

## **Plean Covid; Gaelscoil Charraig Uí Leighin;**

**Cathaoirleach; Majella Ní Chrualaoi**

**Príomhoide; Séamus de Lónra**

This *Covid-19 Response Plan* is designed to support the staff and Board of Management in putting measures in place that will prevent the spread of Covid-19 in **Gaelscoil Charraig Uí Leighin**. 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 (NPHE). It is important that the resumption of school-based teaching and learning and the reopening of school facilities comply with the protocol to minimise the risk to students, staff and others. As the advice issued by NPHE continues to evolve, this protocol and the measures management and staff need to address may also change. The response plan will support the sustainable reopening of our school where the overriding objective is to protect the health of staff and pupils while promoting the educational and development needs of the children in the school. In line with the Return to Work Safely Protocol, the key to a safe and continued return to work, and reopening of our schools requires strong communication and a shared collaborative approach between the Board of management, staff, pupils and parents. This document aims to provide details of:

- 1. COVID-19 School Policy**
- 2. Planning and Preparing for Return to School**
- 3. Return to work safely and Lead Worker Representative(s)**
- 4. Safety Statement and Risk Assessment**
- 5. General advice to prevent the spread of the virus**
- 6. Control Measures & Procedure for Returning to Work (RTW)**
- 7. Dealing with a suspected case of Covid-19**
- 8. Staff Duties**
- 9. Covid related absence management**
- 10. Employee Assistance and Wellbeing Programme**

The assistance and cooperation of all staff, pupils, parents/guardians, contractors and visitors is critical to the success of the plan. Every effort is made to ensure the accuracy of the information provided in this document. **Note:** The plan is a live working document and may be reviewed and amended to take into account new guidance from [www.Gov.ie](http://www.Gov.ie), [www.dbei.ie](http://www.dbei.ie), [www.hse.ie](http://www.hse.ie), [www.hpsc.ie](http://www.hpsc.ie), [www.hsa.ie](http://www.hsa.ie)

## **1. Gaelscoil Charraig Uí Leighin 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**

**Gaelscoil Charraig Uí Leighin** is committed to providing a safe and healthy workplace for all our staff and a safe learning environment for all our pupils. To ensure that, we have developed the following COVID- 19 Response Plan. The BOM and all school staff are responsible for the implementation of this plan and a combined effort will help contain the spread of the virus. We will:

- continue to monitor our COVID-19 response and amend this plan in consultation with our staff
- provide up to date information to our staff and pupils on the Public Health advice issued by the HSE and Gov.ie
- display information on the signs and symptoms of COVID-19 and correct hand-washing techniques
- agree with staff, a worker representative who is easily identifiable to carry out the role outlined in this plan 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 Representative(s)

Signed; Majella Ní Chrualaoi, Cathaoirleach Bord Bainistíochta,  
27/09/2021

## **2. Planning and Preparing for Return to School**

The Board of Management aims to facilitate the resumption of school-based teaching and learning and the return to the workplace of staff. The return to work must be done safely and in strict adherence to the advice and instructions of public health authorities and the Government. Details for the reopening of the school facility and the applicable controls are outlined in this document.

Procedures and routines within the school have been adopted to ensure that there is as much physical distancing as possible in our buildings.

Changes have been made to classroom layouts in order to facilitate physical distancing and ongoing cleaning.

An isolation area has been set up in the school foyer.

### **Signage**

**Gaelscoil Charraig Uí Leighin** has signage outlining the signs and symptoms of Covid-19 along with good hand and respiratory hygiene displayed both inside and outside the building. The allocated collection and drop off route for Naíonáin within the school grounds will be stewarded. Children from Rang a 1 to Rang a 6 are to be dropped at the drop off area and may be accompanied to the allocated gate. Appendix 2

### **Drop off Plan Rang 1- Rang 6.**

- Páistí may be dropped off at the drop off area.
- Parents will not be permitted to enter school grounds
- Páistí will be met there by school staff and directed/accompanied to their line/classroom.

- Páistí will be welcomed by their teacher at the classroom door.
- See attached plan re; location of classrooms.

