extractor fans when these spaces are in use.

The Department considers the above practical steps are sufficient to ensure good ventilation practices in school while at the same time ensuring an appropriate balance between ventilation and comfort.

SEPTEMBER 2021:

The key message from the Department of Education and Skills is, for the most part, to continue the measures and practices of the previous school year into the new one.

In the Department's letter of August 12th to principals, it stated: "The updates to the plan do not require schools to take action in advance of normal reopening. As outlined above schools should continue to operate the arrangements that were in place during the last school term when they reopen."

The Dept. issued a circular in November 2020 about the importance of ventilation. In Dromtrasna N.S. we were already ventilating classrooms since Sept. 2020. We continue to use this good practice.

The only change to our protocols, since Sept. 2020 last is that Parents are not required to fill the parental consent form, to return to education-setting.

Staff still have to return the same Return to work form used post-Christmas lock-down last year i.e. the one with seven questions.

Please note, Return to Work forms must always be returned three days or more before the school return date.

There have been some small changes to School policy nationally, the key ones being:

1. **Choir and wind instruments:** Allowed indoors with adequate ventilation. Last year, only outdoors with 2M distancing.
2. **Sharing of sports equipment:** “Sharing to be kept to a minimum.” Last year, it was strongly discouraged if not prohibited.
3. **Library Policy:** Specific reference this year to “plastic wipeable covering” where textbooks are shared to be cleaned between use.
4. **Return to Sport:** Reference as per last year giving link to HPSC advice on this hasn’t been changed since April 2021.

We will adapt our school protocols as required, while always following best practice to keep our Community safe. We will follow and act promptly on advice when issued by The DES, HSE, HSA and as advised by St. Senan’s Education Office.

Signed: Anne-Marie Downes LWR Date: prepared pre- August 31st, 2021

Approved by Chairperson and BOM at meeting on 11-11-21:

Vincent Sheehy Chairperson

Date: _____
November 11th, 2021

Section 2; Return to Work form – forwarded to all staff, which must be returned at least 3 days before Returning to work.

Staff Duties from DES's Covid 19 Response Plan for the Safe and Sustainable Return to Work.

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

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

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

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

Section 3: Dromtrasna N.S. Staff Responsibilities

Names of Lead Worker Representative/s:	
Anne-Marie Downes	Lead Worker Representative (LWR)
Aileen O' Connor	Deputy Lead Worker Representative
Marian McNamara	Safety Representative

All Safety representatives will have completed all the required induction training required by the Dept of Education and Skills, as well as HSA certified induction material and a Covid-19 Response Manager/ Lead Worker Representative (Education Sector) approved by our BOM.

The COVID-19 Return to 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.

Lead Worker Representative

Every school has to have a Lead Worker Representative.

Deputy Lead Worker Representative/ Assistant Lead Worker Representative

The role of the Assistant LWR will be to:

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

Collaborative Approach

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

Strong communication and a shared collaborative approach is key to protecting against the spread of COVID-19 in schools, and looking after the health, safety and wellbeing of staff and students. Adherence to the Return to Work Protocol will only be achieved if everyone has a shared 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, they should contact the LWR who will engage with school management.

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

What can a Lead Worker Representative Do?

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

- Cleaning protocols and their implementation
- Physical Distancing
- Implementation of one-way systems 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 & maintained
- Hand sanitising
- Staff awareness around hand hygiene in the school
- Respiratory hygiene
- Personal Protective Equipment
- At Risk Groups
- Visitors/Contractors

All Staff must 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**

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

Promote awareness of COVID-19 symptoms

- Advise staff and pupils that have symptoms not to attend school, to phone their doctor and to follow HSE guidance on self-isolation;
- Advise staff and pupils not to attend school if they have been identified by the HSE as a contact for person with COVID-19 and to follow the HSE advice on restriction of movement;
- Advise staff and pupils that develop symptoms at school to bring this to the attention of the Principal promptly;
- Ensure that staff and pupils know the protocol for managing a suspected case of COVID-19 in school (**See Checklist 7**);
- Everyone entering the school building needs to perform hand hygiene with a hand sanitiser;
- Visitors to the school during the day should be by prior arrangement and should be received at a specific contact point;
- Physical distancing (of 2m) should be maintained between staff and visitors where possible.

