

COVID-19 Response Plan for the safe and sustainable operation of Larkin Community College

Based on Department of Education COVID-19 Response Plan for the safe and sustainable
operation of Larkin Community College V5 August 2021



Larkin Community College
Coláiste Pobail Lorcáin

COVID-19 Response Plan for the safe and sustainable operation of

Larkin Community College 2021/22

COVID-19 Response Plan		
v4. Updated 27 th Sept 2021 to incl. CO2 Monitors (section 5.6)		
v. 3 2021/22 26 th August 2021 CURRENT PLAN	To be ratified by BOM _____	
v.1 2020/21	Ratified/Submitted to BOM 24 th August 2020	
v.2 Return to School of 6 th Year LC Students 1 st March 2021		
Circulation of COVID-19 Response Plan	Method	Date
Board of Management	Email	
CDET B Head Office	Email	
Staff	Email & MS Teams	
Parents/Guardians	Website	
Students	Induction Programme (& website)	
Larkin Community College COVID-19 Policy Statement		
v. 2 2021/22 26 th August 2021 (same as 2020/21)	To be ratified by BOM _____	
2020/21 Ratified by BOM on	24th August 2020	
2020/21 Shared with Staff & Published on Website	YES for 2020/2021 and 2021/2022	

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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 post primary schools.

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1) **Introduction**

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

The purpose of this document is to provide clear and helpful guidance for the safe operation through the prevention, early detection and control of COVID-19 in post primary schools. 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.

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

That report is available [here](#).

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

The Department has worked intensively with the education partners to develop consistent plans, advice, protocols and guidance for schools, including the School COVID-19 Response plan. There is a suite of documentation available to support schools to continue to operate safely and fully including guidance on learning, school programmes and wellbeing for the 2021/22 school year. There is also information on funding, staffing and resources to schools to support COVID-19 measures. Schools are advised to familiarise themselves with these documents. All of the documents will be available at gov.ie/backtoschool

2) **What is a COVID-19 Response Plan?**

A COVID-19 Response Plan is designed to support the staff and Board of Management (BOM)/Education Training Board (ETB) 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 students, staff and others. The response plan

supports the sustainable operation of schools where the overriding objective is to protect the health of staff and students while promoting the educational and development needs of the students in the school. The COVID-19 response plan is a living document and will be updated in line with the public health advice as appropriate for post primary 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/ETB, staff, students and parents.

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

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Larkin Community College will continue to monitor the dynamic situation in the school and make any amendments or adaptations to this Response Plan in order to ensure that LCC is a safe environment for all its students and staff.

The LCC 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 education partners as appropriate for post primary schools.

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) Larkin Community College COVID-19 Policy

The COVID-19 policy outlines the ongoing commitment of the school to implementing the plan and help prevent the introduction and spread of the virus. The revised updated policy will be signed and dated by the chairperson and principal of the BOM/CDETb and brought to the attention of the staff, students, parents and others. **A copy of the LCC School COVID-19 policy can be found at *Appendix 1*.**

4) Reviewing the safe operation of schools

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

Details for the safe operation of a school facility and the applicable controls are outlined in this document. Each school will need to review their current processes to ensure that they include the following:

- Arrangements to keep up to date with public health advice and Department of Education updates;

- Arrangements to pass on this information in a timely manner to staff, students, parents and others as required;
- Ensured that staff have reviewed the training materials provided by the Department of Education (**details at Section 4.1**);
- Provided staff with access to the Return to Work (RTW) form (**details at Section 4.2**);
- Identified a Lead Worker representative(s) (**details at Section 4.3**);
- Displayed posters and other signage to prevent introduction and spread of COVID-19 (**details at Section 4.4**);
- Made the necessary changes to the school or classroom layout if necessary to support the redesign of classrooms to support physical distancing (**details at Section 4.5**);
- Removed unnecessary clutter to facilitate ongoing cleaning of the school taking into account the importance of having educational materials to create a stimulating learning environment;
- Updated the health and safety risk assessment (**details at Section 4.6**);
- Made necessary arrangements to limit access to the school to necessary visitors and maintain records of contacts to the school (**details at 4.7**);
- Reviewed the school buildings to check the following after any period of closure:
 - Does the water system need flushing at outlets following low usage to prevent Legionella disease?
 - Has school equipment and mechanical ventilation been checked for signs of deterioration or damage before being used again?
 - Have bin collections and other essential services resumed?

There are checklists in place to assist schools on the details of what is needed for these arrangements in the Appendices of this plan.

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Prior to the return to school in August 2020 the school put a COVID-19 Response Team – it was the CIMT and comprised the Senior Management Team (Principal, Deputy Principal, 5AP1s and Programme Coordinator), school Administrator, Head Porter and Porter, 2 AP2 teachers, HSCL Coordinator (AP2), Guidance Counsellor (AP2) and a Teacher. The plan devised in collaboration with this team has been updated for 2021/2022 academic year based on revised guidelines.

- **Arrangements to keep up to date with public health advice and Department of Education updates;**
 - LCC SMT will monitor the following websites regularly
 - www.gov.ie/backtoschool
 - www.hse.ie
 - www.hpsc.ie
 - www.des.ie

- Members of the Senior Management Team will meet regularly and as the need arises to review the situation
 - CIMT/COVID-19 Response Team will meet as need arises
 - Regular Meetings with the Lead Worker Representatives
- **Arrangements to pass on this information in a timely manner to staff, students, parents and others as required;**
 - MS Office 365 and VShare will be used to efficiently communicate information to staff.
 - Lead Worker Representatives will liaise with staff and the Senior Management Team
 - Shared MS Teams will be regularly updated for staff with key documents and a hard copy of folder will also be kept.
 - Tutors and Year Heads will communicate with students
 - Email can be used to communicate with students – all students have a school email address
 - School Website has a dedicated Information for Parents section – which will be updated regularly.
 - In 2021/22 LCC will use the School App/text as the main means of communication with parents/guardians to inform them of important updates/changes.
 - Members of the Senior Management Team (Principal, Deputy Principal and AP1s) will meet regularly to review the situation
 - CIMT/COVID-19 Response Team will meet as the need arises
 - Regular Meetings with the Lead Worker Representatives

4.1) Induction Training (to be completed by new staff)

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

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

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

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

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This induction training is available for all new staff online at <https://www.gov.ie/en/publication/dd7fb-induction-training-for-reopening-schools/>

- Post-Primary Induction
- Cleaning Induction
- Lead Worker Representative Induction
- SNA Induction Training
- Bus Escorts Induction Training

An email will be sent to all new staff informing them that online training is available. Staff will be required to complete an online form stating which training they completed and when. This Form will be on the school Office365 account and will be reviewed by the Principal/Deputy Principal

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 of the **Larkin Community College RTW Form** (includes CDETB and Department of Education questions) is attached also at **Appendix 2**.

A RTW form should be completed and returned to the school before returning to work. **Larkin Community College** will request staff to confirm that the details in the Return to Work Form remain unchanged following subsequent periods of closure such as school holidays.

