

Covid 19 Response Plan for the Safe Re-Opening of Clashmore National School

Clashmore National School

Clashmore

Via Youghal

Co. Waterford.

Tel: 024 95404

Email: clashmorens19@gmail.com

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

1) Introduction

Board of Management

The Board of Management of Clashmore National School has carefully considered the Department of Education and Skills (DES) guidance documents for the safe re-opening of our school which were published on 12th August 2021.

The Board of Management's focus is the safety, health and welfare of everyone in our school community. The Board's aim in compiling and publishing this plan is to put measures in place to minimise risk and to manage any risk that may arise.

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

In accordance with the Work Safety Protocol each workplace is required to have a COVID-19 Response Plan. In addition to being places of learning, schools are also places of work.

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

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

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

2) What is a COVID-19 Response Plan?

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

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

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

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

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

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

3) School COVID-19 Policy

This COVID-19 policy outlines our commitment as a school to help prevent the introduction and spread of the virus. This revised updated policy will be signed and dated by the chairperson and principal of the BOM and brought to the attention of the staff, pupils, parents and the school community. The School COVID-19 policy can be found at **Appendix 1**.

4) Reviewing the safe operation of schools

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

Details for the safe operation of our school facility and the applicable controls are outlined in this document.

Induction Training (to be completed by new staff)

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

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

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

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

4.1) 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. A copy is attached also at **Appendix 2**.

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

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

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

4.2) Lead Worker Representative

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

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

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

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

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

Role of the Lead Worker Representative

In summary, the role of the LWR is to:

- Represent all staff in the workplace regardless of role, and be aware of specific issues that may arise in respect of different staff cohorts;
- Work collaboratively with school management to ensure, so far as is reasonably practicable, the safety, health and welfare of employees in relation to COVID-19;
- Keep up to date with the latest COVID-19 public health advice;
- In conjunction with school management, promote good hygiene practices such as washing hands regularly and maintaining good respiratory etiquette along with maintaining social distancing in accordance with public health advice;
- Assist school management with implementing infection prevention control measures to suppress COVID-19 in the workplace in line with the Work Safely Protocol and current public health advice;
- In conjunction with school management, monitor adherence to measures put in place to prevent the spread of COVID-19;
- Conduct regular reviews of safety measures;
- Report any issues of concern immediately to school management and keep records of such issues and actions taken to rectify them;
- Consult with the school management on the school's COVID-19 Response Plan in the event of someone developing COVID-19 while in school including the location of an isolation area and a safe route to that area;
- Following any incident, assess with the school management any follow up action that is required;
- Consult with colleagues on matters relating to COVID-19 in the workplace;
- Make representations to school management on behalf of their colleagues on matters relating to COVID-19 in the workplace.

One Lead Worker Representative will be appointed in Clashmore National School.

In addition to this, a Deputy Lead Worker Representative will be appointed. The role of the Deputy LWR will be to deputise as LWR where the LWR is absent.

Name(s) of Lead Worker Representative & Deputy Lead Worker Representative	Contact details:
Suzanne Hynes (LWR)	02496404
Michelle Fitzgerald (DLWR)	02496404

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 infection prevention control measures.

Full details of the arrangements which will apply for the LWR in Clashmore National School are set out in **Appendix 3**.

4.3) Signage

Signage outlining the signs and symptoms of COVID-19 and to support good hand and respiratory hygiene are displayed throughout the school in prominent areas such as the reception area, offices, corridors, staffroom area, classrooms, toilets & the main hall.

4.4) Making Changes to School Layout

Maintaining physical distancing in the school environment is recommended as one of the key infection prevention control measures to minimise the risk of the introduction and spread of COVID-19. Clashmore National School has reconfigured classrooms and other areas as necessary to support physical distancing in line with the guidance.

4.5) Health and Safety 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 our school setting is attached at **Appendix 4**.

Clashmore National School has reviewed emergency procedures involving, fire safety to consider any new risks that have arisen due to the school's COVID-19 Response Plan. Changes to the school's existing Fire Alarm Procedure/Evacuation Plan were documented in The Safety, Health and Welfare Policy in October 2020.

Clashmore National School has reviewed its Risk Assessments to consider any new risks that have arisen due to the school's COVID-19 Response Plan.

Any changes to the school's current risk assessment have been documented and The Safety, Health and Welfare Policy will be updated to take account of this.

First Aid/Emergency Procedure

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

4.6) Access to School and Contact Log

To keep everyone in our school community safe, access to Clashmore NS will be restricted to essential visitors only. Anyone who needs to visit the school must make an appointment in advance by telephoning the school office. Anyone who must pay an essential visit to the school, must remain in the Reception Area. If it is necessary for visitors to go to any other part of the school, they will be escorted there by a staff member.

Deliveries to the school must be arranged in advance. In so far as is possible, deliveries should be made within the hours that the secretary is in school.

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.

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 also maintain a log of staff and pupil contacts. **Appendix 5.**

All school records and data will be maintained and processed in compliance with the GDPR and the Data Protection Acts.

Infection Prevention Control Measures - To prevent Introduction and Spread of COVID-19 in Schools

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

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

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

The best ways to prevent the spread of COVID-19 in a workplace or any setting is to practice physical distancing, adopt proper hand hygiene, follow respiratory etiquette and increase ventilation.

