

COVID-19 Response Plan 2020-2021 Sandford Parish NS, Ranelagh, D6

This document has been prepared on the basis of current public health advice and will continue to be updated throughout the year as further guidance is received 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 primary and special schools.

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1. Introduction

This Covid-19 Response Plan is designed to support the staff and Board of Management [BOM] in putting measures in place that will minimise the risk of the spread of COVID-19 in Sandford Parish National School.

The COVID-19 Response Plan details the policies and practises necessary for the school to meet the Government's 'Return to Work Protocol' which is the Department of Education and Skills plan for school reopening and to minimise the risk of the spread of COVID-19 in the school environment. The plan incorporates current advice about the measures to reduce the spread of COVID-19 in the community as issued by the National Public Health Emergency [NPHE].

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

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

In line with the return to work safety protocol, the key to a safe and continued return to work, and re-opening of our schools requires strong communication and a shared collaborative approach between the BOM, staff, pupils and parents. The assistance and cooperation of all staff, pupils, parents/ guardians, contractors and visitors is critical to the success of the plan.

Every effort has been 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.

2. SPNS COVID-19 Policy

This COVID-19 policy outlines our commitment as a school to implement the plan and help prevent the spread of the virus. The policy will be signed and dated by the Principal and Chairperson of the Board of Management and brought to the attention of the staff, pupils, parents and others. [Appendix 1]

3. Planning and preparing for Return to School

The Board of Management aims to facilitate the resumption of school-based teaching and learning and the return to the workplace of staff. The return to work must be done safely and in strict adherence to the advice and instructions of public health authorities and the government.

Details for the reopening of the school facility and the applicable controls are outlined in this document.

School buildings.

Before reopening school the following will be checked:

Does the water system need flushing following the non usage to prevent legionnaire disease?

Has school equipment and ventilation being checked for signs of deterioration or damage before being used again?

Have rubbish collections and other essential services resumed?

Signage

Schools are required to display signage outlining the signs and symptoms of COVID- 19 and to support good hand and respiratory hygiene. The recommended signs and posters have been printed, laminated and displayed in the school.

Pre-Return to Work Questionnaire COVID-19

This questionnaire will be completed by staff at least 3 days in advance of returning to work and returned to the principal, Mr Senan Murray.

4. 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 Principal and BOM 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.

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

All staff, pupils, 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 control measures.

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, pupils or others he/she should contact the lead worker(s) who will engage with the principal/BOM.

Every school will appoint one Lead Worker Representative. In schools with less than 30 staff, a Deputy Lead Worker Representative will be appointed in addition to the LWR.

The role of the Deputy LWR will be to

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

<i>Name(s) of lead worker representative:</i>	<i>Contact details:</i>
LWR: Yvonne Davies	
Deputy LWR: Andrea Dowzer	

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 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.

5. Safety Statement and Risk Assessment

COVID-19 represents a hazard in the context of health and safety in the school environment. The school will have a separate policy statement and additional risk assessment to identify the control measures required to mitigate the risk of COVID-19 in the school setting.

COVID 19 Policy Statement – Appendix 1

COVID 19 Risk Assessment – Appendix 3

6. General Advice to prevent the spread of the virus

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

- High temperature
- Cough
- Shortness of breath or /and breathing difficulties
- Loss of smell, of taste or a distortion of taste

The best way to try to prevent the spread of COVID-19 in a school is to minimize the risk of introduction of the disease into the school in the first place.

This can be done through the following measures:

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

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

The Department of Education and Skills will ensure all updated advice is circulated to schools. Sandford Parish National School will arrange for this advice to be circulated to staff, pupils, parents and visitors in a timely manner.

7. Managing the risk of spread of COVID-19

- Following HSE advice, regular hand-washing with soap and water is effective for the removal of COVID-19
- Hand hygiene can also be achieved by the use of hand sanitizer [when hands are clean]
- Hand sanitizers will be available at entry and exit points and in each classroom. They will also be available in all other rooms including the computer room, library, staff room, office and hall
- Following HSE advice everyone in the school will be reminded to avoid touching eyes, nose and mouth
- Physical distancing is recommended to reduce the spread of infection in the workplace; the school will follow the public health advice on physical distancing in the classrooms, staffroom and other rooms
- Following HSE advice everyone in the school will be reminded to practice respiratory hygiene. This means covering your mouth and nose with a tissue or a bent elbow when you cough or sneeze. Then dispose of the usage tissue immediately.
- Frequently touched objects and services will be cleaned and disinfected
- Items which are normally shared will not be used

8. Control Measures

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.

- 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 : 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.
- If a staff member is unsure about any aspect of the Covid-19 Response Plan, the associated control measures, or his/her duties, he/she should immediately seek guidance from the Principal and/or the LWR, who are supported in this role by the BOM
- In order to return to the workplace, staff must complete a **Return to Work (RTW)** form, which is available online or from the principal. A RTW form should be completed and returned **3 days** before returning to work.

NOTE: There may be some school staff members 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.

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

- are over 70 years of age - even if fit and well
- have had an organ transplant
- are undergoing active chemotherapy for cancer
- are having radical radiotherapy for lung cancer
- have cancers of the blood or bone marrow such as leukaemia, lymphoma or myeloma who are at any stage of treatment
- are having immunotherapy or other continuing antibody treatments for cancer

- are having other targeted cancer treatments which can affect the immune system, such as protein kinase inhibitors or PARP inhibitors
- have had bone marrow or stem cell transplants in the last 6 months, or who are still taking immunosuppressant 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 immunosuppressant therapies)
- have a serious heart condition and are pregnant

The advice for this group is available from the HSE. Details of the arrangements that will apply for these staff, which will be in accordance with those applying for the public service generally, will be updated by the Department of Education following consultation with management bodies and unions and a circular will issue to all schools

- It is crucial that all staff, pupils, parents/guardians, contractors and visitors are familiar with, and adopt, good hand hygiene and respiratory hygiene practices. As previously stated information posters will be displayed at appropriate locations within the school. Also hand-washing facilities and/or hand sanitizers are available in multiple locations.

- Class spaces have been reconfigured to maximize social distancing as recommended. Each class is seen as a class bubble. Each bubble is subdivided into pods in each classroom to facilitate social distancing. The teacher will ensure, where possible, that the children have their own books and necessary equipment to minimize the sharing of materials.

- Personal protective equipment [PPE] will be made available to all staff where appropriate. PPE will be worn when performing first aid, intimate care and where a suspected case of COVID-19 is identified while the school is in operation. Face shields have been provided for all members of staff. Sneeze shields will be provided in classes where necessary. The use of disposable gloves is not recommended on a day to day basis. Staff will continue to use them for First Aid or intimate care.

- Regular and thorough cleaning of the school will take place. The cleaning staff should have completed training through their company and will be guided by the principal. All staff will have access to cleaning products and will be required to maintain the cleanliness of their own work area. Staff should clean and disinfect their work area each day.

- Access to the building will be in line with agreed procedures. Arrangements 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. Access will be by prior arrangement only, without exception. All visitors to the school will be logged and their contact details stored in the Contact Tracing folder which will be in the secretary's office. A detailed sign in/sign out log of those entering the school facilities should be maintained. The school should maintain a log of staff and pupil contacts. A sample contact log is available at Appendix 4

The Data Protection Commission has provided guidance on the data protection implications of the return to work protocols. This advice can be found here:

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

Schools are reminded that all school records and data must be maintained and processed in compliance with the GDPR and the Data Protection Acts. The responsibility for compliance with the legislation rests with each school (or ETB) in their role as data controller.

9. Dealing with a suspected case of COVID-19

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

A designated isolation area has been identified within the school building. The possibility of having more than one person displaying signs of COVID-19 has been considered and a contingency plan for dealing with additional cases has been put in place. The designated isolation area in SPNS is the area inside the front door beside the meter cabinet in order to have speedy access for collection. The second isolation area is in the PE hall beside the fire exit door.