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

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

4.3) Lead Worker Representative

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

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

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

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

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

Role of the Lead Worker Representative

In summary, the role of the LWR is to:

- Represent all staff in the workplace regardless of role, and be aware of specific issues that may arise in respect of different staff cohorts;
- Work collaboratively with school management to ensure, so far as is reasonably practicable, the safety, health and welfare of employees in relation to COVID-19;
- Keep up to date with the latest COVID-19 public health advice;
- In conjunction with school management, promote good hygiene practices such as washing hands regularly and maintaining good respiratory etiquette along with maintaining social distancing in accordance with public health advice;
- Assist school management with implementing infection prevention control measures to suppress COVID-19 in the workplace in line with the Work Safely Protocol and current public health advice;
- In conjunction with school management, monitor adherence to measures put in place to prevent the spread of COVID-19;
- Conduct regular reviews of safety measures;
- Report any issues of concern immediately to school management and keep records of such issues and actions taken to rectify them;
- Consult with the school management on the school's COVID-19 Response Plan in the event of someone developing COVID-19 while in school including the location of an isolation area and a safe route to that area;
- Following any incident, assess with the school management any follow up action that is required;
- Consult with colleagues on matters relating to COVID-19 in the workplace;
- Make representations to school management on behalf of their colleagues on matters relating to COVID-19 in the workplace.
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Three Lead Worker Representatives (LWR) have been appointed in LCC. The appointment process followed the process outlined in the DES reopening the schools plan, as detailed in Appendix 3. The LWRs will work in school management/BOM/CDETb/ to assist in the implementation of measures to prevent the spread of COVID -19 and monitor adherence to those measures and to be involved in communicating the health advice around COVID-19 in the workplace.

Three LWRs were appointed in order to support and facilitate a strong communication and shared collaborative approach which is key to protecting against the spread of COVID-19 in schools, and looking after the health, safety and wellbeing of staff and students. Adherence to the Return to Work Protocol will only be achieved if everyone has a shared obligation in implementing the measures contained within the Protocol in their place of work.

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

The role of LWRs is separate to that of the Safety Representative under the health and safety legislation.

<i>Name(s) of lead worker representative:</i>	<i>Contact details:</i>
Siobhan O'Keeffe	Details Made Available to All Staff
Janet Rooney	Email: lwr@lcc.cdetsb.ie

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

Full details of the arrangements which apply for the LWR in post primary schools is set out at **Appendix 3.**

4.4) **Signage**

Larkin Community College will display signage and posters to prevent introduction and spread of COVID-19 in the school at school entrance, hallways, corridors, toilets and other key areas throughout the building.

LCC has sourced a range of signage/posters and will also use those posters made available by the DES and can be found at: <https://www.education.ie/en/The-Department/Announcements/information-for-schools-preschools-and-third-level-institutions-on-the-coronavirus.html#1>

Signage/Posters displayed will include those which:

- Advice face coverings must worn;
- Necessity for sanitising hands upon entry to building and other times
- Identification of hand sanitising stations
- Outlining the signs and symptoms of COVID-19
- What to do if have symptoms of COVID-19
- Support good hand and respiratory hygiene
- Remind about respiratory etiquette
- Support safe movement around building and physical distancing

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

4.5) **Making Changes to School Layout**

Maintaining physical distancing in the school environment is recommended as one of the key infection prevention control measures to minimize the risk of the introduction and spread of COVID-19. Information on how physical distancing can be used in the school environment is found at **Section 5.4** below including a link to the suite of illustrative post primary classroom layouts.

Schools can reconfigure classrooms and other areas as necessary to support physical distancing in line with the guidance.

Larkin Community College:

Maintaining physical distancing in the school is one of the key control measures to minimise the risk of the introduction and spread of COVID-19 .

The school has made the necessary changes to the school layout in order to redesign classrooms to support physical distancing. Some specialist rooms have been made into general classrooms in order to support this.

Every classroom and usable space in the school was measured. The school followed the guidelines as issued. In 2020/21 each room was then cleared of excess furniture, books, equipment and clutter by the COVID-19 Aides and then the furniture was arranged appropriately to achieve the maximum physical distancing. The size of the rooms in the school means that it was not possible to achieve 2m physical distance between students. 1m physical distance has been achieved in all classrooms between students and 2m between students and teachers. This means that staff and students will have to wear face coverings when in school. The same configurations remain in place for the 2021/22 school year.

Each class will have a base classroom and will be based in it as much as possible moving to other rooms only when necessary, for example;- practical classes, banded subjects and PE.

The school has reconfigured other areas, such as general purpose areas, reducing seating availability, to support physical distancing.

Reduced seating will be available to the students at lunch times and a clear physical distanced queueing system has been marked out on the atrium floor.

4.6) Health and Safety Risk Assessment

COVID-19 represents a hazard in the context of health and safety in the school environment. A template risk assessment to identify the control measures required to mitigate the risk of COVID-19 in school settings is attached at **Appendix 4**.

Larkin Community College reviewed their emergency procedures involving,

fire safety, first aid, accidents and dangerous occurrences to consider any new risks that arise due to the school's COVID-19 Response Plan. Any changes to the schools existing emergency procedures should be documented and incorporated into the school's safety statement.

Schools should also review their 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 should also be documented and be incorporated into the schools safety statement.

Larkin Community College:

New emergency procedures are being devised to take into account the control measures in place for COVID-19.

Fire Safety

LCC is seeking advice on how to hold its fire drills in the context of COVID-19.

First Aid

First Aiders completed a First Aid course in 2020/21 which included the safe use of first aid in the context of COVID-19 and the use of PPE.

Accidents and Dangerous Occurrences

New procedures are being devised to deal with this situations

School Safety Statement

The School's Safety Statement will be updated to include any changes to the school's existing emergency procedures that arise due to the COVID-19 Response Plan. The updated Risk Assessments will also be included.

Risk Assessments

Larkin Community College has reviewed their 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 and be incorporated into the schools safety statement.

Upon return to school Risk Assessments for individual classrooms, specialist rooms, and sports facilities will be updated.

First Aid/emergency procedure

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

4.7) Access to School and Contact Log

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

Arrangement 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 should be maintained. The school should maintain a log of staff and students contacts. A sample contact log is available at **Appendix 5**.

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/sites/default/files/uploads/2020-07/Data%20Protection%20implications%20of%20the%20Return%20to%20Work%20Safely%20Protocol.pdf>

Schools are reminded that all school records and data must be maintained and processed in compliance with the GDPR and the Data Protection Acts. The responsibility for compliance with the legislation rests with each school (or ETB) in their role as data controller.

Larkin Community College:

Access to the school building will be restricted to staff, students and essential visitors.

Essential Visitors

Essential visitors are deemed to be CDETB Head Office staff, DES Inspectorate, parents/guardians and contractors. Any other visitor to the school must be deemed to be essential by the Principal.

All essential visitors must have made prior arrangements with the Principal and have a pre-arranged appointment time. They will be informed that they must wear a face covering and to wait in a designated area. CDETB has issued a questionnaire, similar to the RTW form, for all Contractors to complete before entering the building/commencing work see Appendix 10. All other essential visitors will be asked to complete a similar questionnaire before entering the building.

There is an automatic gate to manage entry to the school premises. It has a bell and intercom. Porter staff will communicate with all visitors – either arriving on foot or cars using the intercom before entry onto grounds will be permitted.

Only visitors with pre-arranged appointments will be allowed on the premises.

