

DRAFT

Covid-19 Response Plan for the safe and sustainable reopening of Athy College



August 2020

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1. Introduction

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

2. COVID-19 Response Plan

A COVID-19 Response Plan is designed to support the staff and Board of Management/Kildare/Wicklow Education Training Board (KWETB) in putting measures in place that will prevent the spread of Covid-19 in Athy College.

The Covid-19 Response Plan details the policies and practices necessary for a school to meet the Government's '*Return to Work Safely Protocol*', the Department of Education and Skills plan for school reopening and to prevent the spread of Covid-19 in the school environment.

The plan incorporates current advice about measures to reduce the spread of Covid-19 in the community issued by the National Public Health Emergency Team (NPHET). It is important that the resumption of school based teaching and learning and the reopening of school facilities comply with the protocol to minimise the risk to students, staff and others. As the advice issued by NPHET continues to evolve, this protocol and the measures management and staff need to address may also change.

The response plan will support the sustainable reopening of our school where the overriding objective is to protect the health of staff and pupils while promoting the educational and development needs of the children in the school. In line with the Return to Work Safely Protocol, the key to a safe and continued return to work, and re-opening of our schools requires strong communication and a shared collaborative approach between the Board of management, staff, pupils and parents.

This COVID-19 response plan is a living document and will be updated in line with the public health advice and any other relevant agreement with the education partners as appropriate for post primary schools.

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

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

COVID 19 Policy Statement

Athy College 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 COVID19 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 in relation to summer provision
- inform all staff and pupils of essential hygiene and respiratory etiquette and physical distancing requirements
- adapt the school to facilitate physical distancing as appropriate in line with the guidance and direction of the Department of Education and Skills
- keep a contact log to help with contact tracing ensure staff and pupils engage with the induction / familiarisation briefing provided by the Department of Education and Skills
- implement the agreed procedures to be followed in the event of someone showing symptoms of COVID-19 while at school
- provide instructions for staff and pupils to follow if they develop signs and symptoms of COVID-19 during school time
- implement cleaning in line with Department of Education and Skills advice
-

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

Signed: **Mr Richard Daly** _____ Date: _____
Principal
Athy College

Chairperson BOM

Date:

4. Planning and Preparing for Return to School

Before reopening our School for the 2020/21 school year, processes have been implemented to include the following:

- All changes have been made in keeping with Government plans and public health advice.
- All developments are being communicated to staff, students and parents via school website, emails, text messages or postal correspondence
- Two Lead Worker Representatives have been appointed
- Covid 19 posters and other signage are on display throughout the school in poster format and also electronic signage to prevent introduction and spread of COVID-19
- Necessary changes to the school layout will be implemented to support the redesign of classrooms to support physical distancing
- All classrooms, corridors, communal areas etc will be cleaned and sanitised
- A COVID-19 health and safety risk assessment has been updated
- School access has been restricted and a contact tracing log is maintained on a daily basis
- The school building has been reviewed to check the following
 - The Water System-toilets,sinks, heating system
 - Ventilation- window mechanisms have been upgraded
 - Refuse and all essential services

4.1 Induction Training

All staff will 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
- Understanding of the COVID-19 response plan.

4.2 Procedure for Returning to Work (RTW)

All staff must complete a **Return to Work (RTW) form** and return it **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.

4.3 Lead Worker Representative:

Two Lead Worker Representatives (LWR) have been appointed from the school staff. In summary, the role of the LWR is to:

- Represent all staff in the work place
- Keep up to date with the latest COVID-19 public health advice

- Work collaboratively with school management
- Consult with school management on the control measures required
- Promote good hygiene practices
- Assist school management with the implementation of measures to suppress COVID-19 in the workplace.
- Monitor adherence to measures put in place to prevent the spread of COVID-19.
- Carry out regular review of safety measures
- Report any issues of concern immediately to school management
- Assess the handling of any COVID-19 incident with school management
- Consult with colleagues on matters relating to COVID-19 in the workplace and make representations to school management on their behalf .

