



Holy Well NS Covid-19 School Response Plan

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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.

Appendices

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1. Introduction

A revision of the COVID-19 Response Plan for the safe and sustainable operation of Holy Well National School is necessary to ensure that it is in compliance with the Government's Resilience and Recovery 2020-2021: Plan for Living with COVID-19 and the 'Work Safely Protocol' which has been developed by the Department of Business, Enterprise and Innovation and the Department of Health with guidance documents provided by the Health and Safety Authority (HSA). The 'Work Safely Protocol' is a revised version of the 'Return to Work Safely Protocol' and contains many of the elements and features of the original guidance but is updated to reflect the latest advice issued by Government and National Health Emergency Team (NPHET) to reduce the spread of COVID-19 in the workplace. 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 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.

2. What is a COVID-19 Response Plan?

A COVID-19 Response Plan is designed to support the staff and Board of Management (BOM) 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.

This 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 this 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. Holy Well NS COVID-19 Policy

Holy Well NS COVID-19 policy, available at appendix 1, outlines our commitment as a school to implement the plan and help prevent the spread of the virus. This policy has been signed and dated by the Principal and The Interim Manager and has been brought to the attention of staff, pupils, parents and others.

4. Planning and Preparing for Return to School

The Management of Holy Well NS 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.

a. School Buildings

Before re-opening the school for the new school year Management will ensure to check the following:

- that the water system is flushed at outlets following low usage to prevent Legionella disease;
- that school equipment has been checked for signs of deterioration or damage before being used again;
- that bin collections and other essential services have resume

4.1) Induction Training

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

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

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

4.2) 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 online or from the principal. A copy is attached also at Appendix 2. A RTW form should be completed and returned to the school at least 3 days before returning to work.

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

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

People at very high risk (extremely vulnerable):

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

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

The advice for this group is available from the HSE. Details of the 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.

If the Management/Principal is unsure whether or not staff fall into the very high-risk category, advice will be sought from the Occupational Health Service.

4.3) 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 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.

Note: The process for appointment of the Lead Worker representative in schools has been agreed centrally between the Department of Education and Skills and the education partners.

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

- 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.

Lead Worker Representative	Contact Details	Location
Mr. Brian Allen	ballen@holywellns.ie	Senior School

Assistant Lead Workers	Contact Details	Location
Vivienne Mullane	vmullane@holywellns.ie	Junior Academy
Claire Cotter	ccotter@holywellns.ie	Senior Academy
Elizabeth Carr	ecarr@holywellns.ie	Middle School
Emily Lennon/Aoife Ní Cheallacháin	elennon@holywellns.ie anicheallachain@holywellns.ie	Senior School
Paula Caulfield	pcaulfield@holywellns.ie	Special Classes

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.

4.4) Signage

Holy Well NS will display signage outlining the signs and symptoms of COVID-19 and to support good hand and respiratory hygiene.

Posters will be displayed in prominent areas such as offices, corridors, staffroom area, classrooms and toilets.

4.5) Making Changes to School Layout / Logistics Plans/Drop off and Collection

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. Classrooms and other areas will be reconfigured as necessary to support physical distancing in line with the guidance in advance of school reopening. Holy Well has prepared a logistics plan for each of our 4 buildings and details are available below:-

(a) Junior Academy -

Logistics Plan with drop off/collection information is available to view at the following link:

<https://holywellns.ie/wp-content/uploads/2021/02/HWNS-Logistics-Plan-Jnr-Academy-Feb-2021.pdf>

Reference Guide: <https://holywellns.ie/wp-content/uploads/2021/02/Quick-Ref-Guide-Jnr-Academy-Feb2021.pdf>

(b) Senior Academy

Logistics Plan with drop off/collection information is available to view at the following link:

<https://holywellns.ie/wp-content/uploads/2021/02/HWNS-Logistics-Plan-Snr-Academy-Feb-2021.pdf>

Reference Guide: <https://holywellns.ie/wp-content/uploads/2021/02/Quick-Ref-Guide-Snr-Academy-Feb-2021.pdf>

(c) Middle School

Logistics Plan with drop off/collection information is available to view at the following link:

[Holy-Well-NS_LogisticsPlan_Middle-School_Feb-2021.pdf](https://holywellns.ie/wp-content/uploads/2021/02/Holy-Well-NS_LogisticsPlan_Middle-School_Feb-2021.pdf)

Reference Guide: <https://holywellns.ie/wp-content/uploads/2021/02/Quick-Ref-Guide-Middle-School-Feb-2021.pdf>

(d) Senior School

Logistics Plan: <https://holywellns.ie/wp-content/uploads/2021/02/HWNS-Logistics-Plan-Senior-School-Feb-2021.pdf>

Reference Guide: <https://holywellns.ie/wp-content/uploads/2021/02/Quick-Ref-Guide-Senior-School-Feb2021.pdf>

4.6) Safety Statement and Risk Assessment

COVID-19 represents a hazard in the context of health and safety in the school environment. A Risk assessment has been carried out to identify the control measures required to mitigate the risk of COVID-19 in Holy Well NS. The Risk Assessments for each of our buildings are available here <https://holywellns.ie/information/policies/>

Holy Well NS will review its emergency procedures involving, fire safety, first aid, accidents and dangerous occurrences to consider any new risks that arise. Holy Well NS will also review the existing risk assessments to 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.

Note: Risk Assessments reviewed February 2021.

First Aid/emergency procedure

The standard First Aid/Emergency procedure shall continue to apply in Holy Well NS).

In an emergency or in case of a serious incident, call for an ambulance or the fire brigade on 112/999. Contact the principal or nearest first aider giving details of location and type of medical incident.

4.7) Access to School and Contact Log

Access to the school building will be in line with agreed school procedures.

Arrangements for necessary visitors such as contractors and parents will be restricted to essential purposes and limited to those who have obtained prior approval from the principal. The Department of Education Inspectorate may also need to visit schools and centres for education to support them as appropriate in the implementation of public health advice relating to creating a safe learning and working environment for all.

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. Holy Well NS will maintain a log of staff and pupil contacts. A sample contact log is available at appendix 3.

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

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

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

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

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.

General advice to prevent the spread of the virus

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. They are:

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

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.

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

If you have any common symptoms of COVID-19 (coronavirus), self-isolate (stay in your room) and phone your family doctor straight away to see if you need a COVID-19 test. Other people in your household will need to restrict their movements (stay at home).

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

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.

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

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.
Management of Holy Well NS will arrange for this advice to be circulated to staff, pupils and visitors in a timely manner.

Role of Parents:

Protocols are put in place to safeguard the health and safety of all in the school community as we reopen the school. If the procedures are to work, parents and children must comply fully. The routines will be reviewed regularly, and changes may be made where deemed necessary.

Under no circumstances is a parent to bring a child to school if the child is exhibiting any symptoms of COVID-19 - listed above at 5.1

In addition, pupils are **not** to return or attend school in the event of the following: -

- **If the child has been vomiting or has diarrhoea**
- **If a child has travelled outside of Ireland; in such instances you are advised to consult and follow latest Government advice in relation to foreign travel.**
- **If the child has been identified as a close contact of a confirmed case by the HSE
If they live with someone who has symptoms of the virus**
- **If a return to education facility declaration form has not been submitted to the school, before pupil's return to school following any absence.**
- **You are advised 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.**

Information: -

Medical Conditions /administration of medicines to pupils

We request that parents inform the school in relation to any medical condition(s) your child may suffer from. The following procedures apply in relation to the administration of prescribed medicines:-
Parents must write to the Interim Manager requesting her to authorise a staff member to administer the medication or to monitor self-administration. Parents are responsible for ensuring that the medication is delivered to the school and handed over to a responsible adult and for ensuring that an adequate in-date supply is available. Any changes in prescribed medication/procedures must be notified to school immediately with clear written instructions for administering and storing any new medication.

Pupil Absences:

- Absence notes must be submitted via the school app, email, or a written note in school journal, in addition,
- The HSE (HSPC) Return to Education Facility Parental Declaration must be completed and submitted via the school or by email. ***This form must be submitted after every absence and before the pupil returns to school. Your co-operation is appreciated.*** See Appendix 4 for a copy of this declaration.

Lunches

Please make sure that children bring their lunches to school in the morning to avoid adults having to come to the school during the day. Please remind your children not to share their food or drinks with others. Children will eat their lunches at their desks, as per our usual practice. Please practise with younger children how to open and close their lunch boxes/ drinks container, so they can carry out these tasks independently at school.

Books, copies and stationery

Children should use their own books, pens, pencils, colours and should not share with other pupils.

Uniforms/Tracksuits

Please follow the uniform/tracksuit days as indicated by the class teacher. Children should change as soon as possible after school. (Junior classes – Velcro shoes only please).

Cloakrooms and Toilets

Pupils will use the bathrooms in their own classrooms, with the exception of classes in the main junior academy building – 3 toilets will be assigned for use by each class. Electric hand-driers or paper towel dispensers are available.

Hand sanitiser will be available in each classroom.

Parent/ Teacher Meetings

Parent/Teacher Meetings may take place via phone or be postponed. We will review this closer to the time, in term 1 of the school year.

Where a parent needs to discuss an issue with the teacher please use the school journal or contact the school office. The teacher will return your call. **Note:** recording of teachers calls/discussions is not permitted.

5.2) Respiratory Hygiene and Etiquette

Make sure you, and the people around you, follow good respiratory hygiene. 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, you protect the people around you from viruses such as cold, flu and Covid-19.

5.3) Hand Hygiene

Holy Well NS will follow the HSE guidelines on handwashing:

<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).

Use of hand hygiene facilities including wash hand basins needs will be managed so as to avoid

congregation of pupils and staff waiting to use wash hand basins and hand sanitisers. Hand sanitiser dispensers will be deployed more readily at exit and entry points of schools and classrooms and care will be taken to clean up any hand sanitiser spills to prevent risks of falls. Hot air dryers are an acceptable alternative for hand drying. There is no evidence that hand dryers are associated with increased risk of transmission of COVID-19. Posters displaying hand washing techniques and promoting hand washing will be placed on walls adjacent to washing facilities and will be laminated or placed in a plastic sleeve. In addition, please note: -

- There is a requirement for access to hand washing facilities after activities that are likely to soil hands, for example playing outside or certain sporting activities as hand sanitiser does not work on dirty hands.
- Alcohol-based sanitiser must not be stored or used near heat or naked flame.

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; certain sporting activities
- When their hands are physically dirty;
- When they cough or sneeze.

5.4) Physical Distancing

Physical distancing is recommended to reduce the spread of infection in the workplace.

Note: Guidance followed by Holy Well NS on the physical distancing requirements will be informed by public health advice for schools and will be updated as per Government and HSE guidelines

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. Ventilation procedures in Holy Well NS will be informed by the forementioned advice.

5.5) Use of PPE

Face Masks

It is recommended that teachers and staff in primary schools wear a face-covering when a physical distance of 2 meters from other staff or children cannot be maintained. In certain situations, the use of clear visors will be considered, for example staff interacting with students with hearing difficulties or learning difficulties and where staff, by necessity, need to be in close and continued proximity with students with intimate care needs such as SNAs or where a suspected case of Covid-19 is identified while the school is in operation.

Whilst staff may wish to utilize their own face covering on a day-to-day basis, a stock of additional disposable or multi-use face coverings, or appropriate face visors, will be available in case a back-up face covering is needed throughout the day or where required on an ongoing basis, e.g., intimate care needs and for first aid. This will be updated in line with advice from HPSC (Health Protection Surveillance Centre).

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

Medical Grade Masks: Holy Well NS will provide medical grade masks in the EN16483 category to all SNAs and teachers in special schools and special classes and those staff by necessity that need to be in close and continued proximity with pupils with intimate care needs including School Bus Escorts.

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.

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

The up-to-date guidance and advice from HSPC and the Gov.ie in relation to the following activities will be followed:

- Choir/Music Performance Choir practices/performances and music practices/performances involving wind instruments.
- Sport Activities Schools - as per the HPSC guidance and protocols on Return to Sport.
<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 that are visibly dirty or contaminated with blood or bodily fluids should be taken out of use immediately for cleaning or disposal.
- Art – Where possible pupils should be encouraged to have their own individual art and equipment supplies.
- Electronics – Shared electronic devices such as tablets, touch screens, keyboards
- Musical Equipment
- library Policy – Where practical pupils should have their own books. Textbooks that are shared should be covered in a wipeable plastic covering that can be wiped with a suitable household cleaning agent between uses. Pupils should be encouraged to perform hand hygiene after using any shared item.
- Shared Sports Equipment – Minimised equipment sharing will apply and cleaning of shared equipment between uses by different people.

7. Hygiene and Cleaning

7.1) Managing the risk of spread of COVID-19

a. Wash your Hands Frequently (as outlined in section 5.3)

b. Hand Hygiene and Hand Sanitisers (see section 5.3)

c. Avoid Touching Eyes, Nose and Mouth

Why? Hands touch many surfaces and can pick up viruses. Once contaminated, hands can transfer the virus to your eyes, nose or mouth.

d. Practice respiratory hygiene (as outlined in section 5.2)

Make sure you, and the people around you, follow good respiratory hygiene. 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.

By following good respiratory hygiene, you protect the people around you from viruses such as cold, flu and Covid-19.

Good hygiene practices and washing your hands properly and regularly can 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.

e. Do

- Wash your hands properly and often
- Cover your 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.

f. 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, etc.

Arrangements for more regular and thorough cleaning of areas and surfaces within the school will be made.

Regular and thorough cleaning of communal areas and frequently touched surfaces shall be conducted, in particular, toilets, lifts, door handles and kitchens. Cleaning will be performed regularly and whenever facilities or surfaces are visibly dirty (see Appendix 5)

All staff will have access to cleaning products and will be required to maintain cleanliness of their own work area. Under no circumstances should these cleaning materials be removed from the building.

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

There will be regular 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 COVID19 was present

- The room will be cleaned as soon as practicably possible after it is vacated.

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.

8. Dealing with a suspected case of Covid-19

Staff or pupils should not attend school if displaying any symptoms of COVID-19. The possibility of having more than one person displaying signs of COVID-19 will be considered and a contingency plan for dealing with additional cases will be put in place.

School staff are advised to download the HSE COVID-19 tracker app to assist Public Health for contact tracing purposes both in and out of the school setting.

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 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;

Isolation areas:

The designated isolation areas will be behind closed doors and away from other staff and pupils.

School Building	Designated Area
Junior Academy	Staff room – alternative temporary staff room provided
Senior Academy	Staff Room - alternative temporary staff room provided
Middle School	Activity Room - 2 x areas within the room – use external door
Senior School	Lobby Area @ Exit B, Lobby Areas C and D if required

- 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;
- a mask will be provided 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. 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 are essential at all times. School staff will 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.

9. Special Educational Needs

Additional consideration will apply 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, therefore, will 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

- 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 / Information

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:

- Adhere to the School COVID-19 Response Plan and the control measures outlined.
- Complete the RTW form before they return to work.
- Must inform the principal if there are any other circumstances relating to COVID19, not included in the form, which may need to be disclosed to facilitate their safe return to the workplace.
- Must complete 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.
- Not to return to or attend school in the event of the following:
 - if they are identified as a close contact of a confirmed case of COVID-19
 - if they live with someone who has symptoms of the virus

- 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

PE

Where possible, PE should take place outdoors and use of equipment should be confined to the sets that have been distributed to class groupings. If the PE hall is being used by class groupings, common touch points should be cleaned at intervals throughout the school day.

Staff members and pupils may take additional breaks outside during the school day.

Administration Office / Main Reception

- A contactless payment system will be available through the school app. This will 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 app
- Children should not be sent to the Administration Office or to the Main Reception Office to deliver messages/notes
- Staff members should not enter the Office area in the middle/senior schools. If you need to speak with a secretary, please do so using the hatch. Alternatively, please send queries via email.
- Parents/guardians who have forms or documents to be signed please post these to the school office. We will sign and return by post.

Photocopying

Any staff member who uses the photocopier should clean it down after use with the wipes provided. In the middle/senior schools, staff are requested to complete any photocopying early in the morning. Staff in the senior/middle schools should use the risograph duplicator machines where possible. Staff are not permitted to enter the office areas in the Middle and Senior School without permission.

Staffroom

- All staff members should maintain a physical distance of 2 metres when they are not engaged in teaching e.g. when using the staff room and arriving to work. If 2m cannot be maintained in staff groups, face coverings must be worn
- The staff may be divided into groups for staff meetings
- Staff members should bring their own cups, bottles, and cutlery to school and avoid sharing utensils in the staffroom

- Staff Breaks: where possible, staff will be grouped into small pods depending on yard rota. Please adhere to the maximum number of people allowable in the staff room.
 - 5 staff are permitted in the Junior Academy
 - 4 staff in the Senior Academy
 - 4 staff in the Middle School
 - 4 staff in the Senior School
- Please wipe down any surfaces you use

11. COVID-19 related absence management

Staff Absences: The management of a Covid-19 related absence will be managed in line with agreed procedures of DES.

- Return to work form must be submitted in advance of return to work following an absence

Pupil Absences: The Role of Parents

- Absence notes must be submitted via the school app, email, or a written note in school journal, in addition,
- The HSE (HSPC) Return to Education Facility Parental Declaration must be completed and submitted via the school or by email. ***This form must be submitted after every absence and before the pupil returns to school. Your co-operation is appreciated.*** See Appendix 4 for a copy of this declaration.

12. Employee Assistance and Wellbeing Programme

The Management of Holy Well NS aims to protect and support the health and wellbeing of all staff (physical, mental, spiritual etc.) both at work, whether in the school facility or at home and outside of work. The 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 for, and disruption to, people's personal, family and social lives as well as their work arrangements. The Management aims to foster a culture and work environment that support healthy behaviours and staff wellbeing and shall continue to make health and wellbeing tools and guidance available to staff as well as organising suitable support programmes, initiatives and events. These are challenging times for everyone. 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 and/or Deputy Principal.

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

Folláinne Le Chéile'. The EAS is a self-referral service where employees have access to a dedicated freephone 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). 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. A series of weekly webinars and live talks to promote staff wellbeing in schools is current available on the wellbeing portal.

Please note that this is a working document, and it will change as necessary in line with updated guidance received from the Department of Education & Skills and the HSE.



COVID-19 Policy Statement

Holy Well 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 Interim Manager / 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.

Angela Lynch Interim Manager

Aidan Crowley Principal



Pre-Return to Work Questionnaire COVID-19

This questionnaire must be completed by staff **at least 3 days** in advance of returning to work. If the answer is Yes to any of the below questions, you are advised to seek medical advice before returning to work.

Name: _____

Name of School: _____

Name of Principal: _____ Date: _____

	Questions	YES	NO
1.	Do you have symptoms of cough, fever, high temperature, 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're 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: _____ Dated: _____



Holy Well NS,
Ballea Road,
Carrigaline,
Co. Cork.

Contact Person: Aidan Crowley
021 4371875
office@holywellns.ie

CONTACT TRACING LOG

Visitor details:

Name of Visitor:	Date of Visit: / / 2021
Purpose of visit:	
Was the visit pre-arranged with the Principal?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Time of entry to school:	Time of exit from school:

Visitor status:

Parent:	<input type="checkbox"/>
Contractor:	<input type="checkbox"/>
Other:	<input type="checkbox"/> Please Specify:

Contact details of visitor:

Company Name (if applicable):	
Address:	
Contact no:	Email address:

Who the visitor met: (use a separate line for each person)

Name of person visited:	Length of time spent with each person in the school:

please continue overleaf

Name of person visited:	Length of time spent with each person in the school:



Return to Educational Facility Parental Declaration Form

Child 's Name:	Manager's Name:
Parents/Guardian 's Name:	
Name of Setting:	
<p>This form is to be used when children are returning to the setting after any absence.</p>	
<p>Declaration: I have no reason to believe that my child has infectious disease and I have followed all medical and public health guidance with respect to exclusion of my child from educational facilities.</p> <p>Signed _____</p> <p>Date: _____</p>	



Environmental Cleaning Programme

reviewed Feb 2021

General Environment Cleaning Programme		
Area/Item	Method	Frequency/Comments
Tables	Clean with anti-bacterial sprays and wipes	Daily by cleaner By children and teachers as necessary and immediately if soiled i.e. if soiled with blood or body fluids. With fogging machine as requested
In Classroom: sinks/window sills /door and cabinet handles/light switches	Clean with anti-bacterial sprays and wipes	Daily by cleaner With fogging machine as requested
Washable floor covering	Sweep Vacuum clean to remove dirt when children are not present. Wash with detergent, warm water and clean utensils	Daily by cleaner Immediately by staff if soiled e.g. spillage
Carpets	Vacuum Clean with an approved carpet cleaning method	Daily by cleaner Clean carpets only when staff will not be present to ensure the carpet is dry before next use Clean carpets with an approved carpet cleaner as required or immediately when soiled.

Walls	Clean with warm water and general purpose detergent. If soiled with blood or body fluids, following cleaning, disinfect	Routine cleaning by cleaner not required except in areas of frequent hand contact, such as lower wall/door frames in areas occupied by infants
Waste bins	Empty Clean with general purpose detergent and warm water	Daily by caretaker immediately if soiled by cleaner/staff
Mops and cleaning cloths	Mop heads should be washed in warm water and detergent, rinsed and air dried Reusable cloths must be laundered daily on a hot wash cycle (at least 60°C) in a washing machine	After use by cleaner After daily use by cleaner
In Staffroom: sink/table/chairs/door and cabinet handles/light switches/kitchen appliances Cups/Plates/Cutlery	Clean with anti-bacterial sprays, wipes or warm water and general-purpose detergent n/a staff to bring own utensils. Use glove when accessing kitchen appliances	After each use of the staffroom. Staff member to clean after morning coffee and cleaner all other times n/a dishwasher is not in use during level 5

Toilet Area Cleaning Program

Area/Item	Method	Frequency / Comments
Wash hand basins, taps, soap dispensers, paper towel dispensers	Clean with detergent and warm water.	At least daily by cleaner and immediately if soiled. If soiled with blood or body fluids, following cleaning, disinfect, rinse and dry.

Both sides of toilet seat, toilet handles, door knobs or cubicle handles.	Clean with detergent and warm water.	At least daily by cleaner and immediately if soiled. If soiled with blood or body fluids, following cleaning, disinfect, rinse and dry.
Toilet bowls	Use toilet cleaner as per manufacturer's instructions.	At least daily by cleaner and immediately if soiled.

Toy Cleaning Program

Item	Method	Frequency / Comments
Soft toys – if shared.	Machine washed in a hot cycle according to manufacturers instructions.	Daily by teacher/SNA If soiled, take out of use immediately.
Hard toys/items that might be put into the mouth or have been in contact with saliva or other body fluids.	Clean with warm water and detergent, rinsed and dried thoroughly. Alternatively, they may be washed in a dishwasher. Or clean using fogger	After each child's use.
Other hard toys e.g. dolls house, climbing frame.	Clean with warm water and detergent, rinsed and dried thoroughly. Alternatively, clean with fogger	Weekly or immediately if soiled.
Cushions	Machine wash to manufacturers instructions	Fortnightly. Take out of use immediately if soiled and machine wash.
Dress-up clothes	Machine wash to manufacturers instructions	Weekly/Monthly according to usage or more frequently if required.

Cleaning Checklist

Week starting: _____

Area/Item to be cleaned	Days of the week							signature
	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	
Tables								
Window sills								
Door handles								
Light Switches								
Floor								
Carpets								
Walls								
Waste Bins								
Mops								
Cleaning Cloths								
Wash-hand basins								
Soap dispensers								
Paper Towel dispensers								
Toilet & bowl								
Handles in toilet								
Soft Toys								
Hard Toys								
Cushions								
Dress-up clothes								