When the visitor enters the building they will wait in the designated waiting area, outside, or in their car until appointed time. They will then enter the building wearing a face mask/covering, sanitise their hands and speak with the porters through the perspex screen at porter's desk.

A system of automatic doors for entering and exiting the building is in operation.

All visitors to the school will complete a Contact Tracing Log (see Appendix 5)

Parents/Guardians

Parents/Guardians will be informed that they must have a prior appointment before entering the building. Telephone calls will be the preferred means of direct communication with parents/guardians. The School App will also be used to communicate.

Contract Tracing Log

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, students, contractors and visitors at the school

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

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

A range of essential control measures have been implemented to reduce the risk of the spread of COVID -19 virus and to protect the safety, health and welfare of staff, students, 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, students, parents and visitors are aware of, and adhere to, the control measures outlined and that they fully cooperate with all health and safety requirements.

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

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

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

Larkin Community College will promote awareness of COVID-19 symptoms (***details at Section 5.1***);

- Advise staff and students that have symptoms not to attend school, to phone their doctor and to follow HSE guidance on self-isolation;
- Advise staff and students to self-isolate or restrict their movements at home if they display any signs or symptoms of COVID-19 and contact their family doctor to arrange a test
- Advise staff and students, to follow the HSE advice if they are a close contact of a suspected/ confirmed case of Covid-19

- If they have travelled outside of Ireland; in such instance staff and students are advised to consult and follow latest Government advice in relation to foreign travel.
- Advise staff and students that develop symptoms at school to bring this to the attention of the Principal promptly;
- Ensure that staff and students know the protocol for managing a suspected case of COVID-19 in school (**details at Section 8**);
- Advise staff and students to cooperate with any public health officials and the school for contact tracing purposes and follow any public health advice in the event of a case or outbreak in the school;
- Everyone entering the school building needs to perform hand hygiene with a hand sanitiser;
- Visitors to the school during the day should be by prior arrangement and should be received at a specific contract point;
- Physical distancing of 2 metres should be maintained between staff and visitors where possible.

Larkin Community College:

In order to minimise the risk of introduction of COVID-19 into the school awareness of COVID-19 symptoms will be promoted in a variety of ways including:

- Signage/posters in the school
- Website & School App
- School social media e.g. twitter, Instagram and Facebook
- Staff and Student Induction Programmes
- HSE and other available resources e.g. videos that can be posted on school website
- Posting any promotional material in as many different languages as can be sourced

COVID-19 Awareness Promotion will primarily focus on:

- Knowing the symptoms of COVID-19
- Respiratory Hygiene
- Hand Hygiene
- Physical Distancing

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

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

Common symptoms of coronavirus include:

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

Other uncommon symptoms of coronavirus include:

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

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

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

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

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

COVID-19 Tracker App

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

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

You can download the free app from [Apple's AppStore](#) or the [GooglePlay store](#)

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

Larkin Community College:

- All Staff complete a Return to Work Questionnaire (Appendix 1) prior to returning to workplace
- Staff will be reminded to review again the training materials provided by the Department to include knowledge of symptoms, hand and respiratory hygiene, how to manage a suspected COVID-19 case as well as the specific module for SNAs, cleaners and lead workers;
- The LCC Risk Assessment Template will be reviewed to ensure that it continues to comply with the health and safety requirements as set out in the COVID-19 Response plan
- A Return to School Questionnaire (Appendix 1) completed for all students prior to their return to school building
- Staff and students will be advised to self-isolate or restrict their movements at home if they display any signs or symptoms of COVID-19 and contact their family doctor (or any GP) to arrange a test
- Staff and students are advised to cooperate with any public health advice in the event of a case or outbreak of COVID-19 in the school
- Staff and students will be advised not to return or attend school in the event of the following;
 - If they are identified by the HSE as a close contact of a for a person with confirmed or suspected COVID-19 and that should follow the HSE advice regarding self-isolation/restricted movement as advised
 - If they live with someone who has symptoms of COVID-19 (even if they feel well themselves)
 - If they have travelled outside of Ireland; in such instances staff and students are advised to consult and follow latest Government advise in relation to foreign travel [gov.ie - COVID-19 Travel Advice \(www.gov.ie\)](https://www.gov.ie/en/publications-and-resources/articles/2020-08-11-foreign-travel-advice-during-the-covid-19-pandemic/) and [gov.ie - Travelling to Ireland during the COVID-19 pandemic \(www.gov.ie\)](https://www.gov.ie/en/publications-and-resources/articles/2020-08-11-travelling-to-ireland-during-the-covid-19-pandemic/)
 - that if they (or anyone in their household) have any of the symptoms of COVID-19 they are **not to attend school**, to phone their doctor and to follow HSE guidance on self-isolation;
- Staff and students are advised that if they develop symptoms at school to bring this to the attention of the school (principal or deputy principal if the principal is unavailable) immediately;

- Staff, students and parents/guardians are informed of the protocol for managing a suspected case of COVID-19 in school.
- Everyone entering the school buildings is advised to perform hand hygiene with a hand sanitiser;
- It will be made clear, on the school website, through signage/posters and in communication with parents/guardians and others that visitors to the school during the day should be by prior arrangement with the principal and will have to follow certain protocols, hand sanitising, wear a face covering and being met a designated waiting area.
- Physical distancing of 2 metres should be maintained between staff and visitors where possible.
- Everyone entering the school building must wear a face mask/covering properly (covering nose and chin). Reusable face masks should be washed daily and changed if become dirty or wet. If wearing a disposable face mask they should be worn only once and replaced if become dirty or wet.
- Each staff member is required to keep Log of Close Contacts in Work in case it is required by HSE.
- Chewing gum is forbidden for all staff and students
- All staff and students are advised not to share materials/equipment. If material/equipment must be shared between different users it must be sanitised before and after use.
- Face masks/coverings/visors should be put on, taken off and disposed of as demonstrated in videos available here
- It should be noted that HPSC has advised that masks are more effective in reducing transmission of COVID-19 than visors. A visor may be worn in addition to (but not instead of) a mask to prevent rubbing of eyes etc.
- **Specific Advice relating to the work of SNAs in close contact settings and mitigation measures to be observed in those settings**
 - Specific advice has been provided by the HPSC for the work of SNAs (updated January 2021) and it is intended that while directed to SNAs it can also be applicable to all school staff who work delivering personal care or attention within 2 metres to a student. This advice does not materially differ to the original guidance issued in June 2020 but as it is recently provided by HPSC with a particular focus on special education settings, it is set out below.
 - It notes that the ***“guidance is not a rulebook that must be followed to the letter. The appropriate use of this guidance requires the use of compassion and good sense and a reasonable judgment of the level of risk in most situations. If the general principles of this guidance are implemented, the risk that any given student or staff member in the educational setting on any***

given day has infectious COVID-19 is very low. All additional measures are applied as practical to the context with a view to further lowering the risk of transmission to staff or students in the event that a person with infectious COVID-19 is at school”.

5.2) Respiratory Hygiene

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.

Larkin Community College:

Signage/Posters visible around the school explaining good respiratory hygiene - which means covering your mouth and nose with a tissue or your bent elbow when you cough or sneeze. The used tissue must be disposed of immediately and safely into a nearby bin.