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

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

Promote awareness of COVID-19 symptoms (**details at Section 5.1**);

- Advise staff and pupils that have symptoms not to attend school, to phone their doctor and to follow HSE guidance on self-isolation;
- Advise staff and pupils to self-isolate or restrict their movements at home if they display any signs or symptoms of COVID-19 and contact their family doctor to arrange a test
- Advise staff and pupils, to follow the HSE advice if they are a close contact of a suspected/ confirmed case of Covid-19.
- If they have travelled outside of Ireland; in such instances staff and pupils are advised to consult and follow latest Government advices in relation to foreign travel.
- Advise staff and pupils that develop symptoms at school to bring this to the attention of the Principal promptly;
- Ensure that staff and pupils know the protocol for managing a suspected case of COVID-19 in school (**details at Section 8**);
- Advise staff and pupils to cooperate with any public health officials and the school for contact tracing purposes and follow any public health advice in the event of a case or outbreak in the school;
- Everyone entering the school building needs to perform hand hygiene with a hand sanitiser;
- Visitors to the school during the day should be by prior arrangement and should be received at a specific contact point;
- Physical distancing (of 2m) should be maintained between staff and visitors where possible.

5.1) **Know the Symptoms of COVID-19**

In order to prevent the spread of COVID-19 it is important to know and recognise the symptoms of coronavirus (which includes the DELTA variant).

Common symptoms of coronavirus include:

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

Other uncommon symptoms of coronavirus include:

- sore throat
- headaches
- runny or stuffy noses
- feeling sick or vomiting
- diarrhoea

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

If you have any symptoms of COVID-19 (coronavirus), self-isolate (stay in your room) and phone your family doctor straight away to see if you need a free COVID-19 test.

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

For the complete list of symptoms, please refer to the HSE Website. Symptoms may be subject to change so regular review of the HSE Website is advised. If you **do not** have symptoms, you can get a free COVID-19 (coronavirus) test at a COVID-19 walk-in test centre.

COVID-19 Tracker App

COVID Tracker app is a free and easy-to-use mobile phone app that will:

- alert you if you have been in close contact with someone who has tested positive for COVID-19 (coronavirus)
- keep other app users safe by alerting them if you test positive for COVID-19
- give you advice on what to do if you have symptoms

The App can be downloaded from [Apple's AppStore](#) or the [GooglePlay store](#)

Employers and workers must keep themselves up to date on Public Health information as this can be updated on a regular basis. Public Health information on close contacts, casual contacts and testing is available from the HSE website.

Supporting the Learning of Children who Cannot Attend School for COVID-19 related reasons

If a child is not able to attend school for an extended period of time, the class teacher (and/or the Special Education Teacher, where relevant) will provide work to support the child's learning at home and this will be shared with parents/guardians.

Only children who have to remain at home for COVID-19 related reasons: those at very high risk of Covid 19 or those who have been recommended by the HSE to restrict their movements/self-isolate as a result of Covid 19, will be provided support for remote learning. The majority of parents have already provided an email address at which the school can contact them to support Home Learning. This will be especially important if the school, or parts of the school have to close due to HSE advice. Mams and Dads, if you have not already done so, please email clashmorens19@gmail.com and you will be added to the Contact List for Home Learning.

5.2) Respiratory Hygiene

Good respiratory hygiene will be promoted within the school at all times. This means covering your mouth and nose with a tissue or your bent elbow when you cough or sneeze. Then dispose of the used tissue immediately and safely into a nearby bin.

By following good respiratory hygiene, everyone can be protected from viruses such as cold, flu and Covid-19.

5.3) Hand Hygiene

Staff and pupils should understand why hand hygiene is important as well as when and how to wash their hands.

Good hand hygiene will be promoted throughout the school and posters will be displayed throughout the school on how to wash your hands. Further HSE guidance on handwashing can be found at:

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

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

15 Hand sanitiser dispensers are deployed at exit and entry points of the school and classrooms. Due care will be taken to clean up any hand sanitiser spills to prevent risks of falls.

Wash hand basins, running warm water, liquid soap and paper towel dispensers are provided in all toilets, classrooms and staffrooms.

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

Posters displaying hand washing techniques and promoting hand washing are placed on walls adjacent to washing facilities.

Hand sanitiser is suitable for use for hand hygiene when hands are not visibly soiled (look clean). Evidence of effectiveness is best for alcohol based hand rubs but non-alcohol based hand rubs can be used too.

Due care will be taken to ensure that pupils do not ingest sanitiser gels as they are flammable and toxic. Alcohol-based sanitiser will not be stored or used near heat or naked flames.

Hand Sanitisers

Hand sanitising gels are biocides and fall under the Biocidal Products Regulation (BPR) – Regulation (EU) 528/2012. The Pesticide Registration and Control Division (PRCD) of the Department of Agriculture, Food and the Marine (DAFM) is the competent authority for biocides in Ireland. Only biocidal products listed on the DAFM biocide product register are legal to market and use in Ireland. Schools should ensure that all sanitisers and disinfectants they have carry a PCS 9xxxx, PCS 1xxxxx, IE/BPA 7xxxx or an EU-000xxx-xx registration number on the label. Each product registered by DAFM will carry a unique registration number specific to that particular product. If the product label does not contain any of these number formats, Schools should not purchase or use the product. To confirm the biocide can be used on the Irish market, Schools can check the registers of products online at [Biocidal Product Registers](#). Further information from DAFM on Sanitisers and Disinfectants is available by contacting them at biocide-enforcement@agriculture.gov.ie or at the [Department of Agriculture, Food and the Marine](#) website.