### **Drop off Plan Naíonáin Bheaga agus Naíonáin Mhóra.**

- Please enter geata 2
- School staff will be at hand to give directions to allocated classrooms
- Naí Bheaga agus Naí Mhóra must be accompanied by a parent/ responsible person to their allocated classroom
- Páistí will be welcomed by their múinteoir at the door.
- Parents are asked not to delay or chat at the classroom doors or in the yard.
- Parents will be directed to the exit route Parents are asked not to delay outside the school ground

### **Collection Plan Rang 1-Rang 6**

**Rang 1,2 agus 3** exit Geata 2 in no particular order. Please make prior safe arrangements will your páiste on a meeting location away from the gate.(Appendix 2) Parents are not permitted on the school grounds.School staff will be at the gate to ease collection

**Rang 4, 5 agus Rang 6:** Please exit Geata 1 in no particular order. Please make prior safe arrangements will your páiste on a meeting location away from the gate.(Appendix 2) Parents are not permitted on the school grounds.Staff will be at the gate to ease collection.

### **Páistí going on the bus.**

Páistí going on the bus will meet inside Geata 1 and will be accompanied to the bus by a member of staff.

### **Collection Plan Naíonáin Bheaga agus Naí Mhóra**

- Please enter by geata 2.
- You will be met by school staff and given directions on where to queue to collect your páiste.
- On collection you will be given directions on the exit route.
- Parents are asked not to delay or chat at the classroom doors or in the yard.
- Parents are asked not to delay outside the school grounds.

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

In order to return to the workplace, staff must complete a **Return to Work (RTW) & Appendix Check List** form, which is available electronically or from the Principal. A hard copy is attached also at **Appendix 1**.

A RTW form should only be completed **at least 3 days** prior to any proposed date of return to the workplace.

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

## **Procedure for Returning to Work (RTW) & Appendix Checklist for School Management**

A RTW form should be completed and returned to the school before returning to work. Schools should request staff (verbally or in writing) to confirm that the details in the pre- return to work form remain unchanged following subsequent periods of closures such as school holidays.

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

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

The Return to Work Safely protocol provides for an agreed procedure between management and staff to appoint a Lead Worker Representative to carry out a specific role. The role of the worker representative) is to ensure that Covid-19 measures are adhered to in the workplace as follows:

- Work collaboratively with the employer to ensure, so far as is reasonably practicable, the safety, health and welfare of employees in relation to COVID-19.
- Promote good hygiene practices such as washing hands regularly and maintaining good respiratory etiquette along with maintaining social distancing in accordance with public health advice.
- Assist with the implementation of measures to suppress COVID-19 in the workplace.
- Monitor adherence to measures put in place to prevent the spread of COVID-19.
- Consult with colleagues on matters relating to COVID-19 in the workplace.
- Make representations on behalf of their colleagues on matters relating to COVID-19 in the workplace.

If a staff member has any concerns or observations in relation to the Covid-19 Response Plan and control measures or the adherence to such control measures by staff, parents/guardians,

contractors or visitors, he/she should contact the lead worker(s) who will engage with the Principal/BOM.

#### **Gaelscoil Charraig Uí Leighin** Lead Worker representatives & contact details

Elaine Ní Bhrosnacháin Gaelscoil Charraig Uí Leighin

Úna Leti Gaelscoil Charraig Uí Leighin

Caitríona Bhreatnach Gaelscoil Charraig Uí Leighin

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

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

COVID-19 represents a hazard in the context of health and safety in the school environment. A risk assessment for **Gaelscoil Charraig Uí Leighin** identifying the control measures required to mitigate the risk of COVID-19 in school settings.

We have reviewed our emergency procedures involving fire safety, first aid, accidents and dangerous occurrences along with our existing risk assessment to consider any new risks that arise due to the school's COVID-19 Response Plan.

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

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

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

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.
- Advise staff and parents of pupils who have symptoms of COVID-19 or other acute infectious diseases not to attend school, to phone their GP and follow the HSE guidance on self-isolation.

- Advise staff and parents of pupils who have been identified by the HSE as contact of a person with COVID- 19 not to attend schools and to follow the HSE advice on restriction of movement.
- Ensure that staff and pupils know what to do if they develop symptoms at school.
- Everyone entering the school building should be required to perform hand hygiene with hand sanitiser.
- Visitors to school during the day should be by prior arrangement and should be received at a specific contact point.

**Infection prevention control measures- To prevent Introduction and Spread of Covid-19 in Schools**

- 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.
- Advise staff and pupils not to return to or attend school in the event of the following:
  - If they are identified by the HSE as a close contact of a confirmed case of Covid-19
  - If they live with someone who has symptoms of the virus
  - If they travelled outside Ireland; in such instances staff are advised to consult and follow latest Government advice in relation to foreign travel
  - 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.