Name(s) of Lead Worker representative:	Contact details
Niamh Dunne Brenda Sweeney	ndunne@athycollege.ie bsweeney@athycollege.ie

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 :

Athy College has displayed appropriate signage produced by the Department of Education outlining the signs and symptoms of COVID-19 and to support good hand and respiratory hygiene in prominent areas around the school such as offices, corridors, staffroom area, classrooms and toilets. Electronic signage is also displayed throughout the school

4.5 Making changes to School layout:

Some changes to school layout has been carried out as follows:

- We have implemented a one way system to enforce physical distancing
- The upstairs gym has been reconfigured as a large classroom
- All classrooms have been reconfigured to maintain social distancing of 1 metre or more between students and 2 metres between teachers and students
- The staff room has been reconfigured for social distancing
- Glass screens have been placed at reception, canteen, board room,Principal and DP's office
- Toilets have been reconfigured for minimum of 2 students
- Canteen area has also been reconfigured

4.6 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 Athy College has been carried out. Some of control measures implemented are:

- Complete School COVID-19 Policy Statement
- Return to Work Forms to completed, received and reviewed
- Staff and Student induction training undertaken
- Contact log maintained of staff, students and visitors
- Checklists completed as required:
- Hand sanitiser in place throughout the school
- One way system in place
- Staggered breaks and lunches
- Limited access to toilets
- De cluttering of rooms
- Rearrange classroom layout
- Staff to use own utensils in staff room
- Sanitising when using photocopier
- Clear desk policy
- Limited numbers in toilets
- Screens installed at reception, offices, canteen
- New food provision system in place
- Hand sanitisation in every classroom
- Isolation area in place
- Induction for all staff
- Induction for all students
- Enhanced cleaning of school
- Removal of desktops and surplus furniture
- Signage in place throughout the whole school
- Electronic signage installed throughout the building
- Upstairs gym closed, reconfigured as a classroom
- Encouraged use of Chromebooks
- Outside benches utilised
- Staff have to have their own equipment.
- Sharing of resources not allowed.
- Teachers and students to sanitise their own work areas at beginning/end of class.
- Students must have their own water bottles. Communal water fountains will be turned off

4.7 Access to School and contact log:

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

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

Parents therefore can no longer “drop off” lunch money, equipment, bags etc to school reception during the day in the interest of public health for all.

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

It is the responsibility of the School community to do everything practical to avoid the introduction of COVID-19 into the school

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

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

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

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

How to minimise the Introduction of COVID-19 into Schools

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

The best way to prevent the spread of COVID-19 in a school is to minimise the risk of introduction of the disease into the school setting in the first place. This can be achieved through the following measures:

- Promote awareness of COVID-19 and its symptoms amongst staff, pupils, parents and visitors.
- Staff and students are advised if they have symptoms, not to attend school, to phone their GP and follow the HSE guidance on self-isolation.
- Staff and students are advised not to attend school if they have been identified by the HSE as contact of a person with COVID19 and to follow the HSE advice on restriction of movement.
- Staff and students are advised if they develop symptoms at school to bring this to the attention of the Principal(or Deputy Principal if Principal is unavailable) promptly.

- There is a protocol for managing a suspected case of COVID-19 in school
- Everyone entering the school building should be required to perform hand hygiene with hand sanitiser.
- Visitors to school during the day should enter following prior arrangement with the Principal and follow procedures.
- Physical distancing of 2 metres must be maintained between staff and visitors where possible
- Staff, pupils and visitors should at all times adhere to the up to date advice and instructions of the public health authorities in relation to protecting oneself and others against the risk posed by the Covid-19 virus

Updated advice from the HSE is available on its website – <https://www2.hse.ie/coronavirus/>

5.2) Respiratory hygiene :

All members of the school community should 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 in a closed top bin.

- Closed top bins will be collected every day

5.3) Hand Hygiene

Wash your hands frequently

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

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

Hand sanitisers dispensers will be available more readily at entry and exit points of Athy College, in each classroom and in the main circulation area .Students,staff and visitors must use these upon entering and leaving a classroom. Students,Staff and Visitors should also use these upon entry and exit of the school building.