Every room used by staff/students will have a pedal bin with a lid for disposable of tissue.

5.3) Hand Hygiene

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

Schools should promote good hygiene and display posters throughout the schools on how to wash your hands. 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 to be managed so as to avoid congregation of students and staff waiting to use wash hand basins and hand sanitisers.

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.

Hand sanitiser dispensers can be deployed more readily at exit and entry points of schools and classrooms and care should be taken to clean up any hand sanitizer spills to prevent risks of falls.

Warm water is preferable to hot or cold water for hand washing but if the plumbing system only supplies cold water, a soap that emulsifies easily in cold water should be used.

Wash hand basins, running water, liquid soap and hand drying facilities should be provided in all toilets, kitchens and any food preparation areas.

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

Hot air dryers are an acceptable alternative for hand drying but must be regularly maintained. 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 should be placed on walls adjacent to washing facilities and can be laminated or placed in a plastic sleeve.

Hand sanitiser is suitable for use for hand hygiene when hands are not visibly soiled (look clean).

Evidence of effectiveness is best for alcohol based hand rubs but non-alcohol based hand rubs can be used too.

When hand rubs/gels are being used in school care should be taken to ensure that students do not ingest them as they are flammable and toxic. Alcohol-based sanitiser must not be stored or used near heat or naked flame

Choosing a Hand Sanitiser

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

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

Frequency of Hand Hygiene

Students 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.

A drawdown framework which was established for the 2020/21 school year will continue to remain in place for the 2021/22 school year to enable schools to purchase necessary supplies of hand-sanitisers and PPE requirements. The Department will provide funding for the costs associated with the hand sanitising and PPE requirements in schools.

Larkin Community College:

Signage/Posters promoting good hygiene will be visible around the school to remind staff and students how to wash/sanitise their hands properly, when to do it and the importance of doing it.

The HSE guidelines on handwashing will be shared with students at their school induction:

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

Hand wash basins for staff and students are located in the appropriate toilet facilities. In order to avoid congregation of people around basins and to facilitate physical distancing a limit will be placed on the number of people that can occupy the toilets at any one time. Markings will be placed on the floor to show where to stand when using basins – one person per box.

Hand Sanitiser

In order to avoid congregation around hand sanitisers they are being placed at several locations around the building – including 4 sanitisers in the front entrance hall. All students will be advised that they must bring their own hand sanitiser each day.

COVID-19 signage will be placed above each sanitiser. A facility will be added to each sanitiser to contain any sanitiser that overflows or spills.

The school is using alcohol-based hand sanitisers because the evidence of effectiveness is best for alcohol based hand rubs.

When hand rubs/gels are being used in school care should be taken to ensure that students do not ingest them as they are flammable and toxic. Alcohol-based sanitiser must not be stored or used near heat or naked flame. Hand sanitisers will be checked regularly to ensure that they are secure and topped up. Supplies of hand sanitiser will be stored securely in compliance with manufacturer's instructions.

Handwashing Facilities

The water heating system has been modified to ensure that warm water is available when the heating is not on.

There are wash hand basins, liquid soap, running water and hand drying facilities available in all toilets, kitchens and food preparation areas.

The handwashing facilities will be cleaned regularly throughout the day and checked to ensure adequate supplies of liquid soap and paper towels.

There is no evidence that hand dryers are associated with increased risk of transmission of COVID-19. In order to facilitate physical distancing every alternate (adjacent) hand dryer has been disabled.

Posters displaying hand washing techniques and promoting hand washing are placed near all handwashing facilities. These posters are either laminated or presented in a clear plastic sleeve.

Frequency of Hand Hygiene

Posters will be placed near handwashing/sanitising facilities informing students and staff they should perform hand hygiene:

- On arrival at school;
- Before eating or drinking;
- After using the toilet;
- After petting animals;
- After playing outdoors;
- When their hands are physically dirty;
- When they cough or sneeze.
- When entering and exiting vehicles
- When entering and exiting school buildings
- Entering and leaving classrooms

The DES has set up procurement arrangements that we all schools must use to purchase hand sanitising supplies and other PPE.

Students and Staff must use 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.

5.4) **Physical Distancing**

Physical distancing can be usefully applied in a post primary school setting allowing for some flexibility when needed. It must be applied in a practical way to recognise that the learning environment cannot be dominated by a potentially counterproductive focus on this issue. Care should be taken to avoid generating tension or potential conflict and some flexibility in the implementation of measures may be required at time.

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

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

Physical distancing falls into two categories:

- Increasing separation
- Decreasing interaction

Increasing separation

Given that each school setting is different in terms of (i) location; (ii) physical layout (iii) available space within the school; and (iv) student numbers; schools themselves are best placed to decide on the appropriate reconfigurations / operational changes necessary to maintain physical distancing.

In recognition that a 'one size fits all' approach would not be appropriate as schools themselves are best placed to decide on the appropriate configuration for their school, the Department has developed a *Framework to maintain Physical Distancing in the Classroom in Post Primary Schools with a full return of all Students for the 2020/21 School Year*. This remains in place for the 2021/ 2022 School Year. The Framework sets out a suite of available measures that must be implemented at individual school level to the greatest possible extent.

The suite of measures set out in the Framework are:

1. Reconfigure class spaces to maximise physical distancing;
2. Utilising and reconfiguring all available space in the school in order to maximise physical distancing;
3. Review Timetables;
4. Reconfiguring Classes;
5. Consider Use of Live Streaming within the School; and
6. Accessing available spaces within the local community

A link to the "Framework to maintain Physical Distancing in the Classroom in Post Primary Schools with a full return of all Students for the 2020/21 School Year" is provided [here](#).

You can see a link to illustrated classroom layouts to maintain social distancing [here](#).

Larkin Community College has utilised the following measures in order to achieve the requisite physical distancing:

- It is not possible achieve the 2m physical distance for students in LCC. This means that all staff and students must wear face coverings when in the school and physical distance of 2m cannot be maintained.
- Reconfigured class spaces to maximise physical distancing a 1m physical distance between students in all classrooms.
- Utilising and reconfiguring all available space in the school in order to maximise physical distancing;
- Reviewed timetables to have as many double class periods as practicable to reduce movement in corridors
- Based classes in base rooms as much as is practical, with movement to specialist rooms, sports facilities and other classrooms only when necessary to reduce movement in corridors
- Consistent seating plan to be used in all classes – each student sits at same desk in each of their classes. Where classes are mixed students from the same class group sit in same area.
- Live streaming of classes in the school will be used if a teaching group is too large to accommodate in a single classroom. Every effort will be made the need for this, including the allocation of extra teaching resources, if available.

Decreasing interaction

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

In post primary schools physical distancing of 2m where possible or at least 1m should be maintained between desks or between individual students or staff.

As far as possible and practical, students would remain in the classroom and teachers would move between rooms.

As far as possible and practical students would be assigned to a main class cohort which would remain in the classroom for most subjects, with teachers moving between rooms.

Where possible and practical double classes should be planned to minimise movement during the day.

Where students have an elective subject they would move quickly into the new class and would be seated with members of their class cohort, observing as much physical distance as possible.

Hand washing and/or sanitising would be required when moving between classes by teachers and students.

Physical distancing between the teacher and class would be observed.