Frequency of Hand Hygiene:

Pupils and staff should perform hand hygiene:

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

Section 4: Physical Distancing in the Primary School Setting;

Physical distancing can be usefully applied in primary and special class settings 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.

Physical distancing will look different across the various ages and stages of learning. Care should be taken to avoid generating tension or potential conflict and some flexibility in the implementation of measures may be required at times.

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

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

Physical distancing falls into two categories:

- Increasing separation
- Decreasing interaction

Increasing separation

The guidance documents provided by the Department of Education on optimal classroom layout, including special class layout has been sent to all teaching staff

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

1. Reconfigure class spaces to maximise physical distancing
2. Utilise and reconfigure all available space in the school in order to maximise physical distancing

The teacher's desk should be at least 1m and where possible 2m away from pupil desks.

Decreasing interaction

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

In primary and special schools a distance of 1m should be maintained between desks or between individual pupils. It is recognised that younger children are unlikely to maintain physical distancing indoors. Therefore achieving this recommendation in the first four years of primary or special schools, is not a pre-requisite to reopening a primary or special school for all pupils.

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

The risk of infection may be reduced by structuring pupils and their teachers into Class Bubbles (i.e. a class grouping which stays apart from other classes as much as possible) and discrete groups or "Pods" within those class bubbles, to the extent that this is practical.

If the class is divided into Pods, there should be at least (1m distance) between individual Pods within the Class Bubble and between individuals in the pod, whenever possible.

Generally speaking the objective is to limit contact and sharing of common facilities between people in different Class Bubbles (and Pods within those Class Bubbles) as much as possible, rather than to avoid all contact between Pods, as the latter will not always be possible.

The aim of the system within the school is that class grouping mix only with their own class from arrival at school in the morning until departure at the end of the school day. The Pods within those Class Bubbles is an additional measures, to limit the extent of close contact within the Class Bubble.

Pod sizes should be kept as small as is likely to be reasonably practical in the specific classroom context.

To the greatest extent possible, pupils and teaching staff should consistently be in the same Class Bubbles although this will not be possible at all times.

Different Class Bubbles have been allocated specific yard times where there will be no more than two class bubbles present at same time but will not be allowed to inter-mingle. Pupils will be allocated additional time before or after their yard time - at their class teacher's discretion.

All classes will stay in their class bubbles to eat.

Sharing educational material between Pods should be avoided/minimised where possible.

Staff members who move from class bubble to class bubble should be limited as much as possible.

Additional measures to decrease interaction include:

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

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

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

Staff and pupils should avoid sharing of personal items.

Encourage pupils to avoid behaviours that involve hand to mouth contact (putting pens/pencils in the mouth).

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

Physical Distancing outside of the classroom and within the school

School drop off/collection

Arrangements for dropping off/collecting pupils has on school return been staggered into 3 different alphabetical groups over three time slots. Parents will be asked to remain in cars and parents of infants must maintain 2m distance from other parents and school staff and wear face masks if unable to do so.

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

Staggered drop off/pick up times should be considered where practical and feasible.

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

Consideration may be given to where pupils congregate as they arrive at school. This could include heading straight to their small group designated learning space/classroom.

Staff

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

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

Physical distancing should be observed between staff members within the staff room through the use of staggered breaks etc.

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

Implement no hand shaking policy.

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

Staff can rotate between areas/classes but this should be minimized where possible.

Corridors

Briefly passing someone in a hall is very unlikely to contribute significantly to the spread of infection if people do not have physical contact and avoid informal group discussions.

Yard/Supervision

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

We will stagger break times and outdoor access:

Play time has been adjusted to two different time-slots, 10:50-11:00 and 12:00-12:25 for Junior and Senior Infants on one yard and 5th and 6th on the other. 11:05-11:15 and 12:30-12:55 for 1st and 2nd on one yard and 3rd and 4th on the other to minimise crowding at the entrance and exits.

While it is not possible to maintain physical distancing when pupils in primary or ASD Class play together outdoors, but in so far as practical it is helpful to keep to consistent groups.

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

Minimise equipment sharing and clean shared equipment between uses by different people.

Section 5: Use of PPE in Schools

PPE must be worn by staff when they cannot maintain 2m between pupils and/or staff. A visor on its own without face mask does not offer enough protection. However, for a limited number of staff, PPE will need to be used occasionally or constantly due to the nature of certain work activities or work areas. This might include roles such as:

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

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

Masks

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 to who may feel upset or very uncomfortable wearing the face covering.

For staff, face coverings should not be required if physical distancing is possible and practiced appropriately. Wearing a face covering will conceal facial expression and make communication difficult.

The use of a visor as an alternative may be considered where there is a concern regarding prolonged close contact and exposure to fluid/respiratory droplets.

Gloves

The use of disposable gloves in the school by pupils or staff is not generally appropriate but may be necessary for intimate care settings. Routine use does not protect the wearer and may expose others to risk from contaminated gloves.

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

This is the latest HSE Guidance on PPE:

When wearing PPE use safe work practices to protect yourself and limit the spread of contamination:

- Keep hands away from face
- Limit surfaces and items touched
- Change gloves when torn or contaminated
- Always perform hand hygiene after removing gloves.

Removal of Personal Protective Equipment - The order for removing PPE is:

1. Gloves – perform hand hygiene
2. Eye Protection
3. Apron or Gown
4. Fluid Repellent Surgical Mask, remove at straps around ears.

Always perform hand hygiene after removing PPE.

Storage of PPE

All PPE should be stored in a clean dry area, in original packaging until required.

Respiratory Hygiene and Cough Etiquette Respiratory hygiene is vital to prevent the spread of respiratory infections such as influenza, colds etc.

Measures to contain respiratory secretions should be implemented by staff and pupils and include:

- Covering nose/mouth using disposable tissues when coughing, or sneezing
- Disposing of tissue in the nearest bin after use
- Performing hand hygiene with soap and water or hand sanitizer after contact with respiratory secretions and contaminated objects/materials
- Keeping hands away from mucous membranes of the eyes and nose.

Please remind pupils of how important it is to Keep hands away from mucous membranes of the eyes and nose.

Impact of COVID-19 protocols on certain school activities

Currently in Dromtrasna N.S. but will be under ongoing staff review.

It is considered unsafe to sing or engage in loud group chanting (amach os ard) repetitions indoors.

P.E. activities can only take place outdoors. Staff will have to let each other know when they intend to use the yard and where possible use the same yard class uses for their breaks.

Second Class (12 pupils) with appropriate spacing and care are the exception of using both yards for PE, because of third class split but will be doing PE in their correct class bubble.

In context of Shared Equipment:

Toys

In our Junior Infant setting toys will be segregated and colour coded and limited to the sole use of pupils in their respective colour pod, where possible to do so. E.g. Only the red group can use the red box of toys.

The infant teachers will also initially limit the toys being played with initially to non-soft toys that can be easily cleaned and/or individual play doughs for each pupil with their name on.

All toys should be cleaned on a regular basis for example weekly. This will remove dust and dirt that can harbour germs. The room will be fogged daily.

Toys that are visibly dirty or contaminated with blood or bodily fluids should be taken out of use immediately for cleaning or disposal.

When purchasing toys choose ones that are easy to clean and disinfect (when necessary).

When cloth or soft toys are introduced they should be machine washable.

Jigsaws, puzzles and toys that young pupils to those with special educational needs may be inclined to put into their mouths should be capable of being washed and disinfected.

All play equipment should be checked for signs of damage for example breaks or cracks. If they cannot be repaired or cleaned they should be discarded.

Clean toys and equipment should be stored in a clean container or clean cupboard. The manufacturer's instructions should always be followed.

At this time soft modelling materials and play dough where used should be for individual use only.

