



# **St. John the Apostle, Knocknacarra NS Covid-19 School Response Plan**

## **Introduction**

This *Covid-19 Response Plan* is designed to support the staff and Board of Management (BOM) in putting measures in place that will prevent the spread of Covid-19 in St. John the Apostle, Knocknacarra NS

The Covid-19 Response Plan details the policies and practices necessary for our school to meet the Government's '*Return to Work Safely Protocol*', the Department of Education and Skills plan for school reopening and to prevent the spread of Covid-19 in the school environment. The plan incorporates current advice about measures to reduce the spread of Covid-19 in the community issued by the National Public Health Emergency Team (NPHE).

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

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

In line with the Return to Work Safely 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 Board of management, staff, pupils and parents.

This document aims to provide details of:

- 1. COVID-19 School Policy**
- 2. Planning and Preparing for Return to School**
- 3. Return to work safely and Lead Worker Representative(s)**
- 4. Safety Statement and Risk Assessment**
- 5. General advice to prevent the spread of the virus**
- 6. Procedure for Returning to Work (RTW)**

## 7. Control Measures

## 8. Dealing with a suspected case of Covid-19

## 9. Staff Duties

## 10. Covid related absence management

## 11. Employee Assistance and Wellbeing Programme

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

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

**Note:** The plan is a live working document and may be reviewed and amended to take into account new guidance from [www.gov.ie](http://www.gov.ie), [www.dbei.ie](http://www.dbei.ie), [www.hse.ie](http://www.hse.ie), [www.hpsc.ie](http://www.hpsc.ie), [www.hsa.ie](http://www.hsa.ie); [www.education.ie](http://www.education.ie);

### **St. John the Apostle, Knocknacarra NS 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 is signed and dated by the Principal and Chairperson of the Board of Management and brought to the attention of staff, pupils, parents and others.

The School Covid Response Team will put in place all necessary measures to ensure a safe return to school . The Team includes: Noreen Healy (Principal), Fiona Keane (Deputy Principal), Aedín Geary(Safety Officer), LWR Andrew Fogarty (Staff Representative), ALWR Fidelma Mc Grath (SNA representative), Jacqui O' Grady (BoM Representative) & Adrienne Murray (PA Representative 2020-21)

### **St. John the Apostle, Knocknacarra**

### **COVID 19 Policy Statement**

St. John the Apostle, Knocknacarra NS is committed to providing a safe and healthy workplace for all our staff and a safe learning environment for all our pupils. To ensure that, we have developed the following COVID- 19 Response Plan. The 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 pupils on the Public Health advice issued by the HSE and Gov.ie
- display information on the signs and symptoms of COVID-19 and correct hand-washing techniques

- agree with staff, a worker representative who is easily identifiable to carry out the role outlined

in this plan

- inform all staff and pupils of essential hygiene and respiratory etiquette and physical distancing requirements
- adapt the school to facilitate physical distancing as appropriate in line with the guidance and direction of the Department of Education and Skills
- keep a contact log to help with contact tracing
- ensure staff and pupils engage with the induction / familiarisation briefing provided by the Department of Education and Skills
- implement the agreed procedures to be followed in the event of someone showing symptoms of COVID-19 while at school
- provide instructions for staff and pupils to follow if they develop signs and symptoms of COVID-19 during school time
- implement cleaning in line with Department of Education and Skills advice.

All school staff will be consulted on an ongoing basis and feedback is encouraged on any concerns, issues or suggestions. This can be done through the Lead Worker Representative(s)

**Andrew Fogarty (LWR)\* and Fidelma Mc Grath (ALWR)**

[Redacted signature]

[Redacted signature]

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

## **2. 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 re-opening our school we have checked the following:

- The water system has been flushed at outlets following low usage to prevent Legionella disease. Hot water is available in all taps;
- School equipment and mechanical ventilation have been checked for signs of deterioration or damage before being used again;
- Bin collections and other essential services have resumed - weekly disposal of bins by Barna Waste Collection Services and daily removal of waste from classrooms by O' Flaherty Cleaning Services.

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## **Signage**

**The school displays** signage outlining the signs and symptoms of COVID-19 and others to support good hand and respiratory hygiene. The following is a link to the dedicated area of the Health Protection and Surveillance Centre (HPSC) website where there are a number of posters, appropriate for primary school pupils.

<https://www.hpsc.ie/a-z/respiratory/coronavirus/novelcoronavirus/posters/> These are displayed in prominent areas such as offices, corridors, staffroom area, classrooms and toilets.

## **Procedure for Returning to Work (RTW)**

In order to return to the workplace, staff must complete a **Return to Work (RTW)** form. A hard copy is attached also at **Appendix 1**. The RTW form will be completed **3 days** prior to any proposed date of return to the workplace.

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 return to the school facility.

**Note: Induction Training for staff has been developed by the Department in consultation with stakeholders and made available for all schools and staff.**

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

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

The Return to Work Safely protocol provides for an agreed procedure between management and staff to appoint a Lead Worker Representative to carry out a specific role.

The LWR and ALWR have been appointed by the BoM in accordance with the procedures outlined by the Department of Education.

The role of the worker representative is to ensure that Covid-19 measures are adhered to in the workplace as follows:

- Work collaboratively with the employer to ensure, so far as is reasonably practicable, the safety, health and welfare of employees in relation to COVID-19.

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- Promote good hygiene practices such as washing hands regularly and maintaining good respiratory etiquette along with maintaining social distancing in accordance with public health advice. • Assist with the implementation of measures to suppress COVID-19 in the workplace. • Monitor adherence to measures put in place to prevent the spread of COVID-19. • Consult with colleagues on matters relating to COVID-19 in the workplace.
- Make representations on behalf of their colleagues on matters relating to COVID-19 in the workplace.

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

Name(s) of Lead Worker representative: **Andrew Fogarty and Assistant Lead Worker Representative is Fidelma Mc Grath**

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

#### **4. Safety Statement and Risk Assessment**

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

The school continues to review our emergency procedures ( fire safety, first aid, accidents, dangerous occurrences) for any new risks that arise which are pertinent to the school's COVID-19 Response Plan. Any changes to the school's existing emergency procedures will be documented and notified to members of the school community.

We will also consider any new risks that arise due to the school's COVID-19 Response Plan. Any changes to the school's current risk assessments will also be documented.

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

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

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

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

This will be achieved through the following measures:

- Promote awareness of COVID-19 and its symptoms amongst staff, pupils, parents and visitors.
- Advise staff and parents of pupils who have symptoms of COVID-19 or other acute infectious diseases not to attend school, to phone their GP and follow the HSE guidance on self-isolation.
- Advise staff and parents of pupils who have been identified by the HSE as contact of a person with COVID- 19, not to attend schools and to follow the HSE advice on restriction of movement.
- Ensure that staff and pupils know what to do if they develop symptoms at school.
- Everyone entering the school building should be required to perform hand hygiene with hand sanitiser.
- Visits by outside parties to school during the day will be by prior arrangement only and visitors will be received at a specific contact point.

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

Updated advice from the HSE is available on its website –

<https://www2.hse.ie/coronavirus/>

The Department of Education and Skills will ensure all updated advice is circulated to schools. St. John the Apostle, Knocknacarra NS will arrange for this advice to be circulated to staff, pupils and visitors in a timely manner.

The Department has been working closely with the HSE and the Health Protection Surveillance Centre (HPSC) to develop health advice which has been tailored to the needs of schools in order to support schools in planning for reopening in autumn. The advice will continue to be updated in line with public health advice generally and will inform the development of more detailed guidance for schools by the Department of Education.

<https://www.education.ie/en/covid-19/interim-recommendations-for-the-reopening-of-schools-and-educational-facilities.pdf>

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

### **Frequent washing of hands.**

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

KNS will follow the HSE guidelines on handwashing: Advice from HSE on how to wash your hands can be found at the following link: <https://www2.hse.ie/wellbeing/how-to-wash-your-hands.html>

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

Hand hygiene can also be achieved by the use of hand sanitisers (when hands are clean). 6

Hand sanitisers will be used in our school setting at all entrance and exit points and inside all classrooms. Individual pupils will be encouraged to use their own hand sanitiser and gel bottles will also be available in each classroom. This will avoid continuous disruption to teaching and learning. Staff members will also have personal access to sanitiser to avoid congestion at washing facilities.

**Avoid touching eyes, nose and mouth** : Hands touch many surfaces and can pick up viruses. Once contaminated, hands can transfer the virus to eyes, nose or mouth.

### **Physical distancing**

Physical distancing is recommended to reduce the spread of infection in the workplace. Children in Senior Infants to Second Class will not need to physically distance, but Third to Sixth Class must where possible, remain 1m distance from one another. Teachers must try to maintain 2m distance from children, whenever possible. Parents will need to be 2m apart, if waiting for children. Markings are provided at collections points.

### **Practice respiratory hygiene**

All staff and pupils will be shown how to follow good respiratory hygiene. This entails the covering of the mouth and nose with a tissue or using a bent elbow to guard against a cough or sneeze. Tissues will be disposed of immediately and hands will be washed.

By following good respiratory hygiene, those close to use will be protected from viruses such as cold, flu and Covid- 19.

In school, the development of good hygiene practices and washing of hands properly and regularly will help stop the spread of the virus. It is, therefore, crucial that all staff adhere to this advice and adopt the following practices as strictly as possible.

### **Do**

- Wash hands properly and often
- Cover mouth and nose with a tissue or your sleeve when you cough and sneeze
- Put used tissues into a bin and wash your hands
- Clean and disinfect frequently touched objects and surfaces.

## **Do Not**

- Touch your eyes, nose or mouth if your hands are not clean
- Share objects that touch your mouth – for example, bottles, cups, cutlery, pencils etc.

## **People at very high risk (extremely vulnerable):**

Current public health guidelines have identified groups who are defined as being at very high risk. The HSE has set out these groups, which include people who:

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- are over 70 years of age - even if you're fit and well
- have had an organ transplant
- are undergoing active chemotherapy for cancer
- are having radical radiotherapy for lung cancer
- have cancers of the blood or bone marrow such as leukaemia, lymphoma or myeloma who are at any stage of treatment
- are having immunotherapy or other continuing antibody treatments for cancer
- are having other targeted cancer treatments which can affect the immune system, such as protein kinase inhibitors or PARP inhibitors
  
- have had bone marrow or stem cell transplants in the last 6 months, or who are still taking immunosuppression drugs
- severe respiratory conditions including cystic fibrosis, severe asthma, pulmonary fibrosis, lung fibrosis, interstitial lung disease and severe COPD
- have a condition that means you have a very high risk of getting infections (such as SCID, homozygous sickle cell)
- are taking medicine that makes you much more likely to get infections (such as high doses of steroids or immunosuppression therapies)
- have a serious heart condition and you are pregnant

The advice for this group is available from the HSE. Staff who are in this group should self-declare on the Return to Work form if they believe that they are at very high risk. Details of the leave arrangements that will apply are available from the Department of Education and Skills.

If a staff member, Board/Principal is unsure whether or not a staff member falls into the very high-risk category, we advise the staff member to seek advice from Medmark, the Occupational Health Service.

## **6. Control Measures**

A range of essential control measures have been implemented to reduce the risk of the spread of Covid-19 virus and to protect the safety, health and welfare of staff, pupils, parents/guardians and visitors

as far as possible within the school .

These control measures are outlined in this document and shall continue to be reviewed and updated as required on an ongoing basis.

It is critical that staff, pupils, parents/guardians and visitors are aware of, and adhere to, the control measures outlined and that they fully cooperate with all health and safety requirements.

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

The following control measures have been put in place:

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

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

If a staff member is awaiting test results, evidence of their negative test result must be presented to the principal before they can return to work.

### **ii. Induction Training**

All staff will have undertaken and completed 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 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 LWR or the Principal, as appropriate.

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

- Familiarity with good practices.

- Handwashing and sanitising facilities available at multiple locations throughout school.
- Signage and Teaching videos from DES

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

All staff have been issued with plastic visors and masks and they are required to wear visors and/or masks. Also, in any situation where a 2m distance cannot be maintained.

While in corridors, staff are advised to wear visors / masks. Suitable PPE **will** be worn when

- Performing intimate care
- Where a suspected case of Covid-19 is identified while the school is in operation 9

Appropriate PPE will be available for dealing with suspected COVID-19 cases, intimate care needs and for first aid. This will include disposable masks, visors, gloves (for First Aid blood injuries) and where appropriate disposable aprons.

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

#### **v. Wearing of Gloves:**

The use of disposable gloves in the school setting by pupils or staff is **not** appropriate. It does not protect the wearer and may expose others to risk from contaminated gloves. Routine use of disposable gloves is not a substitute for hand hygiene. If gloves are used, hands must be sanitised afterwards.

#### **vi. Cleaning**

Arrangements for more regular and thorough cleaning of areas and surfaces within the school have been made.

Regular and thorough cleaning of communal areas and frequently- touched surfaces will be conducted, in particular, toilets, lifts, door handles and kitchens. Cleaning will be performed regularly (daily) and whenever facilities or surfaces are visibly dirty.

Staff will clean down children's tables at the end of the school day or more frequently if they have different groups in their rooms (SET). Staff are advised to clean their laptops and own mobile phones where they may have come into contact with surfaces. Daily cleaning routines on all floor areas, toilets, door handles etc. will be done by the Cleaning Contractor.

All staff will have access to cleaning products and will be required to maintain cleanliness of their own work area. Cleaning materials should not be removed from the building.

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

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

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

Staff must use and clean their own equipment and utensils (cup, cutlery, plate etc.) and each staff hub is responsible for the cleaning of their communal area.

#### **vii. Access to the school building /contact log**

Access to the school facility will be in line with agreed school procedures. All Contact logs will be filed for contact tracing purposes. They will be available at doors used by visitors on entry to and exit from the premises.

Arrangement for necessary visitors such as contractors and parents/guardians will be restricted to 10 essential purposes and limited to those who have obtained prior approval from the Principal. Parents will need to make an appointment via email to see the Principal between 9.50-10.50am only.

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 also maintains a log of staff and students contacts.

See visitor contact log at **Appendix 3**.

#### **viii. First Aid/emergency procedure**

The standard First Aid/Emergency procedure shall continue to apply in KNS. In an emergency or in case of a serious incident, an ambulance or fire brigade will be called on 112/999. The principal will be informed and first aiders called to administer aid. Incidents of head injuries will be logged by each staff member on supervision duty and shared with the Principal and contact made with parents including any necessary follow-up.

Emergency Evacuation procedures will be practised by individual classes, after the first 2 weeks to ensure all staff and children are clear on evacuation procedures. These will be generally in line with our usual evacuation procedures.

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

The following outlines how St. John the Apostle, Knocknacarra NS will deal with a suspected case of Covid 19 that may arise during the course of the school day. A detailed plan is in place for staff in terms of dealing with pupils who present with any illness.

Staff or pupils should not attend school if displaying any symptoms of Covid-19.

A dedicated room for isolation has been identified. Room 23 downstairs will be reassigned as an isolation area. In the situation where another area is required, a staff member accompanies a child to wait in the covered area at reception to facilitate more than one person displaying signs of Covid-19

concurrently.

- If the person with the suspected case is a pupil, the parents/guardians will be contacted immediately
- If the person is a staff member and is well enough to get home they may do, otherwise their emergency contact is contacted.
- The suspected case will be accompanied to the designated isolation area by a staff member who will keep at least 2 metres away from the symptomatic person and also make sure that others maintain a distance of at least 2 metres. The Principal will ensure hallways are clear, if necessary through an intercom alert following which the Teacher / SNA involved with the student will take the shortest route to the Isolation area.
- Disposable masks will be available in each classroom for wear by the person presenting with symptoms and the staff member accompanying them while exiting the premises

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- A pupil who is displaying symptoms will immediately be brought home by parents who will be asked to call their doctor, arrange for a test and continue self-isolation at home. If for any reason the parents are uncontactable, the child's emergency contact will be informed.
- The person presenting with symptoms will remain in the Isolation area, until collected. The individual will avoid touching people, surfaces and objects. They will be reminded to cover their mouth and nose with tissue when they cough or sneeze and the tissue will be disposed of in the waste bag provided.
- • If they are well enough to go home, they will be transported home by a family member, as soon as possible and advised 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, 999 or 112 will be called and emergency services informed that the sick person is a Covid-19 suspect.
- Staff or students will not return to school until evidence of a negative Covid test is provided.
- An assessment of the incident will be carried out, to determine improvements that might be necessary.
- Staff will be asked to maintain a calm and competent demeanour to ensure the environment is non- threatening for the pupil.
- Appropriate cleaning will be arranged for the isolation area and work areas involved before they are used again.

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 will be followed and confidentiality maintained.

The above protocols are in line with HSE and Department of Education guidance and strict confidentiality must be adhered to at all times.

## **8. Staff Duties**

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

colleagues and other parties. In order to facilitate a safe return to work, these duties include, but are not limited to, the following:

- I. Adhere to the School Covid-19 Response Plan and the control measures outlined. The cooperation and assistance of all staff is essential to reduce the risk of spread of Covid-19 and to protect health and safety as far as possible within the school. All staff have a key role to play.
- II. Coordinate and work with their colleagues to ensure that physical distancing is maintained.
- III. Make themselves aware of the symptoms of Covid-19 and monitor their own wellbeing.
- IV. Self-isolate at home and contact their GP promptly for further advice if they display any symptoms of Covid-19.
- V. Not return or attend school if they have symptoms of Covid-19 under any circumstances.
- VI. If they develop any symptoms of Covid-19 whilst within the school facility, they should adhere to the procedure outlined above.

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- VII. Complete the RTW form before they return to work.
- VIII. 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.
- IX. Must complete Covid-19 Induction Training and any other training required prior to their return to school.
- X. Must be aware of, and adhere to, good hygiene and respiratory etiquette practices.
- XI. Keep informed of the updated advice of the public health authorities and comply with same.

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

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

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

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

The Board of Management aims to foster a culture and work environment that support healthy behaviours and staff wellbeing and will continue to make health and wellbeing tools and guidance available to staff as well as organising suitable support programmes, initiatives and events.

Should a staff member experience any stress or anxiety in respect of work or work arrangements, he/she should feel free to speak to the principal.

## **Covid Response Plan Review: Nov 10th 2020**

**The Covid Response Committee met and reviewed the arrangements in place. The review was reported to the Board of Management**

### **The following points have been added to our Covid Response Plan**

- Parental Declaration Form. When parents input a reason for a child's absence on Aladdin they tick on the relevant box to complete this form, to ensure children returning to school after an absence are declared Covid Free.
- External doors have been added to all 8 classrooms on the Ground Floor to facilitate ease of entry and exit to yard directly from the classroom
- Staggered Times arrival and dismissal times for classes were finally reviewed on Oct 5th 2020. The integrity of the length of the school day has been retained while continuing to stagger the arrival time of the various classes
- Substitute Teachers/SNAs will scan/photograph their Return to Work Form and email it to [info@knocknacarrans.ie](mailto:info@knocknacarrans.ie) before arriving for work at the school. All forms are saved on the Covid Response Folder.

## **Appendix 1**

### **Pre-Return to Work Questionnaire COVID-19**

#### **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: \_\_\_\_\_

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 i nfection 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 or awaiting results of a COVID-19 test. Please note: The organisation 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: \_\_\_\_\_

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## Appendix 2

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

## Appendix 3 School Contact Tracing Log for Visitors

## Appendix 4 - New Covid Return to Work Questionnaire, March '21

### Return to Work Form

This form must be completed by staff in advance of returning to work.

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

Name: \_\_\_\_\_

Name of School: \_\_\_\_\_

Name of Principal: \_\_\_\_\_ Date: \_\_\_\_\_

		Questions YES NO
1.	Do you have symptoms of cough, fever, high temperature, difficulty breathing, loss or change in your sense of smell or taste now or in the past 14 days?	
2	Have you been diagnosed with confirmed or suspected COVID-19 infection in the last 14 days?	
3	Are you awaiting the results of a COVID-19 test?	

4	In the past 14 days, have you been in contact with a person who is a confirmed or suspected case of COVID-19?
5	Have you been advised by a doctor to self-isolate at this time?
6	Have you been advised to restrict your movements at this Time?
7	Have you been advised to cocoon at this time? Note: if you are at very high risk (extremely vulnerable) from COVID-19 you may be advised to cocoon.

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

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

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

**This Covid Response Plan was reviewed and updated**

on November 10th 2020,

March 9th 2021,

May 18th 2021 and updates were reported to the Board of Management

Aug 23,2021 . Sept 20,2021

**Review Of Covid Protocols, March 21**

- New 7 question Return to Work form responded to through email by all staff members and kept on file by M Andrew (Lead Worker\*) \*Aedín Geary April 19th 2021 to year end.
- Returning to work at Level 5 was deemed a challenging step for all staff and all protocols were reviewed and re-learned following the long remote learning period after Christmas
- Our school building had changed and this provided new challenges.
- J I to 2nd Class came back for two weeks prior to the full return to school of all staff (besides those with compromised health conditions). School continued remotely for those not in class through the use of Seesaw and Class Zooms. SET teachers were making contact and conducting classes with children over Zoom as appropriate.
- Isolation space in An Nead had been destroyed so a new temporary space was allocated within the school - vacant new principal's office in new extension

**Review of Covid Protocols, May 14,' 21**

- New Isolation space was allocated and used when necessary in the new part of the building

adjacent to Karen's Office in Rm 23.

- Risk assessments related to Covid and Health and Safety for School Outings were carried out and will be signed off by all classes taking classes out of school, in accordance with Insurance Company Policy Guidelines..
- These risk assessments will need to be amended according to the group and the school outings for each class. They cover both Covid and General Health and Safety concerns. A template for this will be made available to all teachers who are bringing groups out of school. ● No groups are taking buses this year due to Covid 19 Risks associated.
- Classes are conducting their own Sports Days in year groups but within their class bubbles with no groups mixing in line with our protocols.
- Generally the Risk Assessments for Outings ensures that sanitiser, wipes, antibacterial spray etc will be taken and used according to our Covid Response Plan protocols. Children with symptoms will not be allowed to go with the group. Staff will continue to wear masks when outdoors as when on school grounds and in classrooms. Teachers will be aware of distance and the lack of toilet facilities for groups. Teachers will tailor each Risk Assessment to their outing, ensuring that they have thought through each Outing in detail and the possible Covid Risks and General Health and Safety Risks.

## Review of Covid Protocols, Aug 23,2021

- **New Isolation Room** (due to new extension now completed). The Main Isolation Area is upstairs in Room 21 . If feasible children will remain outdoors with a SET teacher to wait for parent collection.

The area under the roof, by the front door, will be used if it is wet. This allows for outdoor ventilation and reduces the risk of spreading the virus. If Rm 21 is used as an Isolation Space, it is not to be used for the remainder of the day, until it is properly cleaned.

The Principal /Deputy must be informed. Corridors should be empty before children are moved and phone call home, made promptly through the office or from the classroom. Teachers should remember to let the office know, in case of a call back from a parent.

- **Staggered Day** - See Timetable. 3rd - 6th Start 8.30 - 2.10. Teachers collect from the yard line. Younger siblings go to their own class at 8.30. Two teachers on duty until start time at 8:40.  
1st Class 8.30-1.55/2.00  
2nd Class 8.40 - 2.20. Children line up outside the external doors of classrooms entering and exiting through outside doors.  
Sen Infants 8.45/8:50 - 1.15/1:20  
Jun Infants **8:50- 1:05** Room 1, **8:50 -1:10** Room 2

### **See reviewed times above (Sept 20,21)**

8.20am - gates open for cars to allow children to disembark safely at the drop-off point.

Classes line up under supervision in the front, ensuring there is space for the circulation of cars around the roundabout,

Teachers collect children in senior classes from the yard at 8.30 and walk them out to the gate in the afternoon.

- **Review of all and washing / sanitising procedures** - to be done in all classrooms during the first two days - see videos.
- **Review of symptoms of Covid 19** to ensure children are aware of them,( if old enough).
- **Singing/ music, (playing tin Whistle ) Physical Exercise - all activities** that generate high levels of respiratory aerosols **to be taken outdoors where possible**. This will be reviewed as national guidelines change.
- **Mask Wearing:** Staff to continue to wear masks in the classroom during teaching day, taking breaks behind perspex as required. Clear visors should be considered, when interacting with

those with hearing loss. Cloth face coverings should not be worn by people with difficulty breathing. Cloth face masks should be washed after every day of use, 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. School has a stock of additional masks, as required. Teachers collect what they need from the office trolley.

- **Ventilation Procedures:** Full ventilation when classrooms are empty. Windows open for 15 minutes at the beginning/end of the day. Partially open when children are in the classrooms not to cause discomfort.
- **Internal doors** open for periods of time during the day for cross ventilation
- **Corridors-** Ventilate by opening the classroom doors before and after break times.
- **Carbon Dioxide (CO2) monitors** can provide a useful general indication that areas/ rooms may not be adequately ventilated. They can enable occupants to become familiar with the impact of activities, outdoor weather and window openings on levels of good ventilation within a room. levels of good ventilation within a room. The units will be portable and capable of being powered via their own power socket or via the USB cable connected to a PC.. They will be provided to schools over the coming months. Measurements should be made over a minimum of 1 hour, to allow the readings to reach a steady state and to collect a representative sample of data.
- **Heating** to be operated for extended periods when required during colder weather - aim is to counteract the impact of windows being open (partially when classrooms are in use and fully when not in use) in order to maintain an appropriate balance between ventilation and comfort levels. Coats may be worn if needed
- **New Staff to participate in Induction Training.** Previous staff to familiarise themselves with protocols in place since last year,
- **Staff Gatherings:** Minimise gatherings at the beginning and end of the day. Try to maintain 2 m distance. Risk of droplet infection implies others are being put at risk and may lead to a reduction of staff numbers..
- **Congregation of Children:** Continue to ensure children are lining up as previously done. Review the reasons in class, reminding them of the dangers of meeting socially in large groups. Adherence where possible to class bubbles, SETs to stay with assigned groups where possible.

## Reviewed Sept 20,2021

- Where a **positive case** has been identified, a small pod of children may be asked to isolate. Teachers are asked to keep a seating plan of their classroom so that the identification of contacts will be available if needed. SET teachers will also be asked for this should a case arise in their groups.(Sept 20,2021)
- 9 x **CO2 monitors** are now in the school.
- Staggered Times were reviewed as above in Sept 20,2021.
- School gates open at 8.20 to allow for safe drop off from cars at allocated drop-off points.

## Review Oct 15,2021

- A school risk assessment with the HSE medical officer, to identify close contacts of confirmed cases of Covid 19, which previously would have been warranted, is no longer /required. Therefore the need to identify pods is no longer applicable.
- However, KNS has committed to informing staff and parents that there has been a case in a particular room, so that those with underlying conditions are alerted.
- Confirmed cases will be kept informed by HSE protocols of their need to isolate etc. They will be able to work from home with Paula, if they are well enough to do so. They will be able to return to school when they have evidence of a second negative test, usually taken on Day 10. They must wait for this negative confirmation and fill the statutory Declaration, before returning to school.

- In the event of a covid case, the following Communication Steps are necessary to ensure the relevant people are kept informed of a positive case. This may, on occasion, occur during a weekend.
  1. All parents have been asked to inform the principal immediately, by email, should their child test positive for Covid 19.
  2. The principal will then phone the class teacher. **The class teacher will contact by text or phone, those staff members** who would have been in contact with the class during the previous 24 hours or 48 hours (depending on the case being symptomatic), to inform them that there has been a positive case in the class.
  3. The principal will then email and send an Aladdin notice to parents of that class notifying them of a positive case.
- The follow up plan for **remote learning** remains the same;
  - a. Class teachers put up a few doable tasks on Aladdin/email (e.g Math Book page number section A) to the child's parent for day 1 and day 2 and
  - b. informs them that after approx 2 days a teacher will be in contact with an outline of work for the duration of the remote learning.
  - c. the family can arrange via the school office for collection of books in a socially distanced and safe manner
- In line with the KNS school-wide culture of confidentiality, discretion and confidentiality will be used when dealing with positive cases.
- The need to **be vigilant**, sanitise regularly, keep the room ventilated, clean surfaces, wear masks and maintain social distancing in so far as is practicable, was also emphasised.

## Review December 6, 2021

### Mask Wearing for children in 3-6th Class

Pupils from third class and up in primary schools are required to wear a face mask/covering. Face masks/coverings are 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 contact. They act as a barrier to help prevent respiratory droplets from travelling into the air and onto other people.. Face masks/coverings must not contain any slogans/logos/images that may cause upset or be deemed offensive to any member of the school community. Face masks/coverings are more effective than visors. In the limited circumstances where a face mask/covering cannot be worn clear visors must be considered.

### Exemptions

A medical certificate to certify that a person falls into a category listed below will be provided to the school on behalf of, any person (pupil) who claims that they are covered by the exemptions below, but the school is best placed to identify those children and will not refuse admission to a child.

- any pupil with difficulty breathing or other relevant medical conditions
- any pupil who is unable to remove the cloth face-covering or visor without assistance
- any pupil who has special needs and who may feel upset or very uncomfortable wearing the cloth face covering or visor, for example pupils with intellectual or developmental disabilities, mental health conditions, sensory concerns or tactile sensitivity.

Information has been provided to schools on the proper use, removal, and washing of face coverings.

- All pupils should be reminded not to touch the face covering and to wash or sanitise their hands (using hand sanitiser) before putting on and after taking off the face covering.

- Face masks/coverings should be stored in a designated space, for example, in an individually labelled container or bag.
- Cloth face coverings should be washed after every day of use and/or before being used again, or if visibly soiled. Face masks/coverings should not be worn if they are wet. A wet cloth face covering may make it difficult to breathe
- Children will be provided with a mask if they have inadvertently forgotten it..
- Mask-wearing in 3rd to 6th Classes is a temporary measure and will be reviewed in February 22.
- Masks breaks will be taken when the children go outdoors for breaks and movements breaks. Pupils wear a face mask/covering while sitting at their desks but do not have to wear a face mask/covering while eating their lunch at their desks or taking a drink during class.
- P.E. should be outdoors if the weather permits. Indoor spaces should be ventilated well. It is not necessary for pupils to wear a mask while playing sports. It is not necessary for pupils to wear a face mask/covering while singing/ playing instruments but children should remain in their pods and be socially distant when doing these activities.. The space should be well ventilated.

## **Review: Jan 13, 2022**

- Mask Wearing to continue with all children (3rd - 6th)
- Ventilation review-window and door ventilation is still the first line of defense against Covid 19.
- HEPA filter decision by BoM at the next meeting, Jan18,2022
- CO2 monitors to be purchased for all classrooms and SET rooms.
- Hand sanitizing and cleaning of surfaces to continue.
- Teachers to find balance between ventilation and freezing classrooms. Heat will be put on for longer if and when required.Open windows at beginning and end of day. When possible during the day using internal and where available, eternal doors. Children are encouraged to say if they are too cold so the teacher can mitigate.
- Children are encouraged to wear more layers of clothing under uniform and to wear a coat outdoors every day.

### **Covid 19 positive cases and close contact advice**

#### **Covid 19 Positive PCR or antigen Test**

- Self isolate for 7 days
- Wear a mask for 10 days - 13 yrs and older to wear FFP2 or medical grade masks.

#### **Close Contacts of a positive Case:**

- 13 yrs and older and boosted : Wear FFP2 mask for 10 days.
- 9-12yrs old wear well fitted mask

#### **0-12 years household contact**

- Restrict movements for 7 days
- 9-12 yr to wear well fitted masks for 10 days
- Regular antigen tests over 7 days (These can be ordered online free from HSE).

#### **0-12 years -household contact**

- 9-12 yrs old to wear a well fitted mask for 10 days.
- Test if symptoms occur
- Asymptomatic children who are in the same pod as a case, will be offered antigen testing as before.