Where movement of class groups between rooms is required it should be planned to minimise interaction with other class groups.

Limit interaction on arrival and departure and in hallways and other shared areas.

Social physical contact (hand to hand greetings, hugs) should be discouraged.

Where students need to move about within the classroom to perform activities (access to a shared resource) it should be organized to the greatest degree possible to minimise congregation at the shared resource.

Staff and students should avoid sharing of personal items.

Where teaching and learning involves use of keyboards or tablets, the contact surface of the device should be cleaned regularly and hand hygiene encouraged.

Larkin Community College has utilised the following measures in order to decrease interaction:

- In order to decrease interaction in corridors classes are based in base rooms as much as is practicable, with movement to specialist rooms, sports facilities and other classrooms only when necessary. This means that teachers move between rooms.
- The timetable has been adapted to maximise the number of double classes where practical in order to minimise movement.
- where students have to move classes they will move quickly into the new class room and will be seated with members of their class cohort, observing as much physical distance as possible.
- Hand washing and/or sanitising will be required when moving between classes by both teachers and students. They will sanitise hands as they enter/leave each room.
- The reconfigured classrooms are designed as to achieve the appropriate physical distancing between the teacher and class.
- where movement of class groups between rooms is required it will be planned to minimise interaction with other class groups.
- Staggered timetables means that junior and senior students will arrive and exist the school at different times.
- Staggered lunch and break times means that reduced numbers will be on break/lunch at any one time
- All staff and students will be informed that social physical contact (hand to hand greetings, hugs) is not permitted
- Procedures/routines will be put in place to ensure that where students need to move about within the classroom to perform activities (access to a shared resource) it will be organised to the greatest degree possible to minimise congregation at the shared resource.

- staff and students will be told to avoid sharing personal items e.g. pens, equipment, drinking utensils etc.
- where teaching and learning involves use of keyboards or tablets, the contact surface of the device will be cleaned before and after use by each student who will also perform hand hygiene
- Students will be advised and encouraged not to stop to have informal chats when moving around the building or between classes.
- Every staff member will be provided with a personal laptop that they will use in each classroom. It will connect remotely with the video projectors. All desktop PCs will be removed from classrooms. Staff will each be given their own personal remote control for the video projectors.
- Work spaces around facilities such as the cookers in the home economics room will be marked out on the floor to show the space in which only one person may stand
- Staff and students will clean/sanitise their desk/workspace, chair and shared equipment at the start and finish of every class and sanitise their hands.
- Staff and students will clean/sanitise their desk/lunch space and chair before and after use and sanitise their hands
- Safety/protective equipment used in practical classes e.g. goggles, aprons and labcoats can only be used following the correct safety procedures – sanitising and no sharing goggles etc. The subject teacher will outline procedures to students.
- Student bathrooms have a maximum occupancy of 2. There is a traffic light system at each door . However, sometimes the light shows “green” when there are 2 people in the bathrooms due to location of sensor(s). This means that all students must ensure that they wait outside bathroom for approx. 2 minutes to see if light changes to red. If they enter a bathroom that already has 2 people in it they **MUST** leave it immediately and wait outside.
- Staff bathrooms have a maximum occupancy of 1. There is a traffic light system at each door . However, sometimes the light shows “green” when there is somebody in the bathrooms due to location of sensor(s). This means that all staff must ensure that they wait outside bathroom for approx. 2 minutes to see if light changes to red. If they enter a bathroom that already has somebody in it they **MUST** leave it immediately and wait outside.
- Students/staff queueing to use bathroom must maintain physical distancing.
- To avoid queueing for student bathrooms students will be allowed use bathrooms during class time – seniors may use bathrooms during first half of class period, juniors may use them during second half

Physical Distancing outside of the classroom and within the school

School drop off/collection

Arrangements for dropping off/collecting students should be arranged to maintain physical distancing of 2m where possible.

Walking/cycling to school should be encouraged as much as possible.

Aim of any arrangements is to avoid congregation of people at the school gates where physical distancing requirements may not be respected.

Staggered drop off/pick up should be considered where practical and feasible.

If schools have additional access points, consideration may be given to whether they can be used to reduce congestion.

Students should head straight to their designated learning space/classroom.

Larkin Community College:

If students are being collected/dropped off at the school 2m social distancing should be maintained

Students should walk/cycle to school safely where possible

There should be no congregation of people at the school gates where physical distancing requirements may not be respected.

Staggered start and finish times for students have been put in place to stagger drop off/pick up times and arrival of students at the gates in order to avoid any congregating where physical distancing requirements may not be met.

An additional gate on Cathal Brugha Street will be opened to facilitate an extra entry point to the school grounds when necessary. Additional entry doors will be opened for different year groups to enter/exit the building separately.

When students arrive at school in the morning they will be permitted to enter the building 5 minutes before their class due to start and will go directly to their timetabled room.

Staff

A distance of 2m is recommended for physical distancing by staff. This is particularly relevant to distancing between adults when they are not engaged in teaching such as the staff room and arriving to work.

If 2m cannot be maintained in staff groups, as much as distance as is possible and updated guidance on face covering should be observed.

Physical distancing should be observed between staff members within the staff room through the use of staggered breaks etc.

At post primary level consideration could be given to formation of staff “pods” or teams who work together and take breaks together.

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

Implement no hand shaking policy.

Minimise gathering of school staff at the beginning or end of the school day.

Staff can rotate between areas/classes but this should be minimized where possible.

Larkin Community College:

A distance of 2m is recommended for physical distancing by staff. The staff room has been reconfigured to ensure 2m physical distancing between staff. The staff kitchen and locker areas will have areas marked on the floors to indicate where person accessing locker/sink etc must stand, one person only in each box.

Staff meetings will be held remotely using MSOffice365 Teams.

There is to be no social physical contact – no handshakes no hugs etc

Staff will be encouraged not to gather at the beginning or end of the day.

Canteen

Ensure physical distancing is applied in canteen facilities

Stagger canteen use and extend serving times to align with class groupings.

Implement a queue management system.

Make sure students clean their hands before and after entering the canteen area.

Larkin Community College:

The school provides hot lunches for students. Lunch times will be staggered – 2 lunchtimes – in order to reduce the numbers availing of lunch facilities.

A 1m physically distanced queue will be marked out on the atrium floor to facilitate safe queueing. There will be reduction in number of seats available to students.

The seating for students in the atrium allows for 1m physical distancing. Students have a maximum of 15 minutes to eat their lunch before they must put on their face mask again. Students may eat lunch outside in the grounds once they continue to maintain 2m physical distancing when they are not wearing face mask/covering.

Hand sanitising stations will be located in the atrium to ensure students can sanitise their hands before and after lunches.

Students are allowed to go out for lunch. First year students must have lunch on the premises unless have permission from parent/guardian to leave school building at lunchtime.

Break Time

The timetable has been changed and a 70 minute class period has been scheduled for all students 10:30-11:40am. This is to include a 10 minute break. Students are encouraged to spend this time outside and to have a mask break if they can maintain 2m physical distancing.

Corridors and Stairwells

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

All students will be advised and encourages not to stop and have informal chats when moving around the building.