Cleaning Procedure for Toys

- Wash the toy in warm soapy water, using a brush to get into crevices.
- Rinse the toy in clean water.
- Thoroughly dry the toy.
- Some hard plastic toys may be suitable for cleaning in the dishwasher.
- Toys that cannot be immersed in water that is electronic or wind up should be wiped with a dampened with anti-bacterial provided dispenser onto our disposable blue lint-free sheet and dried, with dried with another lint free blue sheet, if necessary..
- In some situations toys/equipment may need to be disinfected following cleaning for example: toys/equipment that pupils place in their mouths. Toys/equipment that have been soiled with blood or body fluids or toys where a case of COVID-19 has been identified.

Art – Pupils need to use their own individual art and equipment supplies, if possible. When not possible pupils can use disinfected supplies e.g. paint brush that must not be shared during the activity.

Electronics – Shared electronic devices such as tablets, touch screens, keyboards should be cleaned between use. Use disposable blue lint free sheet.

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

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

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

Please collaborate with staff saying which equipment is needed, the day before/ that week.

Please also ensure that the same equipment will not be used, when possible, for 3 days when it will be safe to reuse or otherwise equipment must be disinfected the day before as part of lesson preparation.

Section 6: Hygiene and Cleaning in Schools

The Department of Education will provide additional funding to schools to support the enhanced cleaning required to minimise the risks of COVID-19.

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

As referenced earlier:

Frequency of Hand Hygiene:

Pupils and staff should perform hand hygiene:

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

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, backs of chairs/arm rests, communal eating areas, sink and toilet facilities.

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

Shower facilities shall not be available for use by staff or pupils due to the increased risk associated with communal shower facilities and areas.

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

It is recommended that you bring any utensil you may require to and from home daily, for your own safety and ease of access.

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

The room should be cleaned as soon as practicably possible.

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

Disinfection only works on things that are clean. When disinfection is required it is always as well as cleaning.

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

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

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

Try to encourage pupils to pull in chairs with their legs rather than handling sides of chairs, if possible as this would be safer but absolutely dependant on class age and child's dexterity. This optional measure is at the teacher's discretion and not compulsory.

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

If a pupil or staff diagnosed with COVID-19 spent time in a communal area like the staff room, play area or if they used the toilet or bathroom facilities, then the areas should be cleaned and disinfected as soon as is practically possible.

Checklist 6: Checklist for Cleaning:

Specific to Cleaning Staff and Covid-19 Response Team

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 interim 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?
(*Department of Education intends to provide online training for cleaning staff*)
7. Have you made arrangements for the regular and safe emptying of bins?
8. Are you familiar with the cleaning options for school settings set out in the interim 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 pupils 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
 - 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**
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 the disposal of cleaning cloths and used wipes in a rubbish bag? *Current HSE guidance recommends waste such as cleaning waste, tissues etc. from a person suspected of having COVID-19 should be double bagged and stored in a secure area for 72 hours before being presented for general waste collection.*
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?

Section 7: Dealing with a Suspected Case of COVID-19

NB Checklist 7 for staff is included in this Response Plan and will be printed and laminated so you will have it to hand.

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

Dromtrasna N.S.'s Covid-19 Response team will be responsible for ensuring that all aspects of the protocol to deal with suspected cases have been adhered to.

NB:

- **Staff or pupils should not attend school if displaying any symptoms of COVID-19.**
- **Staff members will be required to manage a suspected case in line with the protocol and training.**

The Covid-19 Response team of the school management team will be responsible for ensuring that all aspects of the protocol to deal with suspected cases have been adhered to.

The following outlines how a school should deal with a suspected case that may arise in a school setting.

A designated isolation area should be identified within the school building. In our school area this will be outside the building in the marquee. The possibility of having more than one person displaying signs of COVID-19 can also be handled in this setting. Access to the Marquee will be via entry/exit route of child.

The designated isolation area is outside of school building and will be very easy to maintain more than a 2m distance from anyone needing that space.