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/>

The Department of Education and Skills will ensure all updated advice is circulated to schools. **Gaelscoil Charraig Uí Leighin** will arrange for this advice to be circulated to staff, pupils and visitors in a timely manner.

The advice will continue to be updated in line with public health advice generally and will inform the development of more detailed guidance for schools by the Department of Education. <https://www.education.ie/en/covid-19/interim-recommendations-for-the-reopening-of-schools-and-educational-facilities.pdf>

**Managing the risk of spread of COVID**

**Physical Distancing** in **Gaelscoil Charraig Uí Leighin** will be achieved in two ways: - Increasing Separation. This will be achieved by re-configuring the classrooms to maximise physical distancing. Each class will be referred to as a bubble and we will ensure that there is as little contact as possible between children in different bubbles. Within the bubbles, children will be organised into pods. A pod is a group of children (normally 6) who will sit together and who will stay in their pod while in the bubble, or classroom. Pods will be organised by the class teacher in conjunction with last year’s class teacher.

Decreasing Interaction. This will be achieved by decreasing the potential for children from different bubbles to interact. There will be marked routes for various bubbles to enter and exit the school and to access their classrooms. Bubbles will have their own designated area of the yard at playtime. Emphasis will be on safety at all times.

While all children will be welcome back to school, we would remind parents that, where children are displaying colds, coughs or flu like symptoms, they should not be sent to school. Children who display such symptoms in school will be isolated and parents asked to collect them from the school. Our isolation area will be in the school foyer. Any child displaying symptoms will be accompanied by a member of staff to the isolation area and will be cared for until the arrival of a parent/guardian.

Children who have travelled from countries not on the Green List should not attend school during the 14-day self-isolation period

Further information on COVID-19 symptoms in children is available at: -

<https://www2.hse.ie/conditions/coronavirus/if-your-child-has-symptoms.html>

**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.

### **Hygiene and Cleaning Procedures.**

Teachers will make children aware of the proper hygiene procedures regarding hand washing and etiquette related to sneezing, coughing or spitting. We would be grateful if you could also emphasise safe behaviour in this regard to your children at home as part of the preparation for returning to school.

Two hand sanitisers have been installed in each classroom and in other areas throughout the school, therefore we are not advising children to have sanitisers on their desk.

Liquid soap is provided in each bathroom with paper towels. Wash bags are not permitted.

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

Classrooms and surfaces will be cleaned and sanitised at least once a day. We have employed an additional cleaner, who will be on site during the day. Her main duty will be focussed on cleaning and sanitising frequently touched surfaces such as door handles, rails, sinks, toilet facilities, PE equipment, toys etc.

Before returning to school, Gaelscoil Charraig Uí Leighin has been deep cleaned and sanitized.

Alcohol-based sanitiser must not be stored or used near heat or naked flame.

### **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.

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

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

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

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

- are taking medicine that makes you much more likely to get infections (such as high doses of steroids or immunosuppression therapies)
- have a serious heart condition and you are pregnant

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

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

## **6. Control Measures**

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

These control measures are outlined in this document.

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.*

The following control measures have been put in place:

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

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

### **ii. 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:

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

- Covid-19 symptoms
- Outline of the Covid-19 response plan

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

If a staff member is unsure about any aspect of the Covid-19 Response Plan, the associated control measures, or his/her duties, he/she should immediately seek guidance from the Principal.

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

It is crucial that all staff, pupils, parents/guardians, contractors and visitors are familiar with, and adopt, good hand and respiratory hygiene practices.

Guidance documentation and Information posters will be available at various locations within the school facility. Information posters will be prominently displayed at appropriate locations within the school facility including offices, corridors, staffroom area, classrooms and toilet areas. Such are intended to inform but also remind everyone about the importance of hygiene in preventing the spread of Covid-19 virus and protecting health and safety.

Handwashing facilities and/or hand sanitisers will be available at multiple locations within the school facility and should be available in each classroom.

The Department has arranged for a drawdown framework to be established to enable schools purchase hand- sanitisers and any other necessary PPE supplies for use in the school. The procurement process for this framework has already commenced and it is intended these materials will be available in early August.