Wash hand basins, running water,liquid soap and hand drying facilities will be provided in all toilets,kitchens, any food preparation areas and also in a number of classrooms.

Hand washing facilities will be maintained in good condition and supplies of soap and towels will be topped up regularly

Laminated posters displaying hand washing techniques and promoting hand washing are placed adjacent to washing facilities

Frequency of Hand Hygiene

Students and Staff should perform hand hygiene:

- On arrival at school
- Before eating or drinking
- After using toilet
- After petting animals
- After playing outdoors
- 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. Some actions include:

- Arrangements for **dropping off/collecting students** will be arranged to maintain physical distancing of 2m where possible.
- Walking/cycling to school is strongly encouraged as much as possible.
- Congregation of people at the school gates or at any of the doors to the school building is strictly not allowed.
- Athy College has enforced a one way system in corridors to ensure social distancing.
- Classrooms have been rearranged to ensure classroom desks will be 1 metre apart minimum.
- There will be staggered lunch and break times with physical distancing applied in canteen area.
- There will be limited numbers in toilets to enforce social distancing
- Outside benches will be utilised during break/ lunch times.
- Staffroom has been reconfigured
- Social physical contact (hand to hand greetings, hugs) will be discouraged
- Sharing of personal items prohibited
- Contact surfaces of shared equipment will be cleaned before and after use.

- Teachers and students are responsible for cleaning and sanitising their work stations and area at beginning and end of class
- Face covering to be worn by students and staff.
- Staff meetings to be held remotely or in large spaces to facilitate physical distancing

5.5) Use of PPE in Athy College.

- Teachers, staff and students will wear a face mask/visor at all times. Students or staff who have difficulty wearing a cloth mask may wear a visor
- Correct use of facemasks will be explained during induction training
- Face coverings should be stored in a zip lock bag and washed every day using soap and hot water

6. Impact of COVID-19 on certain school activities

Choir/Music/ Art/Electronics/Sport equipment

Students should use their own equipment for all the above activities. Shared equipment must be sanitised after use and hand hygiene practices observed.

Sport activities.

Schools should refer to HPSC guidance on Return to Sport

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

7. Hygiene and Cleaning in Schools

- The specific advice in relation to school cleaning will be covered in the Induction training
- Arrangements for more regular and thorough cleaning of areas and surfaces within Athy College have been made. The school will be cleaned at least once per day.
- Students and teachers will be supplied with cleaning products and will be required to clean down their own work areas at the beginning and end of each class, equipment and rooms.
- Additional cleaning will be focused on communal areas and frequently touched surfaces- toilets and sink areas, lifts, door handles, stair rails, communal eating areas, kitchens,
- Under no circumstances should these cleaning materials be removed from the building.

- There will be a regular collection of used waste disposal bags from offices and other areas within the school facility.
- Shower facilities /changing areas shall not be available for use by staff or pupils.
- Staff must use and clean their own equipment and utensils (cup, cutlery, plate etc.)Staff should sanitise their hands before using any equipment in kitchen e.g microwave, toaster etc

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

- The room will be cleaned as soon as practically possible
- Once the room is vacated the room will not be reused until it has been thoroughly cleaned and disinfected
- If a student or staff member who is diagnosed with COVID-19 has spent some time in communal area or if they have used a toilet or bathroom facilities then these rooms will be cleaned with detergent followed by disinfectant(as outlined in the HSPC interim health advice) as soon as it 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 Athy College will deal with a suspected case that may arise during the course of work.

If a staff member/pupil displays symptoms of Covid-19 while at work in Athy College the following are the procedures to be implemented:

- A designated area is identified within the school building (PE office) as a main isolation area.. This isolation area is behind a closed door, well ventilated and away from other staff and pupils.
- If the person with the suspected case is a **pupil**, the parents/guardians will be contacted immediately to come and collect them and to phone their GP by phone to inform them of symptoms
- The person will be isolated in the isolation area and a procedure is in place to accompany the individual to the designated isolation area via the isolation route, keeping at least 2 metres away from the symptomatic person and also making sure that others maintain a distance of at least 2 metres from the symptomatic person at all times
- Staff member and student will wear a mask.

- Student will remain in isolation room under supervision until collected by parents
- He/she will wear the mask while exiting the premises .
- If contact cannot be made the student will remain in the isolated area under supervision until contact is established. The services of the HSCL will be utilised in this process.
- The individual should avoid touching people, surfaces and objects.
- Advice will be given to the person presenting with symptoms to cover their mouth and nose with the disposable tissue provided when they cough or sneeze and put the tissue in a waste bag provided .
- If they are too unwell to go home or advice is required, 999 or 112 will be contacted to inform them that the sick person is a Covid-19 suspect.
- We will carry out an assessment of the incident which will form part of determining follow-up actions and recovery
- Arrangements will be made 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 confidentiality is essential at all times.

9. 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 co-operation 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 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 at least 3 days before return to work
 - Must inform the Principal if there are any other circumstances relating to COVID-19 not included in the form, which may need to be disclosed to facilitate the return to school
 - 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 or attend school if they have symptoms of Covid-19 under any circumstances.
 - 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.

10. Covid related absence management

The management of a Covid-19 related absence will be managed in line with agreed procedures with DES. Please see circular 0049/2020 and application/declaration forms:

https://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0049_2020.pdf

11. Employee Assistance and Wellbeing Programme

The Department recognises the need for school staff wellbeing and collective self care

Support for school staff wellbeing will be provided by the Department of Education's Support Services including the PDST and CSL as well as the HSE's Health promotion team . An [Occupational Health Strategy](#) is in place as a support resource for staff in schools.

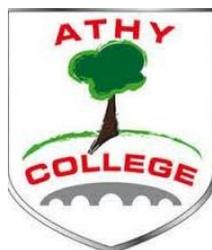
Supports include:

- [Webpage \(gov.ie/backtoschool\)](http://gov.ie/backtoschool) with access to all information relating to reopening of schools, including information about wellbeing, with links to specific resources, guidance and support
- [Wellbeing webinars for primary/special/post-primary schools](#)-supporting wellbeing as schools reopen
- [Wellbeing toolkits](#) for teachers with a range of downloadable materials
- Access to a range of support/resources and professional learning opportunities from: Teacher Education Support Services: **PDST, JCT, CSL, NIPT**
- Extra guidance to support student wellbeing recognising the particular importance for this support in the context of the Covid-19 pandemic challenges:
E-Mental health services, including online counselling, provided by HSE/HSE funded service providers including **spunout.ie, Jigsaw, MyMind, Childline and Turn2Me**

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.

This is a live working document and will be subject to change as we continue to move through the roadmap of re opening our school. Additional changes will be highlighted to avoid confusion

Athy, Co Kildare. Roll No. 70650L



Appendix 1: 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: **Athy College**

Name of Principal: **Mr Richard Daly** Date: _____

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

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

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

Signed: _____

Appendix 2: Risk assessment and control measures

Appendix 4 Risk Assessment

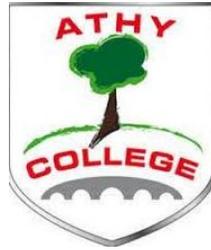
COVID-19 Risk Assessment [Use identifies COVID-19 as the hazard and outlines control measures required to deal with this risk]

Hazard	Exposure frequency (1/yr)	Severity of injury?	Risk rating High or Medium or Low	Controls (What actions do you take to all to reduce)	Initial Control in place?	Residual control in place?	Residual control in place?	Signature and date checked
COVID-19	N	Illness	H	School COVID19 Response Plan in place in line with Department of Education guidance and the Return to Work Safety Protocol and public health advice		Examples of Actions Follow public health guidance from HSE re hygiene and respiratory etiquette Complete School COVID-19 Policy Statement Return to Work Forms received and reviewed Undertake Induction Training Maintain log of staff, student and visitors Complete checklists as required School Management How to deal with a suspected case Physical distancing requirements Other school specific checklists	Name of staff member	

If there is 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:

Completed 18/20

Athy, Co Kildare. Roll No. 70650L



Contact Tracing Log

Name of School	Athy College		School Contact Person	Mr Richard Daly
Address of School	Athy Co Kildare		For Queries only: Phone No	059 8631663
			Email	info@athycollege.ie
Name of Visitor				Was the visit pre-arranged with the Principal? Yes <input type="checkbox"/> No <input type="checkbox"/>
Date of Visit	___/___/___	Time	Entry to school _____ am <input type="checkbox"/> pm <input type="checkbox"/>	Exit from School _____ am <input type="checkbox"/> pm <input type="checkbox"/>
Visitor Status	Contractor <input type="checkbox"/>	Parent/Guardian <input type="checkbox"/>	Other <input type="checkbox"/> Please complete: _____	
Contact details of visitor	Company Name (if applicable)			
	Address			
	Contact No.		Email Address	
	Reason for Visit			
Who the visitor met (separate line required for each person the visitor met)				
Name of Person visited				Length of time spent with each person in the school

Appendix 4 Checklist for dealing with a suspected case of COVID-19 in Athy College.

Staff members will be required to manage a suspected case in line with the protocol and training.

Mr Richard Daly ,Principal, will be responsible for ensuring that all aspects of the protocol to deal with suspected cases have been adhered to.

Isolation Area

- The PE office will be used as an isolation area
- If there is more than one suspected case of COVID-19 then additional spaces will be made available in the boardroom
- The following will be available in the isolation areas
 - Tissues
 - Hand sanitiser
 - Disinfectant/wipes
 - Gloves/Masks
 - Waste Bags
 - Bins

Isolating a Person

- The infected person will be accompanied to the isolation area , along the isolation route with physical distancing maintained
- Staff/students will maintain a distance of at least 2m from the affected person at all times
- Additional disposable masks will be made available for the affected person while exiting the building.

Arranging for the affected person to leave the School

- Staff-if the staff member feels well enough they will immediately travel home
- Student- Parents/Guardians will be contacted without delay to collect the student. Under no circumstances can the student use public or school transport to travel home if they are a suspected case of COVID-19
- The affected person will be advised to avoid touching other people,surfaces or objects
- The affected person will be advised to cover their mouth and nose with disposable tissues when they cough and sneeze an place the tissue in a closed top bin
- The affected person will be advised to contact their GP by phone.

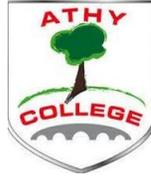
Follow up

- An assessment of the incident to identify any follow up actions will be carried out
- Assistance and advice will be provided to HSE if required

Cleaning

- The isolation area will be out of use until cleaned and disinfected
- Arrangements will be made to clean and disinfect any classroom space where the staff or pupils were located
- The isolation area(s) will be thoroughly cleaned and disinfected as soon as the infected person leaves.

All cleaners will be trained in dealing with contaminated areas and supplied with the appropriate PPE (It is intended to provide online training for staff)



Recommendation to self Isolate or COVID-19 diagnosis

The Application Form should be fully completed and submitted to the employer as soon as possible. The completed form must be accompanied by HSE/medical certification to include estimated date of fitness to return to work.

Part 1 - Employee Details

Employee's Name: _____ Contact No: _____

Home Address: _____

E-mail Address: _____

PPSN: _____

School Name: _____ Roll No: _____

Part 2 – Details of special leave with pay (based on HSE/medical certification)

Covid-19 diagnosis () Recommendation to Self isolate () **(Tick relevant box)**

Start Date (DD/MM/YYYY): _____ End Date (DD/MM/YYYY): _____

Declaration

I wish to apply for special leave with pay in accordance to Circular 0049/2020 'Coronavirus (COVID-19): Arrangements for Teachers and Special Needs Assistants employed in Recognised Primary and Post Primary Schools',

The completed application is accompanied by medical/HSE certification

I confirm that the information provided in the application is true and accurate.

Signature of Employee: _____ Date: _____

Part 3 – Employer Approval

Signature: _____ Date: _____

Application Form/Supporting Documentation should NOT be submitted to the Department of Education and Skills. They should be retained in the school/ETB with any other relevant documentation for record and audit purposes with the relevant personnel records.