Ventilation

The Department has published guidance setting out the practical steps for good ventilation in accordance with public health advice '*Practical Steps for the Deployment of Good Ventilation Practices in Schools*'. The guidance sets out an overall approach for schools that windows should be open as fully as possible when classrooms are not in use (e.g. during break-times or lunch-times (assuming not in use) and also at the end of each school day) and partially open when classrooms are in use. The guidance provides that good ventilation can be achieved in classrooms without causing discomfort, particularly during cold weather. The Department has also published guidance on how these practical steps measures can be supplemented and enhanced by the use of Carbon Dioxide (CO₂) monitors. Links to all aforementioned guidance can be accessed [here](#).

Larkin Community College:

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 May 2021*'. The guidance sets out an overall approach for schools which LCC is following.

In order to ensure proper ventilation in the school:

- All windows will be opened as fully as possible when classrooms are not in use (e.g. during break-times or lunchtimes (if not in use) and also at the end of each school day.
- All windows will be partially open when classrooms are in sue
- All classroom doors will be kept open
- The vents in the roof will be opened as appropriate during the school day
- Any mechanical ventilation systems have been checked to ensure an adequate supply of fresh air is used
- A copy of the Department's guidance to achieve good ventilation shared online with all staff – MS Teams

5.5) Use of PPE in Schools

The Department has published “Guidance to Post Primary Schools on PPE consumables and equipment” on gov.ie/backtoschool. This provides schools with the information needed on the appropriate quantities of PPE consumables and equipment to support the safe and sustainable operations of schools.

The updated advice from the HPSC to the Department of Education has recommended that face coverings should be worn by staff members where it is not possible to maintain a physical distance of 2 metres from other staff, parents, essential visitors or students. The Department has accepted this recommendation. Accordingly, it is now a requirement for face coverings to be worn by staff members where it is not possible to maintain a physical distance of 2 metres from other staff, parents, essential visitors or students. Please see note re medical grade masks on page 20.

Workers should be trained in the proper use, donning/doffing, cleaning, storing and disposal of PPE. The HPSC has produced posters and videos on the correct donning and doffing of PPE available on the HPSC and HSA websites https://www.hsa.ie/eng/topics/covid-19_coronavirus_information_and_resources/covid-19_business_supports/business_supports/hse-hpsc_posters_and_videos/

PPE will also need to be used at certain work activities or work areas. These might include roles such as:

- Performing intimate care
- Where a suspected case of COVID-19 is identified while the school is in operation
- Where staff are particularly vulnerable to infection but are not in the list of those categorised as people in very high risk groups, or may be living with people who are in a very high risk category;
- Administering first aid

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

Reception Areas

Consideration should be given to the use of Perspex in reception areas where it is not possible for staff to maintain a physical distance of 2m from other staff or students. Minor works funding grant can be used for this purpose.

Larkin Community College:

There is an automatic gate to manage entry to the school premises. It has a bell and intercom. Porter staff will communicate with all visitors – either arriving on foot or cars using the intercom before entry onto grounds will be permitted.

Only visitors with pre-arranged appointments will be allowed on the premises.

When the visitor enters the building they will wait in the designated waiting area, outside, or in their car until appointed time. They will then enter the building, sanitise their hands and speak with the porters through the newly installed window to the left hand side of the second set of doors. This window has a Perspex screen.

A system of automatic doors for entering and exiting the building is in operation.

A Perspex screen has also been installed in front of the window into the porter's office in the front hall.

Masks/Face Coverings

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

Face masks act as a barrier to help prevent respiratory droplets from travelling into the air and onto other people when the person wearing the face mask coughs, sneezes, talks or raises their voice. Face masks are therefore intended to prevent transmission of the virus from the wearer (who may not know that they are infected) to those with whom they come into close contact.

It is therefore a requirement that teachers, staff and students attending post primary schools wear a face mask when a physical distance of 2m from other staff or students cannot be maintained.

In certain situations the use of clear visors should be considered, for example staff interacting with students with hearing difficulties or learning difficulties.

All students on the post primary transport scheme should be asked to wear face mask unless there is a good reason not to do so.

Face masks should not be worn by any of the following groups:

- Any person with difficulty breathing
- Any person who is unconscious or incapacitated
- Any person who is unable to remove the face-covering without assistance
- Any person who has special needs and who may feel upset or very uncomfortable wearing the face mask, for example persons with intellectual or developmental disabilities, mental health conditions, sensory concerns or tactile sensitivity.

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

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

Information should be provided on the proper use, removal, and washing of cloth face coverings

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

All teachers and staff should be aware that they should wash or sanitize hands (using a hand sanitizer) before and after helping a student put on or adjust a face mask.

Face masks should be stored in a space designated for each student that is separate from others when not being worn (e.g., in individually labelled containers or bags).

Face masks should be washed after every day of use and/or before being used again, or if visibly soiled.

Face masks should not be worn if they are wet. A wet cloth face covering may make it difficult to breathe.

Schools should consider having additional disposable face coverings available for students, teachers, and staff in case a back-up face mask is needed during the day.

Whilst staff may wish to utilize their own face mask on a day-to-day basis, schools should have available a stock of additional disposable or multi-use face masks, or if appropriate face visors, available for staff in case a back-up face covering is needed throughout the day or where required on an ongoing basis.

Larkin Community College:

Cloth face coverings act as a barrier to help prevent respiratory droplets from travelling into the air and onto other people when the person wearing the face covering coughs, sneezes, talks or raises their voice. Cloth face coverings are therefore intended to prevent transmission of the virus from the wearer (who may not know that they are infected) to those with whom they come into close contact.

It is therefore a requirement that teachers, staff and students attending post primary schools wear a face covering when a physical distance of 2m from other staff or students 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. – protocol to be decided.

Cloth face coverings should not be worn by any of the following groups:

- Any person with difficulty breathing
- Any person who is unconscious or incapacitated
- Any person who is unable to remove the face-covering without assistance
- Any person who has special needs and who may feel upset or very uncomfortable wearing the face covering, for example persons with intellectual or developmental disabilities, mental health conditions, sensory concerns or tactile sensitivity.

All staff and students wearing face coverings will be reminded to not touch the face covering and to wash or sanitise their hands (using hand sanitiser) before putting on and after taking off the face covering. There will be posters placed around the building to promote awareness of how to wear face mask correctly.

Information will be provided on the proper use, removal, and washing of cloth face coverings

<https://www.gov.ie/en/publication/aac74c-guidance-on-safe-use-of-face-coverings/>.

This information will be posted on the school website, and in posters/signage around the building.

All staff will be informed that they should wash or sanitize hands (using a hand sanitizer) before and after helping a student put on or adjust a face covering.

Staff and students are responsible for providing their own face coverings. They will be advised that:

- They store them in protective coverings (e.g. ziplock bag) that has their name on it, for use in school
- Students will be advised that they should bring 2 clean face coverings with them each day. They will need to bring a ziplock plastic bag for storing any used face coverings.
- Cloth face coverings should be washed after every day of use and/or before being used again, or if visibly soiled.
- Face coverings should not be worn if they are wet. A wet cloth face covering may make it difficult to breathe.

The school will have a supply of additional disposable face coverings available for students, teachers, and staff in case a back-up face covering is needed during the day.

The school will have available a stock of additional disposable or multi-use face coverings, or if appropriate face visors, available for staff in case a back-up face covering is needed throughout the day or where required on an ongoing basis. On the use of face masks by staff, schools should consider the specific circumstances where the use of medical face masks, to EU Standard EN 14683, may be more appropriate for staff (for example where staff by necessity need to be in close and continued proximity with students with intimate care needs such as SNAs or School Bus Escorts). SNAs and First Aiders will be provided with medical face masks, to EU Standard EN 14683.

Staff and students will be advised that wearing a face covering or mask does not negate the need to stay at home if symptomatic.

Medical Grade Masks

Schools must provide medical grade masks in the EN14683 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 a face mask does not negate the need to stay at home if symptomatic.

Gloves

The use of disposable gloves in the school by students or staff is not generally appropriate but may be necessary for matters such as cleaning, intimate care settings or when

administering first aid. Routine use does not protect the wearer and may expose others to risk from contaminated gloves.

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

Aprons

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

5.6) Use of Carbon Dioxide Monitors

The Carbon Dioxide monitors supplied to the school will be placed in classrooms to monitor CO₂ levels in the classrooms. The monitors will be placed in the classrooms with no windows first and then as many other classrooms as possible. Monitors will be moved as required to ensure consistent monitoring of air quality.

Indicator Light – GREEN

Good air quality.

Indicator Light – AMBER

If light turns amber – windows to be opened fully, door remains open and any closed window blinds to be opened. LWRs and Principal/Deputy Principal to be notified immediately. Arrangements will be made to move class group(s) timetabled for that room to be moved to another room until the monitor indicator light returns to green.

Indicator Light – RED

If light turns red – Principal/Deputy Principal and LWRs to be notified immediately. Class group is to be brought to be the atrium/yard immediately whilst alternative classroom accommodation is organized for the group. Class group(s) timetabled for that room will be moved to another room until the monitor indicator light returns to green.

6) Impact of COVID-19 on certain school activities

Choir/Music Performance

Choir practices/performance and music practices/performance involving wind instruments may pose a higher level of risk and special consideration should be given to how they are held ensuring that the room is well-ventilated and the distance between performers is maintained.

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No singing (individual or group) can take place in the school.

Wind instruments are not to be used.

All musical equipment (e.g. ukele or keyboards) must be properly sanitised before and after each use.

Sport Activities

Schools should refer to the HPSC guidance on Return to Sport. Link to return to sport protocols is found here. <https://www.gov.ie/en/publication/07253-return-to-sport-protocols/>

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Protocols to be updated in consultation with PE and Sports Teachers in adherence with the current government and HPSC and HSE guidelines.

Shared Equipment

Art – Where possible students should be encouraged to have their own individual art and equipment supplies.

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Students have individual art packs to reduce the need for sharing of supplies.

Electronics – Shared electronic devices such as tablets, touch screens, keyboards should be cleaned between use and consideration could be given to the use of wipeable covers for electronics to facilitate cleaning.

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Shared electronic devices such as tablets, touchscreens, keyboards etc are sanitized between use.

Staff each have a personal device for use in classrooms that will wirelessly to digital projector.

Musical Equipment/Instruments – To the greatest extent possible, instruments should not be shared between students and if sharing is required, the instruments should be

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Sharing of equipment will be minimized and all equipment will be cleaned/sanitized before and after use by different people.

Library Policy – Where practical students 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. Students should be encouraged to perform hand hygiene after using any shared item.

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The same control measures – distancing, sanitising and face coverings etc are in place. Any book that is borrowed or touched is placed in a quarantine box for 3 days before being reshelfed or loaned out. The library is arranged to allow for physical distancing.

Shared Sports Equipment – Minimise equipment sharing and clean shared equipment between uses by different people.

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Sharing of equipment will be minimized and all equipment will be cleaned/sanitized before and after use by different people.

7) **Hygiene and Cleaning in Schools**

The Department of Education has provide additional funding to schools to support the enhanced cleaning required to minimise the risks of COVID-19.

The specific advice in relation to school cleaning is set out in the HPSC advice and is covered in the induction training. This advice sets out the cleaning regime required to support schools to prevent COVID-19 infections and the enhanced cleaning required in the event of a suspected cases of COVID-19. Schools are asked to carefully read and understand the cleaning advice and to apply that to all areas of the school as appropriate.

Schools are reminded to take particular care of the hygiene arrangements for hand washing and toilet facilities.

In summary, each school setting should be cleaned at **least once per day**. Additional cleaning if available should be focused on frequently touched surfaces – door handles, hand rails, chairs/arm rests, communal eating areas, sink and toilet facilities.

If students are moving between classrooms consideration may be given to appropriate cleaning products being provided to enable them to wipe down their desk, chair and surface before leaving the room.

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.

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

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

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Porters and GOs completed the CDETB training programme for its porter/general operative staff in 2020/21.

LCC has developed a cleaning schedule that ensures that:

- All frequently used touchpoints are cleaned/sanitised regularly during the day e.g. banisters, hands, taps, toilets, handwashing facilities
- A fogging machine has been purchased to support the sanitising of certain areas after cleaning e.g. toilets
- are reminded to take particular care of the hygiene arrangements for wash hand and toilet facilities.
- Each school setting will be cleaned at least once per day. Additional cleaning throughout the day will be focused on frequently touched surfaces – door handles, hand rails, chairs/arm rests, communal eating areas, sink and toilet facilities.

Students must clean/sanitise their desk/workspace, chair and any shared equipment/books at the start and finish of every class. They must sanitise their hands after this.

All Staff must clean/sanitise their desk/workspace, chair and any shared equipment/books at the start and finish of every class. They must sanitise their hands after this.

Each room used by staff/students will have a supply of hand sanitiser, cleaner and desk sanitiser, disposable tissue and pedal bin with lid.

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.

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

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

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

Larkin Community College:

The rooms should be cleaned as soon as practicable possible.

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

Disinfection only works on things that are clean. When disinfection is required it is always in addition to cleaning.

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

Clean the environment and furniture using disposable cleaning cloths and a household detergent followed by disinfection with a chlorine based product (household bleach).

Pay special attention to frequently touched surfaces, the back of chairs, couches, door handles and any surfaces that are visibly soiled with body fluids.

Once the room has been cleaned and disinfected and all surfaces are dry, the room can be reused.

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

8) Dealing with a Suspected Case of COVID-19

Staff or students should not attend school if displaying any symptoms of COVID-19. The following outlines how a school should deal with a suspected case that may arise in a school setting.

A designated isolation area should be identified within the school building. The possibility of having more than one person displaying signs of COVID-19 should be considered and a contingency plan for dealing with additional cases put in place. The designated isolation area should be behind a closed door and away from other staff and students.