If the person with the suspected case is a pupil, the parents/guardians should be contacted immediately;

All classes will have prepared packs, with PPE for teacher and/or child presenting with symptoms – including two each of masks, goggles and aprons. Tissues, wipes and sanitizer etc are also included. Please double check contents of your class pack, to be familiar with and keep in an accessible place. Isolate the person – 2m away within class or outside the door and call the Lead Worker Rep. to accompany the individual to the designated isolation area via the isolation route, keeping at least 2m away from the symptomatic person and also making sure that others maintain a distance of at least 2m from the symptomatic person at all times;

Remember that the virus is spread by droplets and is not airborne so physical separation is enough to reduce the risk of spread to others even if they are in the same room;

If it is not possible to maintain a distance of 2m a staff member caring for a pupil 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 if one is available. He/she should wear the mask if in a common area with other people or while exiting the premises;

Assess whether the individual who is displaying symptoms can immediately be directed to go home/be brought home by parents who will 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;

Carry out an assessment of the incident which will form part of determining follow-up actions and recovery;

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;

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

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

Leave school if well enough to drive or ring for lift from family member or person within their contact tracing group who will need to wear PPE.

Self-isolate and contact GP for advice.

Do not return to work until GP considers it safe to do so.

Special Educational Needs

Additional considerations for those with Special Educational Needs

For children with special educational needs (SEN) maintaining physical distancing in many instances will not be practical or appropriate to implement. The focus should therefore be on emphasising that parents/guardians should have a heightened awareness of signs, symptoms or changes in baseline which suggests illness/COVID-19 infection and where symptoms are present children should not attend school.

Similarly staff should be aware of their responsibility not to attend work if they develop signs or symptoms of respiratory illness.

Hand hygiene

Children who are unable to wash their hands by themselves should be assisted to clean their hands using soap and water or a hand sanitiser (if their hands are visibly clean) as outlined previously.

Equipment

Some children may have care needs (physical or behavioural) which requires the use of aids and appliances and/or medical equipment for example toileting aids, moving and handling equipment, respiratory equipment. Where cleaning of aids and appliances is carried out in the school it is recommended that a cleaning schedule is provided, detailing when and how the equipment is cleaned and the cleaning products to be used in accordance with the manufacturers' instructions.

The following points can guide the development of such cleaning schedule:

- Equipment used to deliver care should be visibly clean;
- Care equipment should be cleaned in accordance with the manufacturers' instructions. Cleaning is generally achieved using a general purpose detergent and warm water.
- Equipment that is used on different children must be cleaned and, if required, disinfected immediately after use and before use by another child e.g. toileting aids;
- If equipment is soiled with body fluids:
 - First clean thoroughly with detergent and water;
 - Then disinfect by wiping with a freshly prepared solution of disinfectant;
 - Rinse and dry.
 - 15 mins should be allowed between use of changing bed after disinfected.

Staff Duties

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

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

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 all 3 members of our Covid-19 Response Team.

Action points for addressing the issue should where possible be agreed between the LWR and the Covid-19 Response Team.

Staff should be informed of the outcome.

If agreement cannot be reached, the LWR may notify the Board of Management (Chairperson of the BoM in the first instance).

Action points for addressing the issue should where possible be agreed between the LWR and the BoM. Staff should be informed of the outcome.

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.

Employee Assistance and Wellbeing Programme

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

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



Checklist 7 Checklist for dealing with a suspected case of COVID-19

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

Our Covid Response team: Anne-Marie Downes (Lead Worker Representative/ LWR), Aileen O' Connor (Deputy LWR) and Marian McNamara (Safety Representative) will be responsible for ensuring that all aspects of the protocol to deal with suspected cases have been adhered to.

Isolation Area

1. The identified place that can be used as an isolation area
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)? (Packs will be prepared in advance for staff use.) Packs will contain:
 - Tissues
 - Hand sanitiser sachets
 - Gloves/Masks
 - Apron
 - Waste Bags

Isolating a Person

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

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 checklist in relation to the incident to identify any follow-up actions needed?
20. Have you advised the LWR of the incident in accordance with the agreed protocol?
21. Are you available to provide advice and assistance if contacted by the HSE?