Hand sanitisers for use against COVID-19 must contain a minimum of 60% alcohol. Non-alcohol based hand sanitiser may also be used. However, in choosing a hand sanitiser, it is important to ensure that it is effective against Coronavirus.

Frequency of Hand Hygiene

Pupils and staff should perform hand hygiene:

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

5.4) Physical Distancing

Physical distancing can be usefully applied in primary and special school settings allowing for some flexibility when needed.

It must be applied in a practical way to recognise that the learning environment cannot be dominated by a potentially counterproductive focus on this issue. Physical distancing will look different across the various ages and stages of learning. Care should be taken to avoid generating tension or potential conflict and some flexibility in the implementation of measures may be required at times.

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

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

Physical distancing falls into two categories:

- Increasing separation
- Decreasing interaction

Increasing separation

The guidance documents provided by the Department of Education on optimal school layout and referenced at **Section 4.5** have been utilised by school to increase separation to the greatest degree possible

To maintain physical distancing in the classroom, Clashmore National School has:

1. Reconfigured class spaces to maximise physical distancing
2. Utilised and reconfigured all available space in the school in order to maximise physical distancing

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

Decreasing interaction

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

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

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

Changes to Classroom and School Layout and to School Routines

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

There will be at least (1m distance) between individual Pods within the Class Bubble whenever possible.

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

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

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

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

Team Teaching/Special Education Teachers/Special Needs Assistants

Staff members (particularly Special Education Teachers and SNAs) can rotate between areas/classes. However, when rotation occurs agreed sanitising routines will be observed.

In keeping with our Special Education Policy, special education teaching will be provided by a blended approach of in-class support and withdrawal. The provision of support will be organised to ensure our special education teachers will work as far as possible, within the confines of a bubble.

- Where a special education teacher is working alongside a class teacher in a classroom, both teachers must be mindful of maintaining social distance from one another.
- The tables and chairs in SET rooms will be wiped clean in between different pupils or small groups attending.

Junior and Senior Infants	SET 1 (In-class & Withdrawal)	SET 1 will work with these four classes for Early Intervention, Aistear, Team Teaching etc for the most.
First and Second Class	SET 1 (In-class & Withdrawal)	
Third and Fourth Class	SET 2 (In-class & Withdrawal)	SET 2 will work with these four classes for Team Teaching etc.
Fifth and Sixth Class	SET 2 (In-class & Withdrawal)	

Junior Infants to Second Class

It is recognised that younger children are unlikely to maintain physical distancing indoors so there is no requirement for children from Junior Infants to Second Class to maintain a physical distance within their Class Bubble.

Third Class to Sixth Class

Children from Third Class to Sixth Class will be arranged in Pods within their Class Bubbles, with a maximum of 6-8 pupils per Pod. As far as possible, each Pod will be at least 1 metre distance from the next Pod. All unnecessary furniture will be removed from these classrooms to create as much space as possible.

School Hall

The school hall may not be used for Assemblies, Physical Education. For the present, it will be divided for use as an additional Special Education Teaching Space if required and also as an additional staff room. However, the Principal may authorise the use of the hall for other specific purposes.

Corridors

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

We will observe our usual practice of keeping to the left when in the corridors.

Additional Measures to Limit Interactions

Children will go straight to their classrooms from the yard and will not congregate in the corridors or hallways. To minimise interactions, the children will not need to change their shoes on entering the building i.e. no indoor shoes will be worn.

While we will all be delighted to see each other again, hand shaking and hugging will not be allowed.

Doors and Windows/Ventilation

The Department has published guidance setting out the practical steps for good ventilation in accordance with public health advice 'Practical Steps for the Deployment of Good Ventilation Practices in Schools' The guidance sets out an overall approach for schools that windows should be open as fully as possible when classrooms are not in use (e.g. during break-times or lunch-times (assuming not in use) and also at the end of each school day) and partially open when classrooms are in use. The guidance provides that good ventilation can be achieved in classrooms without causing discomfort, particularly during cold weather. The Department has also published guidance regarding on how these practical steps measures can be supplemented and enhanced by the use of Carbon Dioxide (CO₂) monitors. The school has three CO₂ Monitors located in the biggest classes 1st-2nd, 3rd & 4th, 5th & 6th. If the level rises above 700 the class teacher and all students in the class will vacate the class for 5-10 minutes.

Toilets

Junior and Senior Infants will use the toilets in their classroom.

First and Second Class will use the toilets outside their classroom.

Third and Fourth Class will use the toilets outside their classroom.

Fifth Class and Sixth Class will use the toilets in their classroom.

Staff in 3rd-6th class will use the toilets in the Hall area.

Staff from Junior Infants to Second Class will use the disabled toilet.

Breaks

The DES guidelines state that the risk of transmission from contact with outside surfaces or play areas is low.

To comply with the DES Guidelines, break times will be staggered. The yards will be divided so that each Class Bubble may play and exercise in its own space, without interacting with another Class Bubble.

Summarised Timetable for Breaks

Time	Place- Rear Yard	Class
11.00 – 11.10am – Small Break	Half of Tarmac & Pitch	Junior & Senior Infants
	Half of Tarmac & Pitch	First & Second Class
11.20 – 11.30am – Small Break	Half of Tarmac & Pitch	Third & Fourth Class
	Half of Tarmac & Pitch	Fifth & Sixth Class
12.30 – 1.00pm – Big Break		
	Half of Tarmac & Pitch	Junior & Senior Infants
	Half of Tarmac & Pitch	First & Second Class
1.10 – 1.40 pm	Half of Tarmac & Pitch	Third & Fourth Class
	Half of Tarmac & Pitch	Fifth, Sixth Class

Lunches

Mams and Dads must make sure that children bring their lunches to school to avoid adults having to come to the school during the day. Please remind your children not to share their food or drinks with other children.

Children will eat their lunches at their desks, as per our usual practice.

Designated Drop-Off Area

Essential items that need to be dropped off to the school may be left in the sheltered area (shed) in the front yard. All items must be placed in a plastic bag and labelled. This area will be checked regularly by staff to ensure that there is swift collection of items dropped off.

Books, Copies, Pencils, etc.

Children should use their own books, pens, pencils, etc. and as far as possible should not share with other pupils. Scissors, paint-brushes and calculators (3rd-6th class) will be loaned from the school to the pupils for the full year. Upon completion of the year, these items will have to be returned.

Uniforms/Tracksuits

There is no guidance or advice to say that school uniforms or tracksuits should be washed every day and this is probably not practical for most families.

We will follow our usual practice in relation to uniforms. As the school uniform is a tracksuit, all children should have an additional tracksuit which should be worn on P.E. days, or when otherwise requested by teachers.

As a school we strongly advise that children should wear their school uniforms only **for school related activities.**

Office

A contactless payment system has been set up to minimise the amount of cash that needs to be handled. Parents/Guardians are asked to co-operate in helping to keep school staff safe by arranging for contactless payments through the school office.

Children should not be sent to the Secretary's Office or to the Reception area to deliver messages. As far as possible, staff members should not enter the Office area and should speak with the Secretary at the Reception area.

To facilitate communication within the building without the need for pupils/staff to come to the Office or go to other classrooms, the Board of Management has installed an internal intercom system as a further risk mitigating measure.

Photocopying/Using the Telephone

Staff are encouraged to plan ahead for their photocopying requirements and provide them to the Secretary who will copy the necessary documents and return them to the staff the following day. Any staff member who uses the photocopier should clean it down after use with the wipes provided. The same procedure will apply to using the school telephone.

ICTs

A timetable will be drawn up for the use of common ICTs. Devices should be cleaned after use and before they are returned to the charging trolley.

Visiting Teachers/Coaches

If it is deemed safe, visiting teachers and coaches will be permitted to come to the school and all activities will be conducted outside.

Substitute Teachers and SNAs

A copy of the Covid-19 Response Plan will be provided to each substitute teacher/SNA. Substitutes will be required to complete a Return to the Workplace form before they enter a classroom and will be asked to confirm that they have engaged in the online Induction training.

Special Education Teachers may step into classrooms in the event that a Class Teacher is absent and a substitute teacher cannot be found. Splitting classes between other Class Bubbles is not an option at the present time.

Shared Special Education Teachers

One of our Special Education posts is shared with another school, two days per week. For the coming school year, this teacher will be in Clashmore N.S. every Wednesday, Thursday and Friday. The DES has not issued any specific guidelines around shared teachers so this practice may continue. We will liaise with the other school to agree procedures around contact tracing and sanitisation.

Physical Education and P.E. Equipment

Physical Education lessons will take place outside when the weather allows. Staff members and pupils may take additional breaks outside during the school day.

A timetable will be placed in the staffroom and teachers may 'book' P.E. equipment for use with their class. Teachers should leave enough time between bookings to allow for cleaning of the P.E. equipment, and where possible, two classes should not use the same equipment on the same day.

Drop Off and Collection Times

To help with reducing the amount of traffic around the school gates, children are asked to walk to school if it is at all possible.

Due to Covid 19 restrictions, it will not be possible for parents/guardians to come onto the school grounds before/after school. To minimise the risks, and to help us to maintain social distancing, the children may not come onto the school grounds before the school doors open at 9.10a.m. Equally parents will be advised to avoid congregating at the school gates.

Morning:

Teachers will be in their classrooms by 9.10a.m. Parents are asked to 'drop and go' in the car park anytime between 9.10a.m. and 9.20a.m. **No parking will be allowed.** This system has worked well for us in the past and it helps to keep traffic moving. This will be especially important as we are also trying to manage safe entry to the school.

Children will go directly to their classrooms on arrival. Other staff members (including Special Education Teachers, SNAs and the Principal) will be available outside and inside the building to receive the children and to help them to their classrooms.

Entering & Exiting the School

Each class will enter and exit the building using a specific entrance:

- Junior & Senior Infants- Door to the right of the main entrance
- First & Second Class- Main Door to the School

- Third & Fourth Class- Door adjoining classroom
- Fifth & Sixth Class- Door adjoining classroom

Afternoon:

1:55pm Class teacher will bring **Junior Infants** to the lower pathway on the village side. Mams/Dads are asked to 'pick up and go' **until 2.00p.m.** No parking will be allowed.

2:00pm Class teacher will bring **Senior Infants** to the lower pathway on the village side. Mams/Dads are asked to 'pick up and go' **until 2.05p.m.**

2:50pm Class teacher will bring **First and Second Class** to the lower pathway on the village side. Mams/Dads are to 'pick up and go' **until 2:55p.m.**

2:55pm Class teacher will bring **Third and Fourth Class** to the upper pathway on the Aglish side. Mams/Dads are asked to 'pick up and go' **until 3pm.**

3:00pm Class teacher will bring **Fifth and Sixth Class** to the upper pathway on the Aglish side. Mams/Dads are asked to 'pick up and go' **until 3:05pm.** Supervision will be provided until 3.10p.m.

Social distancing and masks are required of all adults dropping or collecting pupils.

As many of our older children walk home by themselves, there should not be as many cars arriving for pick-ups at this time.

Mams and Dads who walk to the school to collect children are asked to maintain a social distance outside the school gate.

This system will apply rain, hail or shine so please make sure that your child comes to school prepared for the weather!

Summarised Timetable for Drop Off and Pick Up

9:10am Staff to be present to support arrival of pupils

Class teachers to be in their classrooms

SETs, SNAs and Principal to support arrival of pupils

9:10 – 9:20am Arrival of pupils – Stop, Drop, Go System.

No adults to enter the school yard. Children to go straight to their classrooms on arrival.

1:55pm Stop, pick up go – Junior Infants (From Mon 31st Aug)

2:00pm Stop, pick up, go – Senior Infants

2:50pm Stop, pick up go – First and Second & children going on the Bus

2:55pm Stop, pick up go – Third, Fourth,

3:00pm Stop, pick up go- Fifth, Sixth

Parent/ Teacher Meetings

Parent/Teacher Meetings may take place via phone/ Zoom or be postponed. We will assess the situation closer to the time.

Staffroom

All staff members should maintain a physical distance of 2 metres when they are not engaged in teaching e.g. when they are using the staff room and arriving to work. Face coverings should be worn at all times when staff are on the school premises.

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

Staff members should bring their own cups, bottles, cutlery, etc. to school and avoid sharing utensils in the staffroom as far as possible.

To facilitate the 2 metre social distancing between staff in the staffroom, only 2 staff members will be permitted at once in the main staffroom. The kitchenette in the main hall area may be utilised as an additional staffroom if required.

Teaching and Learning

As a staff, we are very aware that the children have been away from school during two separate lockdowns. We appreciate the time and effort that went into Home Learning, and we recognise the challenges that Home Learning presented for all families.

Each child will be at a different place in relation to her learning, and we wish to assure you that staff will take that into consideration when planning for Teaching and Learning during the 2021/2022 school year.

The Department of Education and Skills has published Curriculum guidelines for us, and we ask you to trust our experience and professional expertise as we work with all the children during the return to school.

5.5) Use of PPE in Schools

The Department has published "[Guidance to Primary and Special Schools on PPE consumables and equipment](#)" on www.gov.ie/backtoschool

This provides schools with the information needed on the appropriate quantities of PPE consumables and equipment to support the safe and sustainable operations of schools.

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

Staff were trained in the proper use, donning/doffing, cleaning, storing and disposal of PPE in August 2020. The HPSC has produced posters and videos on the correct donning and doffing of PPE available on the HPSC and HSA websites

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 children with medical needs in the school environment they should apply standard precautions as per usual practice.

Face Coverings/Masks

The wearing of face coverings or masks in general is not a substitute for other measures outlined below (physical distancing, hand hygiene, respiratory etiquette, adequate ventilation, minimising contacts) but they may be used in addition to these protective measures, especially where maintaining physical/social distancing is difficult.

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 coverings 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.

In childcare and educational settings, the implementation of mandatory face-covering usage is challenging, as it is known that children will have a lower tolerance and ability to use the face covering properly, and use of face-coverings by teachers and staff caring for very young children may cause undue stress to the children.

It is not recommended that children attending primary school wear face-coverings.

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

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.

Further advice from the HPSC on the use of face coverings in educational settings was received on the 6th August 2020. This advice is available [here](#).

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

Information on the proper use, removal, and washing of cloth face coverings can be accessed here

<https://www.youtube.com/watch?v=T6ZqdpLfSqw>

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.

Whilst staff may wish to utilise their own face covering on a day-to-day basis, the school will have available a stock of additional disposable or multi-use face coverings available for staff in case a back-up face covering is needed throughout the day or where required on an ongoing basis.

Medical Grade Masks

Clashmore National School will provide medical grade masks in the EN14683 category to all SNAs and teachers. However, wearing a face covering or mask does not negate the need to stay at home if symptomatic.

Gloves

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

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

Aprons

Aprons may also be appropriate in certain circumstances including for intimate care needs or for staff assigned to cleaning an area where a suspected or confirmed case of COVID-19 was present.

6) **Impact of COVID-19 on certain school activities**

Singing/Choir/Music Performance

Singing or Choir practices/performance and music practices/performance involving wind instruments may pose a higher level of risk. As a result, all such performances will be conducted outside.

Sport Activities

Schools should refer to the HPSC guidance on Return to Sport. Link to return to sport protocols is found here.

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

Shared Equipment

Toys

All toys should be cleaned on a regular basis for example weekly. This will remove dust and dirt that can harbour germs. Toys may be fogged if suitable or put in quarantine for 72 hours.

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

If cloth or soft toys are used they should be machine washable.

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

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

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

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

Cleaning Procedure for Toys

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

- If disinfection is required: A chlorine releasing disinfectant should be used diluted to a concentration of 1,000ppm available chlorine. The item should be rinsed and dried thoroughly.

7) Hygiene and Cleaning in Schools

The school is thoroughly cleaned **once per day Monday to Friday**. The cleaner follows a detailed checklist while cleaning. Each classroom is fogged at the end of the day. All staff have access to cleaning products and will be required to maintain cleanliness of their own work area. Under no circumstances should these cleaning materials be removed from the building.

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

There is daily collection of used waste disposal bags from offices and other areas within the school facility.

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

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

The room will be cleaned as soon as is practicably possible.

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

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

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

The environment and furniture will be sanitised using colour coded clothes.

Particular 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 sanitised and all surfaces are dry, the room can be reused.

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

8) Dealing with a Suspected Case of COVID-19

Staff or 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.

There are 2 designated isolation areas within the school building SET Room 1 & SET Room 2.

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 in the room;
- If it is not possible to maintain a distance of 2m, a staff member caring for a pupil should wear a face covering or mask. Gloves should not be used as the virus does not pass through skin;
- Provide a mask for the person presenting with symptoms. He/she should wear the mask if in a common area with other people or while exiting the premises;
- Assess whether the individual who is displaying symptoms can immediately be directed to go home/be brought home by parents who will call their doctor and continue self-isolation at home;
- Facilitate the person presenting with symptoms remaining in isolation if they cannot immediately go home and facilitate them calling their doctor. The individual should avoid touching people, surfaces and objects. Advice should be given to the person presenting with symptoms to cover their mouth and nose with the disposable tissue provided when they cough or sneeze and put the tissue in the waste bag provided;
- If the person is well enough to go home, arrange for them to be transported home by a family member, as soon as possible and advise them to inform their general practitioner by phone of their symptoms. Public transport of any kind should not be used;
- 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 – **(details at Section 7).**

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. School staff should be encouraged to download the HSE COVID-19 tracker app to assist Public Health for contract tracing purposes. Both in and out of the school setting (see section 5.1).

9) Special Educational Needs

Additional considerations for those with Special Educational Needs

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

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

Hand hygiene

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

Equipment

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

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

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

10) Staff Duties

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

- Adhere to the School COVID-19 Response Plan and the control measures outlined.
- Complete the RTW form before they return to work.

- Must inform the principal if there are any other circumstances relating to COVID19, not included in the form, which may need to be disclosed to facilitate their safe return to the workplace.
- New staff 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 practices.
- Coordinate and work with their colleagues to ensure that physical distancing is maintained.
- Make themselves aware of the symptoms of COVID-19 and monitor their own wellbeing.
- Self-isolate at home and contact their GP promptly for further advice if they display any symptoms of COVID-19.
- Not return to or attend school if they have symptoms of COVID-19 under any circumstances.
- Follow the HSE guidance if they are identified as a close contact.
- If they have travelled outside of Ireland; in such instances staff are advised to consult and follow latest Government advice in relation to foreign travel.
- If they develop any symptoms of COVID-19 whilst within the school facility, they should adhere to the procedure outlined above.
- Keep informed of the updated advice of the public health authorities and comply with same.
- Cooperate with any public health personnel and their school for contact tracing purposes and follow any public health advice given in the event of a case or outbreak in their school
- Undergo any COVID-19 testing that may be required as part of mass or serial testing as advised by Public Health

11) 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.

12) Employee Assistance Service

The Department recognises the need for school staff wellbeing and collective self-care. Support for school staff wellbeing will be provided by Department Support Services including the PDST and CSL, as well as by the HSE's Health Promotion Team. An Occupational Health Strategy is in place as a supportive resource for individual staff members in schools. The aim of the Occupational Health Strategy is to promote the health and wellbeing of employees in the workplace, with a strong focus on prevention.

The Occupational Health Strategy comprises the Employee Assistance Service and the Occupational Health Service. The Employee Assistance Service (EAS) is provided by Spectrum. Life under the logo of '*Wellbeing Together: Folláinne Le Chéile*'.

The EAS is a self-referral service where employees have access to a dedicated free-phone confidential helpline 1800 411 057 available 24 hours a day, 365 days a year providing advice on a range of issues such as wellbeing, legal, financial, mediation, management support etc. The service is also available via SMS, WhatsApp, e-mail, live chat and call back request. All points of contact for the service are qualified, accredited and experienced mental health professionals.

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

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

A bespoke wellbeing portal and app is available which offers access to podcasts, blogs, live chats and videos on topics around wellbeing and mental health, family life, exercise and nutrition. E-Learning programmes across mental health, sleep and a range of wellbeing topics are also available. In addition, online cognitive behavioural therapy is provided. As part of the services provided by Spectrum Life a Mental Health Promotion Manager is available to develop and deliver evidence based mental health and wellbeing initiatives to reduce stigma and improve mental health literacy and to increase engagement with the service. Spectrum Life also provides a series of webinars and presentations to promote wellbeing in schools.

APPENDIX 1

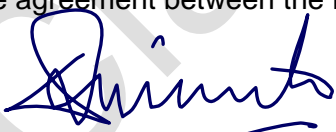
COVID-19 Policy Statement

Clashmore National School 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 and updated 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
- keep a contact log to help with contact tracing
- ensure staff 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 pupils 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: _____
Chairman - BOM

Date: 14th October 2021


Signed: _____
Principal

Date: 14th October 2021

Appendix 2 - Return to Work Form

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

Name: _____ Name of School: Clashmore National School

Name of Principal: Yvonne Uí Fhlaithimhín

	Questions	YES	NO
1.	Do you have symptoms of cough, fever, high temperature (38 degrees C or above), 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 to self-isolate at this time?		
6.	Have you been advised to restrict your movements at this time?		
7.	Have you been categorised as 'Very High Risk' or 'High Risk' by the Occupational Health Service (OHS)		

Please provide details below of any other circumstances relating to COVID-19, not included in the above, which may need to be considered to allow your safe return to work e.g. returning from travel abroad.

--

Signed: _____ Date: _____

* If your situation changes after you complete and submit this Return to Work Form, please inform your employer.

** Further information on people at very high risk (extremely vulnerable) or high risk from COVID-19 can be found at link: <https://www2.hse.ie/conditions/coronavirus/people-at-higher-risk.html>.

*** Details of current arrangements for travel overseas can be found set out at <https://www.gov.ie/en/publication/77952-government-advice-on-international-travel/>

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

Appendix 3 Lead Worker Representative – Primary and Special Schools

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

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

The purpose of this section is to set out the provisions in respect of the LWR in schools. The operation of these arrangements will be kept under review by the parties.

This document should be read in conjunction with:

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

1. Collaborative Approach

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

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

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

2. Role of the Lead Worker Representative

In summary, the role of the LWR is to:

- Represent all staff in the workplace regardless of role, and be aware of specific issues that may arise in respect of different staff cohorts;
- Work collaboratively with school management to ensure, so far as is reasonably practicable, the safety, health and welfare of employees in relation to COVID-19;
- Keep up to date with the latest COVID-19 public health advice;
- In conjunction with school management, promote good hygiene practices such as washing hands regularly and maintaining good respiratory etiquette along with maintaining social distancing in accordance with public health advice;
- Assist school management with the implementation of measures to suppress COVID-19 in the workplace in line with the Work Safely Protocol and current public health advice;
- In conjunction with school management, monitor adherence to infection prevention control measures put in place to prevent the spread of COVID-19;
- Conduct regular reviews of safety measures;
- Report any issues of concern immediately to school management and keep records of such issues and actions taken to rectify them;
- Consult with the school management on the school's COVID-19 Response Plan in the event of someone developing COVID-19 while in school including the location of an isolation area and a safe route to that area;
- Following any incident assess with the school management any follow up action that is required;
- Consult with colleagues on matters relating to COVID-19 in the workplace;
- Make representations to school management on behalf of their colleagues on matters relating to COVID-19 in the workplace.

3. What can a Lead Worker Representative Do?

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

- Cleaning protocols and their implementation
- Physical Distancing
- Implementation of one-way systems in the school to ensure social distancing including when entering and exiting the school
- Hand Hygiene facilities including their location and whether they are stocked and maintained
- Hand sanitising
- Staff awareness around hand hygiene in the school
- Respiratory hygiene
- Personal Protective Equipment
- At Risk Groups
- Visitors/Contractors

4. Does a LWR have any legal responsibilities?

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

5. Lead Worker Representative

Every school will appoint one Lead Worker Representative.

6. Deputy Lead Worker Representative/ Assistant 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 deputise as LWR where the LWR is absent.

In schools with 30 or more staff and in all Special schools, an Assistant Lead Worker Representative will be appointed in addition to the LWR. The role of the Assistant LWR will be to:

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

7. Selection of Lead Worker Representative/ Deputy LWR/ Assistant LWR

The school staff are entitled to select staff members for the LWR, Deputy LWR and Assistant LWR positions as appropriate. The LWR/ Deputy LWR/ Assistant LWR represents all staff in the workplace regardless of role and must be aware of specific issues that may arise in respect of different staff cohorts. In this regard, if a teacher is selected for the role of LWR, then the Deputy LWR/ Assistant LWR should be selected from the non-teaching staff where feasible and vice versa.

The process for the selection and appointment of the LWR/ Deputy LWR/ Assistant LWR as appropriate should be arrived at by consultation and consensus at school level, through the seeking of volunteers to act in that capacity. Where there is more than one volunteer, all school staff should vote to select the LWR/ Deputy LWR/ Assistant LWR.

The LWR/ Deputy LWR/ Assistant LWR will, following selection by the school staff, be formally appointed by the employer. LWR/ Deputy LWR/ Assistant LWR will be required to confirm, prior to taking up the role, that they have completed the provided training and that they are fully aware of the requirements of the role.

8. Supports for the Lead Worker Representative/ Deputy LWR/ Assistant LWR

The LWR/ Deputy LWR/ Assistant LWR shall be entitled to:

- Receive information and training in respect of their role;

- Be consulted by school management on the control measures being put in place by the school to minimise the risk of being exposed to COVID-19;
- Regular communication with school management on issues related to COVID-19;
- Be informed of changes in practice arising from COVID-19 response measures;

Where the LWR/ Assistant LWR is a teacher (including a postholder), the 10 Croke Park hours which can currently be used for planning on other than a whole school basis will be utilised by the LWR and Assistant LWR to carry out their duties in that role.

Where the LWR/ Assistant LWR is an SNA, 10 of the “72 hours” will be utilised by the LWR and Assistant LWR to carry out their duties in that role.

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

9. Procedure for dealing with issues that arise

Where an issue of concern is identified by the LWR (or is notified to the LWR by a staff member), the LWR should bring this to the attention of the Principal. Action points for addressing the issue should where possible be agreed between the LWR and the Principal. Staff should be informed of the outcome.

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

Clashmore NS Risk Assessment Form

COVID-19 Risk Template (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/M/L	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 Covid-19 Response Plan in place in line with Department of Education guidance and the Return to Work Safely Protocol and public health advice	YES	Follow public health guidance from HSE re hygiene and respiratory etiquette	BOM & Principal	August 21
				Updated School Response Plan Feb 21		Complete School COVID-19 Policy Statement	BOM	August 21
						Provide Induction Training	Principal	
						Put Contact log in place	Principal	August 21
						Complete checklists as required:	Principal	August 21
						1. School Management 2. How to deal with a suspected case 3. Other school specific checklist		August 21
						Review Updated Return to Work Forms	Principal	
						Provide Medical Grade Face Masks (EN146) for all school staff.	Principal	August 21

						Conduct P.E Lessons and singing outside.	Teachers	August 21
						Implement different entry points for Class Bubbles.	Teachers	August 21
						Implement separate play areas on yard & rota for supervision.	Teachers & SNAs	August 21
						‘Drop and go` system for parents to drop off children to deter parents from congregating on school grounds.	Teachers & SNAs	August 21
							Deputy Principal	August 21
						Intercom system installed to eliminate necessity for children or staff to visit other classrooms or office area to convey messages	BOM	August 21
					YES	Communication Policy reviewed and implemented		August 21
		Transmission by Visitors to the School	H	Communication Policy in place.	YES		Principal	
				Staff and students only beyond school gate.	YES	Contact tracing log in place		August 21
				Visitors only by invitation from Principal.	YES			
				Deliveries to be arranged in advance.	YES			

		Classroom Transmission	M	<p>Contact log in place. Designated Drop-off area for parents to drop items.</p> <p>Social distancing rules for 3rd-6th class. Only 1 child in SET room at a time. 2+ Children for SET taken in hall.</p> <p>Regular cleaning of the classroom by cleaner. Teachers and SNA's responsible for cleaning their own work areas.</p> <p>Frequent cleaning of toys and play equipment. No sharing of pencils, colours, scissors, paint brushes etc</p> <p>Ensure good classroom ventilation is maintained by leaving doors open & windows as appropriate. All windows & doors to be open during break-times & at the end of the school day for 15 minutes.</p>	<p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p>	<p>Classroom layouts appropriate to social distancing requirements.</p> <p>Cleaning schedule implemented.</p> <p>Toys quarantined/fogged. Pupils will have their own pencils etc</p> <p>All actions implemented</p>	<p>LWR</p> <p>Cleaner</p> <p>ALL Staff</p>	<p>Daily</p> <p>Daily</p> <p>Daily</p>
		Staffroom Transmission	L	<p>Staff use their own Delph.</p> <p>Table to be wiped down before and after use with sanitizer.</p> <p>Social distancing rules. Only 2 members of staff permitted in staffroom. 2+ members to use main hall.</p> <p>Staff to maintain a distance of 2m from one another.</p>	<p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p>	<p>All actions implemented</p>	<p>ALL Staff</p> <p>ALL Staff</p> <p>ALL Staff</p> <p>ALL Staff</p>	<p>Daily</p> <p>Daily</p> <p>Daily</p> <p>Daily</p>

		Transmission at Collection & Drop Off	H	<p>Pupils not to congregate in school yard on entry, instead go directly to their classroom. Separate entry doors for each class bubble.</p> <p>Parents are encouraged to `drop and go` promptly when dropping/collecting their child.</p> <p>Staggered leaving times for each class level. Separate exit doors.</p> <p>Visual markings on ground outside school to help with social distancing for pupils.</p> <p>Emphasis on no congregation outside of schools & parents encouraged to wear masks upon dropping/collecting their children.</p>	<p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p>	<p>Visual Markings completed on ground outside school.</p> <p>Communicated by school prior to re-opening March 1st 2021.</p> <p>Communicated</p>	<p>ALL Staff</p> <p>ALL Staff</p> <p>BOM</p> <p>ALL Staff</p>	August 21
		Families/ Pupils/ Staff Returning from other Countries	H	<p>Confirmation from families/staff that they have self-quarantined for 14 days and are not Covid positive, after returning from a country not on the Green List.</p> <p>Staff to again fill out Updated Pre-Return to Work Questionnaire 3 days prior to returning to work.</p>	<p>YES</p> <p>YES</p>	<p>Communicated</p> <p>Cleaning Checklist with Colour coding system for cleaning of different areas in place.</p>	<p>Principal</p> <p>BOM & Principal</p> <p>BOM, Principal & LWR</p>	<p>February 21</p> <p>After each school holiday break</p> <p>Daily</p>
		Toilets	H	<p>Toilet bowls will be sanitized each evening.</p> <p>All classroom & main hall area will be fogged each day.</p>	<p>YES</p>			

Legionnaires' Disease	No	Illness	M	Flushing out of water- system after a period of school closure.	Yes	Water system to be flushed	Principal	August 21

If there are one or more High Risk (H) actions needed, then the risk of injury could be high and immediate action should be taken. Medium Risk (M) actions should be dealt with as soon as possible. Low Risk (L) actions should be dealt with as soon as practicable.

Risk Assessment carried out by: The Board of Management of Clashmore NS Date: 10th / August / 2020
Updated: 24th / February / 2021
Updated: August 2021

Appendix 5**Clashmore NS Contact Tracing Log**

Name of School	Clashmore National School		School Contact Person	Yvonne Uí Fhlaithimhín	
Address of School	Clashmore, Via Youghal, Co. Waterford. P36 ET78		For Queries only: Phone No	02496404	
			Email	clashmorens19@gmail.com	
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	

Clashmore NS