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

- If the person with the suspected case is a pupil, 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 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;
- The isolation area does not have to be a room but if it is not a room it should be 2m away from others;
- 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. 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 tissues provided when they cough or sneeze and put the tissues 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 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.

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 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.

Appendices

Appendix 2 Pre-Return to Work Questionnaire COVID-19

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

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

Name: _____

Name of School: _____

Name of Principal: _____

Date: _____

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

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

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

Signed: _____

Yvonne Davies

Appendix 3 Risk Assessment

COVID-19 (List identifies COVID-19 as the hazard and outlines control measures required to deal with this risk)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H=High M=Medium L=Low	Controls (When all controls are in place risk will be reduced)	Is this control in place?	Action/ to do list/ outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date when action completed
COVID-19	N	Illness	H	School Covid19 Response Plan in place in line with Department of Education guidance and the Return to Work Safely Protocol and public health advice		Return to Work Forms available [due 21/8/20] Induction Training provided online from gov.ie & all staff informed- ongoing to date [completed by 31/8/20] Sneeze screens are ordered to facilitate reading in classrooms and resource rooms Screens ordered for secretary's desk Hand sanitizer stations ordered for all classrooms and entry/exit points & pump bottles for other rooms; Personal PPE packs ordered for all members of staff Checklist for dealing with a suspected case of COVID-19 is in progress and will be made available to all staff Planning in progress for use of staffroom facilities in accordance with social distancing rules Classrooms and Resource rooms are being reconfigured to maximise social distancing [including Pods]		
				School COVID-19 Policy Statement-completed				
				Public health guidance from HSE re hygiene and respiratory etiquette- posters displayed & plan in place to guide children & adults				
				Contact log in place- folder in office				
				Isolation area is at front entrance in corridor; the checklist and PPE pack as recommended are stored in press alongside				
				Yard duty rota in place to accommodate individual class bubbles including provision for supervision of classes for teacher breaks				
				School will be cleaned daily by the cleaning company, with a deep clean every Tuesday and Thursday				

Risk Assessment carried out by: Senan Murray [Principal] Yvonne Davies [Deputy Principal & LWR] Date: / /

Yvonne Davies

Appendix 4 Contact Tracing Log

Name of School	Sandford Parish NS		School Contact Person	Mr Senan Murray Principal	
Address of School	Sandford Close, Ranelagh, D06 V2V6		For Queries only: Phone No	(01) 4974277	
			Email	secretary@sandfordparishns.ie	
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 (if applicable)				
	Address				
	Contact No.		Email Address		
	Reason for Visit				
Who the visitor met (separate line required for each person the visitor met)					
Name of Person visited				Length of time spent with each person in the school	

Appendix 5 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.

Isolation Area

1. Have you identified a place that can be used as an isolation area, preferably with a door that can close? The area to the right of the front door beside the meter press.
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 pupils with disabilities? Yes
4. Is the route to the isolation area accessible? Yes
5. Have you a contingency plan for dealing with more than one suspected case of COVID-19? Yes: The area in the PE hall beside the fire exit door
6. Are the following available in the isolation area(s)? Yes – in both isolation areas
 - 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? Yes- Mrs Yvonne Davies is to be notified and she will accompany the person to the isolation area and arrange any contacts with home with the help of the secretary. If Mrs Davies is unavailable Mr Murray is to be notified
8. Is staff familiar with this procedure? Yes- as of staff meeting Thursday 27th August 2020
9. Have others been advised to maintain a distance of at least 2m from the affected person at all times? Yes, as part of online training
10. Is there a disposable mask to wear for the affected person while in the common area and when exiting the building? Yes, in the isolation area pack

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. 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. Parents/Guardians will be contacted
13. The affected person should be advised to avoid touching other people, surfaces and objects.
14. 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.
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? To be carried out by Mrs Davies
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? To be carried out by Mrs Davies
22. Have you made arrangements to clean and disinfect any classroom space where the staff or pupils were located? Cleaners will be notified by Principal
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? To be carried out by Mrs Davies and cleaners informed by principal

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 before reopening).*