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

PPE will not be required to be worn within the school facility according to current occupational and public health guidance. However, for a limited number of staff, PPE will need to be used occasionally or constantly due to the nature of certain work activities or work areas.

Such include roles where:

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

Appropriate PPE will be available for dealing with suspected COVID-19 cases, intimate care needs and for first aid. This will be updated as appropriate in line with advice from the HPSC.

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

The use of a face covering is required by staff where a physical distance of 2metres cannot be maintained.

### **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.

### **Cleaning**

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. **Gaelscoil Charraig Uí Leighin** has employed an additional onsite cleaner during the school day ensuring that regularly touched surfaces, educational equipment etc are cleaned/sanitised on an ongoing basis.

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.).

### **vi. Access to the school building/ 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.

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 is maintained. The school has a log of staff and students contacts, in addition to a visitor contact log.

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

The standard First Aid/Emergency procedure shall continue to apply in **Gaelscoil Charraig Uí Leighin**

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.

## **7. 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 **Gaelscoil Charraig Uí Leighin** will deal with a suspected case that may arise during the course of work. A designated isolation area has been provided in the foyer of the school building, capable of dealing with a number of cases. Masks, other PPE equipment and cleaning/sanitising materials are provided.

If a staff member/pupil displays symptoms of Covid-19 while at work in **Gaelscoil Charraig Uí Leighin** the following are the procedures to be implemented:

- If the person with the suspected case is a pupil, the secretary will contact the parents/guardians immediately, informing them also that their child will be asked to wear a mask.
- The class teacher makes contact with a designated special education teacher who accompanies 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
- A mask is 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 and 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.
- An assessment of the incident is carried out which will form part of determining follow-up actions and recovery
- Appropriate cleaning of the isolation area along with the classroom/ work area involved is arranged.

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.

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

A nominated member of the school management team will be responsible for ensuring that all aspects of the protocol to deal with suspected cases have been adhered to.

## **8. Staff Duties**

Staff have a statutory obligation to take reasonable care for their own health and safety and that of their colleagues and other parties. In order to facilitate a safe return to work, these duties include, but are not limited to, the following:

- i. Adhere to the School Covid-19 Response Plan and the control measures outlined. The cooperation and assistance of all staff is essential to reduce the risk of spread of Covid-19 and to protect health and safety as far as possible within the school. All staff have a key role to play.
- ii. Coordinate and work with their colleagues to ensure that physical distancing is maintained.
- iii. Make themselves aware of the symptoms of Covid-19 and monitor their own wellbeing.
- iv. Self-isolate at home and contact their GP promptly for further advice if they display any symptoms of COVID-19.
- v. Not return or attend school if they have symptoms of Covid-19 under any circumstances.
- vi. If they develop any symptoms of Covid-19 whilst within the school facility, they should adhere to the procedure outlined above.
- vii. Complete the RTW form before they return to work.
- viii. Must inform the Principal if there are any other circumstances relating to Covid-19, not included in the form, which may need to be disclosed to facilitate their safe return to the workplace.
- ix. Must complete Covid-19 Induction Training and any other training required prior to their return to school.
- x. Must be aware of, and adhere to, good hygiene and respiratory etiquette practices.
- xi. Keep informed of the updated advice of the public health authorities and comply with same.
  - Not return to or attend school in the event of the following:
    - 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.
  - 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 in their school as part of mass or serial testing as advised by Public Health

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

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

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

The Board of Management aims to protect and support the health and wellbeing of all staff (physical, mental, spiritual etc.) both at work, whether in the school facility or at home and outside of work. The Board of 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 Board of 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.

## Appendix 1:

COVID-19 Response Plan for the safe and sustainable operation of primary and special schools V3 February 2021

### Return to Work Form

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

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

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

	Questions	YES	NO
1.	Do you have symptoms of cough, fever, high temperature, difficulty breathing, loss or change in your sense of smell or taste now or in the past 14 days?		
2.	Have you been diagnosed with confirmed or suspected COVID-19 infection in the last 14 days?		
3	Are you awaiting the results of a COVID-19 test?		
4	In the past 14 days, have you been in contact with a person who is a confirmed or suspected case of COVID-19?		
5	Have you been advised by a doctor to self-isolate at this time?		
6	Have you been advised to restrict your movements at this time?		
7	Have you been advised to cocoon at this time? Note: if you are at very high risk (extremely vulnerable) from COVID-19 you may be advised to cocoon.		

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

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

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



Appendix 2:

