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Coláiste an Chraoibhín
School Covid-19 Response Plan
August 2020

Coláiste an Chraoibhín is committed to implementing appropriate measures to protect against, prepare for, respond to, and recover from COVID-19 related disruptions when they arise in our school.

This plan sets out a summary of measures taken or planned by Coláiste an Chraoibhín to identify risks and defend against the spread of COVID-19. Our school community COVID-19 response comprises not just the information contained in this document but also Risk Assessments, Code Of Behaviour, Health and Safety statement and Protocols.

At all times, Colaiste an Chraoibhín has consulted and will continue to consult the up to date public health advice and is implementing the measures announced by the government, the Department of Education and Science , the HSE , HPSC and other appropriate statutory agencies in the development and implementation of this plan. Coláiste an Chraoibhín is under the auspices of the Cork Education Training Board and as such follow all its procedures and Return to Work Safety Protocols.



Coláiste an Chraoibhín

COVID-19 Policy Statement

Coláiste an Chraoibhín 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/ETB and all school staff are responsible for the implementation of this plan and a combined effort will help contain the spread of the virus. We will:

- continue to monitor our COVID-19 response and amend this plan in consultation with our staff
- provide up to date information to our staff and students on the Public Health advice issued by the HSE and Gov.ie
- display information on the signs and symptoms of COVID-19 and correct hand-washing techniques
- agree with staff, a worker representative who is easily identifiable to carry out the role outlined in this plan 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
- ensure staff and students engage with the induction / familiarisation briefing provided by the Department of Education
- implement the agreed procedures to be followed in the event of someone showing symptoms of COVID-19 while at school
- provide instructions for staff and students to follow if they develop signs and symptoms of COVID-19 during school time
- implement cleaning in line with Department of Education advice

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

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

Signed: _____

Date: _____

Chairperson Board of Management

Signed _____

Date _____

Principal

Planning and Preparing for Return to School

Coláiste an Chraoibhín aims to facilitate the resumption of school based teaching and learning and the return to the workplace of staff. The return to the workplace must be done safely and in strict adherence to the public health advice and any guidance issued by the Department of Education.

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

Before returning to school the following processes have been put in place by Coláiste an Chraoibhín

- Kept up to date with public health advice and changes and Department of Education and Science advice.
- Have communicated this information in a timely manner to staff, students, parents and Board of Management via email, text and on www.colaiстеanchraoibhin.ie
- Ensured that staff have reviewed the training materials provided by the Department of Education before returning to school at <https://www.gov.ie/en/publication/dd7fb-induction-training-for-reopening-schools/>
- Ensured all staff have been provided to the Return to Work (RTW) form.
- Have identified a Lead Worker Representatives (LWR).
- Have posted signage to prevent introduction and spread of COVID-19 throughout the school.
- Made the necessary changes to the school layout to support the redesign of classrooms to support physical distancing.
- Removed unnecessary clutter to facilitate ongoing cleaning of the school and also take into account the importance of having educational materials to create a stimulating learning environment.
- Updated the health and safety risk assessment
- Made necessary arrangements to restrict access to the school and maintain records of contacts to the school
- The water system has been checked for low usage to prevent Legionella disease
- School equipment has been checked for signs of deterioration or damage. Mechanical ventilation has been installed in eight of our classroom rooms to ensure the best possible airflow.
- Bin collections and other essential services have been resumed.

Staff Induction Training

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

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

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

Induction training can be found here

[https://www.gov.ie/en/publication/dd7fb-induction-training-for-reopening-schools/.](https://www.gov.ie/en/publication/dd7fb-induction-training-for-reopening-schools/)

This induction covers the following for teachers, SNAs , cleaning staff and ancillary staff.

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

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

If a staff member is unsure about any aspect of the COVID-19 Response Plan, the associated control measures, or his/her duties, he/she should immediately seek guidance from the Principal who is supported in this role by the Cork ETB

Procedure for Returning to Work (RTW)

In order to return to the workplace, staff must complete a **Return to Work (RTW)** form, which is available electronically or from the principal. This will be sent out to all staff at least three days before the reopening of school.

A RTW form should be completed and returned **3 days** before returning to work.

On receipt of the completed form the Principal will provide details of the **Induction Training** for completion by staff prior to the return to the workplace and details of any additional health and safety measures in place in the school to facilitate the staff member's return to the school facility.

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

People at very high risk (extremely vulnerable):

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

The advice for this group is available from the HSE. Details of the 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. Staff should contact the school Principal if they have any worries and issues about returning to school.

Dealing with a Suspected Case of COVID-19 - Student

Staff and students have been informed that they must not attend school if displaying any symptoms of COVID-19. The symptoms are

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

There are two designated isolation areas in the school – Room 10 in main building (Room next to Mr. Healy’s office and B4 (First Aid room) in the extension. If both of these isolation areas are already occupied, then Room 39 should be used if the student is in the main building and the wheelchair bathroom opposite Ms Riordan’s office should be used if the student is in the extension. If a student displays symptom of Covid-19 while at school the following is the procedures to be followed.

- If in class, the teacher should tell the student to leave the room and wait outside the door ensuring that masks are worn by everyone in the vicinity. The teacher should then ring the Principal or in his absence one of the Deputy Principals.
- The student will be accompanied by the Principal /Deputy Principal to the designated isolation area via the isolation route which is the most direct route, keeping at least two metres away from the symptomatic person and also making sure that others maintain a safe distance. If two metres is not possible then masks must be worn at all times. If a mask is not available, then one will be provided to the student. Gloves should not be used as the virus does not pass through skin.
- Parents/guardians will be contacted immediately and asked to collect the student
- An assessment will be made as to whether the individual who is displaying symptoms can

immediately be directed to go home (applicable to staff) or be brought home by parents and call their doctor and continue self-isolation at home

- Students presenting with symptoms remain in isolation if they cannot immediately go home. Contacting their GP will be facilitated by the school. The individual should avoid touching people, surfaces and objects. Advice will be given to the person presenting with symptoms to cover their mouth and nose with 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, arrangements will be made to transport them 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, the Principal/Deputy Principal will ring 999 or 112 and inform them that the sick person is a COVID-19 suspect.
- An assessment of the incident will take place which will form part of determining follow-up actions and recovery.
- The appropriate cleaning of the isolation area and work areas involved will be carried out
- The rooms will be cleaned as soon as practicable possible.
- Once the room is vacated the room will not be reused until it has been thoroughly cleaned and disinfected and all surfaces are dry.
- Disinfection only works on things that are clean. Therefore, when disinfection is required it is always in addition to cleaning.
- Person/s assigned to cleaning should avoid touching their face while they are cleaning and household gloves and a plastic apron.
- Special attention will be paid to frequently touched surfaces, the back of chairs, couches, door handles and any surfaces that are visibly soiled with body fluids.
- Once the room has been cleaned and disinfected and all surfaces are dry, the room can be reused.

Dealing with a suspected case of Covid-19 – Staff member

If a staff member is displaying Covid-19 symptoms the following procedures should be followed

- The staff member should wear a mask and follow the shortest route possible to leave the building. They must then go home and contact their GP immediately and follow all HSE advice. The Principal/Deputy Principal should also be notified. If the member falls ill while in class, the Principal/Deputy Principal should be contacted immediately to ensure supervision of the class can be maintained.
- If the staff member is too unwell to leave the building, they should proceed to one of the available isolation rooms along the isolation route which is the shortest route possible. A mask should be worn at all times. They should then ring their GP and follow the advice given.
- There are two designated isolation areas in the school – Room 10 in main building (next to Mr. Healy's office) and B4 (First Aid room) in the extension. If both isolation areas are already occupied, then Room 39 should be used if the staff member is in the main building and the wheelchair bathroom opposite Ms Riordan's office should be used if the staff member is in

the extension.

- If the staff member is too ill to travel arrangements will be made for them to be collected by a family member.

Procedure if there is a confirmed case of Covid-19 in the school

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

COVID-19 related absence management

The management of a COVID-19 related absence will be dealt with in line with agreed procedures with the Cork ETB

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.
- Keep up to date with the latest COVID-19 public health advice.
- 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.
- Consult with school management on the control measures required to minimise the risk of staff and students being exposed to COVID-19.
- Promote good hygiene practices, in conjunction with school management, 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.
- Monitor, in conjunction with school management, adherence to measures put in place to prevent the spread of COVID-19.
- Conduct reviews of safety measures that are in place to address and suppress COVID-19 in the workplace. Reviews (including an examination of the workplace) should be conducted on a regular basis (at least twice per week).
- 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.

Expressions of interest for the role of Lead Worker Representative has been sought. Coláiste an Chraoibhín has two LWR as per our school population. The following members of staff were nominated appropriately and have accepted the role.

Names of Lead Worker Representative/s:	Contact details:
Brian McAuliffe	Brian.McAuliffe@colchraoibhin.ie
James Howard	jameshoward556@yahoo.ie

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

Where a COVID-19 control concern is identified by the LWR (or is notified to the LWR by a staff member), the LWR should bring this to the attention of the Principal. Action points for addressing the issue should where possible be agreed between the LWR and the Principal as a matter of urgency. Staff should be informed of the outcome. It is envisaged that issues will be resolved at school level to the maximum extent possible.

Signage/one way system

Coláiste an Chraoibhín has signage through the school outlining the signs and symptoms of COVID-19 and to support good hand and respiratory hygiene. These have appropriate key health messages – hand washing, sneeze and cough etiquette

They are displayed in prominent areas such as offices, corridors, staffroom area, classrooms, and toilets.

A one-way system in the corridors for all staff and students will be in operation where possible in Coláiste an Chraoibhín.

Physical Distancing

Coláiste an Chraoibhín will implement physical distancing in a practical way to recognise that the learning environment cannot be dominated by a potentially counterproductive focus on this issue.

We also recognise that it is not always possible for staff to maintain physical distance from students and it is not appropriate that they would always be expected to do so where this could have a detrimental impact on the student.

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

Classroom Layout

Maintaining physical distancing in the school environment is recommended as one of the key control measures to minimize the risk of the introduction and spread of COVID-19.

Coláiste an Chraoibhín has followed Department of Education guidelines on classroom layout set out in

Framework to maintain Physical Distancing in the Classroom in Post Primary Schools with a Full Return of All Students for the 2020/21 School Year

Our classrooms have been reconfigured to ensure 1 meter distance between desks in advance of the school reopening.

PPE

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

It is therefore a requirement in Coláiste an Chraoibhín that teachers, staff and students attending the school wear a mask when a physical distance of 2m from other staff or students cannot be maintained.

All members of the school community in Coláiste an Chraoibhín – students, teachers, SNAs , cleaners, administrative staff- will be provided with two reusable masks and hand wipes on their return to school. Parents are asked to replenish wipes on a regular basis.

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

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

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

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

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

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

Sanitising wipes will be available in all classrooms so that work stations can be wiped down before use. The school reception area will have Perspex barriers installed to protect administrative staff from COVID-19 .

Hygiene and Cleaning in School

Hand sanitiser dispensers have been installed in every room in the school. They are also freely available at entrances to the main building as well as the extension. These will be checked on a regular basis to ensure that they are replenished. Staff and students must use these on entry and exiting both classrooms and the school.

All staff will have access to cleaning products in their classroom and will be required to maintain cleanliness of their own work area. These should not be removed from the building under any circumstances.

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

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

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

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

Face coverings should not be worn if they are wet. A wet cloth face covering may make it difficult to breathe. Disposable face coverings are available for students, teachers, and staff in case a back-up face covering is needed during the day.

The school will also provide aprons and eye protection glasses which may be appropriate to use in practical classroom situations.

There will be ongoing cleaning throughout the school during the day focusing on frequently touched surfaces eg door handles, handrails, chairs/arm rests, communal eating areas, sink and toilet facilities. Students will be asked to wipe their work stations/desks before use. The school building

will close at 4pm to facilitate cleaning. All members of the school community should practice the following

- Regular hand hygiene and hand washing
- Maintaining physical distancing
- Application of respiratory hygiene and cough etiquette

Staff Duties

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

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

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

- Adhere to the School COVID-19 Response Plan and the control measures outlined.
- Complete the RTW form before they return to work.
- Must inform the Principal if there are any other circumstances relating to COVID-19, not included in the form, which may need to be disclosed to facilitate their safe return to the workplace.
- Must complete COVID-19 Induction Training and any other training required prior to their return to school.
- Must be aware of, and adhere to, good hygiene and respiratory etiquette.
- Coordinate practices and work with their colleagues to ensure that physical distancing is maintained.
- Make themselves aware of the symptoms of COVID-19 and monitor their own wellbeing.
- Self-isolate at home and contact their GP promptly for further advice if they display any symptoms of COVID-19.
- Not return to or attend school if they have symptoms of COVID-19 under any circumstances.
- 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.
- All staff must use their own cutlery and tableware for use in the staffroom. The burco will be available for staff use.

Health and Safety Risk Assessment

A Health and Safety Risk Assessment has taken place in the light of COVID-19

A review of the school emergency procedures involving, fire safety, first aid, accidents and dangerous occurrences will now take into consideration any new risks that arise due to the school's COVID-19 Response Plan.

First Aid/emergency procedure

The standard First Aid/emergency procedure shall continue to apply in the schools. In an emergency or in case of a serious incident, an ambulance or the fire brigade will be called on 112/999 giving details of location and type of medical incident.

Access to School and Contact Log

Visits to the school will be reduced to essential visits and only in cases when the issue cannot be dealt with by phone or email. Parents/guardians/visitors must make an appointment if they wish to see someone in the school. If an appointment is necessary, then visitors must wait in the porch area at the main entrance before being allowed into the building. A contact log must be filled out before exiting the building. Collection of students for appointments must be done in the usual manner i.e. parent/guardian inform the year head via note in journal and parents/guardians must wait for their son/daughter in the porch area. Face masks must be worn at all times

Access to the school building will be via the main entrance and the new ramp entrance at the front of the school.

Arrangement for necessary visitors such as contractors and parents will be restricted to essential purposes and limited to those who have obtained prior approval from the principal.

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

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>

Records and data will be maintained and processed in compliance with the GDPR and the Data Protection Acts as set out by the Cork ETB.

School Activities

All extra curricular activities have been suspended in Coláiste an Chraoibhín due to the risk of increasing contact with possible Covid-19 cases outside of the school environment. A review of this decision will be carried out by the Board of Management at Christmas.

Employee Assistance and Wellbeing Programme

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

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.

All staff in Coláiste an Chraoibhín have been made aware of the Employee Assistance Programme.

Coláiste an Chraoibhín 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 your doctor and Principal re return to work.		

I confirm, to the best of my knowledge that I have no symptoms of COVID-19, am not self-isolating, awaiting results of a COVID-19 test or 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 will be held securely in line with our retention policy.

Signed: _____