Cleaning

22. Have you taken the isolation area out-of-use until cleaned and disinfected?
23. Have you made arrangements to clean and disinfect any classroom space where the staff or students were located?
24. 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?
25. Have the cleaners been trained in dealing with contaminated areas and supplied with the appropriate PPE? *(It is intended to provide online training for cleaning staff. Appropriate PPE will be available to schools through the national procurement process which schools can access in line with the guidance which will be provided shortly)*
26. **Please notify the Covid-19 Response team with any concerns that may arise so we will be able to amend the policy as needed and agreed by the Covid-19 Response Team.**

Checklist 8: Specific to Covid Response Team

NB: Start with Checklist 7 Points 1-27 and in addition the following considerations: 27-74

Isolation Area

27. Have you identified a place that can be used as an isolation area, preferably with a door that can close?
28. 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.
29. Is the isolation area accessible, including to staff and students with disabilities?
30. Is the route to the isolation area accessible?
31. Have you a contingency plan for dealing with more than one suspected case of COVID-19?
32. Are the following available in the isolation area(s)?
 - Tissues
 - Hand sanitiser
 - Disinfectant/wipes
 - Gloves/Masks
 - Waste Bags
 - Bins

Isolating a Person

33. Are procedures in place to accompany the infected person to the isolation area, along the isolation route with physical distancing from them?
34. Are staff familiar with this procedure?
35. Have others been advised to maintain a distance of at least 2m from the affected person at all times? (it is intended that this will be dealt with as part of DES online training)
36. 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

37. Staff – have you established by asking them if the staff members feel well enough to travel home?
38. 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.
39. The affected person should be advised to avoid touching other people, surfaces and objects.
40. 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.

41. Has transport home or to an assessment centre been arranged if the affected person has been directed to go there by their GP?
42. Has the affected person been advised not to go to their GP's surgery or any pharmacy or hospital?
43. Has the affected person been advised they must not use public transport?
44. Has the affected person been advised to continue wearing the face mask until they reach home?

Follow up

45. Have you carried out an assessment of the incident to identify any follow-up actions needed?
46. Have you advised the LWR of the incident in accordance with the agreed protocol?
47. Are you available to provide advice and assistance if contacted by the HSE?

Cleaning

48. Have you taken the isolation area out-of-use until cleaned and disinfected?
49. Have you made arrangements to clean and disinfect any classroom space where the staff or students were located?
50. 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?
51. Have the cleaners been trained in dealing with contaminated areas and supplied with the appropriate PPE? *(It is intended to provide online training for cleaning staff. Appropriate PPE will be available to schools through the national procurement process which schools can access in line with the guidance which will be provided shortly)*

Isolation Area

52. Have you identified a place that can be used as an isolation area, preferably with a door that can close?
53. 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.
54. Is the isolation area accessible, including to staff and pupils with disabilities?
55. Is the route to the isolation area accessible?
56. Have you a contingency plan for dealing with more than one suspected case of COVID-19?
57. Are the following available in the isolation area(s)?
 - Tissues
 - Hand sanitiser
 - Disinfectant/wipes
 - Gloves/Masks
 - Waste Bags
 - Bins
 -

Isolating a Person

58. Are procedures in place to accompany the infected person to the isolation area, along the isolation route with physical distancing from them?
59. Are staff familiar with this procedure?
60. Have others been advised to maintain a distance of at least 2m from the affected person at all times? *(it is intended that this will be dealt with as part of the Department's online training)*
61. 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

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

Follow up

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

Cleaning

72. Have you taken the isolation area out-of-use until cleaned and disinfected?
73. Have you made arrangements to clean and disinfect any classroom space where the staff or pupils were located?
74. 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?

Have the cleaners been trained in dealing with contaminated areas and supplied with the appropriate PPE? *(It is intended to provide online training for cleaning staff. Appropriate PPE will be available to schools through the national procurement process)*

Checklist 9 Checklist Specific to Lead Worker Representative

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

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

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