If a staff member/student 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 student, the parents/guardians should be contacted immediately;
- Isolate the person and have a procedure in place to accompany the individual to the designated isolation area via the isolation route, keeping at least 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;
- The isolation area does not have to be a room but if it is not a room it should be 2m away from others in the room;
- If it is not possible to maintain a distance of 2m a staff member caring for a student should wear a face covering or mask. Gloves should not be used as the virus does not pass through skin;
- Provide a mask for the person presenting with symptoms He/she should wear the mask if in a common area with other people or while exiting the premises;
- Assess whether the individual who is displaying symptoms can immediately be directed to go home/be brought home by parents who call their doctor and continue self-isolation at home;
- Facilitate the person presenting with symptoms remaining in isolation if they cannot immediately go home and facilitate them calling their doctor. The individual should avoid touching people, surfaces and objects. Advice should be given to the person presenting with symptoms to cover their mouth and nose with the disposable tissue provided when they cough or sneeze and put the tissue in the waste bag provided;
- If the person is well enough to go home, arrange for them to be transported home by a family member, as soon as possible and advise them to inform their general practitioner by phone of their symptoms. Public transport of any kind should not be used;
- If they are too unwell to go home or advice is required, contact 999 or 112 and inform them that the sick person is a COVID-19 suspect;
- Carry out an assessment of the incident which will form part of determining follow-up

actions and recovery;

- Arrange for appropriate cleaning of the isolation area and work areas involved – **(details at Section 7)**

The HSE will inform any staff/parents who have come into close contact with a diagnosed case via the contact tracing process. The HSE will contact all relevant persons where a diagnosis of COVID-19 is made. The instructions of the HSE should be followed and staff and student confidentiality is essential at all times. School staff should be encouraged to download the HSE COVID-19 tracker app to assist Public Health for contract tracing purposes. Both in and out of the school setting (see section 5.1).

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All school staff are 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. ([COVID Tracker App - Ireland's Coronavirus Contact Tracing App](#))

All staff and students and parents/guardians will be informed of the procedure in place for dealing with a suspected case of COVID-19 in the school.

Staff or students should not attend school if displaying any symptoms of COVID-19. The following outlines how the school will deal with a suspected case that may arise in the school setting.

A **designated isolation area has been identified** within the school building – small office in meeting room. A contingency plan for dealing with a second or additional cases has been put in place – utilising the meeting room . The designated isolation area(s) are behind a closed door and away from other staff and students and have windows.

If a staff member/student 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 student, the parents/guardians should be contacted immediately;
- Isolate the person and have a procedure in place to accompany the individual to the designated isolation area via the isolation route, keeping at least 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;
- The isolation area does not have to be a room but if it is not a room it should be 2m away from others in the room;
- If it is not possible to maintain a distance of 2m a staff member caring for a student should wear a face covering or mask. Gloves should not be used as the virus does not pass through skin;
- Provide a mask for the person presenting with symptoms He/she should wear the mask if in a common area with other people or while exiting the premises;
- Assess whether the individual who is displaying symptoms can immediately be directed to go home/be brought home by parents 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;
- 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 student 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 cooperation and assistance of all staff is essential to reduce the risk of spread of COVID19 and to protect health and safety as far as possible within the school. All staff have a key role to play.

In this regard and in order to facilitate a safe return to work, these duties include, but are not limited to, the following:

- Adhere to the School COVID-19 Response Plan and the control measures outlined.
- Complete the RTW form before they return to work and inform management if circumstances change after this.
- 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.
- New staff must complete COVID-19 Induction Training and any other training required prior to their return to school.
- Must be aware of, and adhere to, good hygiene and respiratory etiquette. Coordinate practices and work with their colleagues to ensure that physical distancing is

maintained.

- Make themselves aware of the symptoms of COVID-19 and monitor their own wellbeing.
- Self-isolate at home and contact their GP promptly for further advice if they display any symptoms of COVID-19.
- Not return to or attend school if they have symptoms of COVID-19 under any circumstances.
- Follow the HSE guidance if they are identified as a close contact.
- If they have travelled outside of Ireland; in such instances staff are advised to consult and follow latest Government advice in relation to foreign travel.
- If they develop any symptoms of COVID-19 whilst within the school facility, they should adhere to the procedure outlined above.
- Keep informed of the updated advice of the public health authorities and comply with same.
- Cooperate with any public health personnel and their school for contact tracing purposes and follow any public health advice given in the event of a case or outbreak in their school
- Undergo any COVID-19 testing that may be required as part of mass or serial testing as advised by Public Health

10) COVID-19 related absence management

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

11) Employee Assistance Service

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

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

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

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

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

APPENDIX 1



Larkin Community College
Coláiste Pobail Lorcáin

COVID-19 Policy Statement 2021/22

Larkin Community College is committed to providing a safe and healthy workplace for all our staff and a safe learning environment for all our students. To ensure that, we have developed and updated the following COVID-19 Response Plan. The BOM/CDET 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 students 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 students of essential hygiene and respiratory etiquette and physical distancing requirements
- adapt the school to facilitate physical distancing as appropriate in line with the public health guidance and direction of the Department of Education
- keep a contact log to help with contact tracing
- ensure staff and students 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 students to follow if they develop signs and symptoms of COVID-19 during school time
- implement cleaning in line with Department of Education advice
- All school staff will be consulted on an ongoing basis and feedback is encouraged on any concerns, issues or suggestions.
- This can be done through the Lead Worker Representative(s), who will be supported in line with the agreement between the Department and education partners.

Signed:

Date: 26/08/21

Thomas Usher, Principal

Signed:

Date:

Áine Clancy, Chairperson of Board of Management

Appendix 2



Larkin Community College
Coláiste Pobail Lorcáin

Return to Work Form

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

Name: _____

Name of School: Larkin Community College

Name of Principal: Thomas Usher

	Questions	YES	NO
1.	Do you have symptoms of cough, fever, high temperature (38 degrees C or above), sore throat, runny nose, difficulty breathing/breathlessness, flu-like symptoms, loss or change in your sense of smell or taste now or in the past 14 days?		
2.	Have you been diagnosed with confirmed or suspected COVID-19 infection in the last 14 days?		
3.	Are you awaiting the results of a COVID-19 test?		
4.	In the past 14 days, have you been in contact with a person who is a confirmed or suspected case of COVID-19?		
5.	Have you been advised to self-isolate at this time?		
6.	Have you been advised to restrict your movements at this time?		
7.	Have you been categorised as 'Very High Risk' or 'High Risk' by the Occupational Health Service (OHS)**		
8a.	Have you recently returned from abroad?		
8b.	If you have recently returned from abroad, have you fully read and understood the current travel guidelines and restrictions in place with regard to the country(s) you have travelled from or through? ***		

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

Signed: _____ Date: _____

*** If your situation changes after you complete and submit this Return to Work Form, please inform your employer BEFORE attending work (CDET).**

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

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

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

Appendix 3 Lead Worker Representative – Post primary Schools

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

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

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

This document should be read in conjunction with:

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

1. Collaborative Approach

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

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

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

2. Role of the Lead Worker Representative

In summary, the role of the LWR is to:

- Represent all staff in the workplace regardless of role, and be aware of specific issues that may arise in respect of different staff cohorts;
- Work collaboratively with school management to ensure, so far as is reasonably practicable, the safety, health and welfare of employees in relation to COVID-19;

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

3. What can a Lead Worker Representative Do?

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

- Cleaning protocols and their implementation
- Physical Distancing
- Configuration/re-configuration of the school facilities, including classrooms, corridors, halls, open areas, entry and exit points, school grounds etc.
- Implementation of one-way systems in the school to ensure social distancing including when entering and exiting the school
- Hand Hygiene facilities including their location and whether they are stocked and maintained
- Hand sanitising
- Staff awareness around hand hygiene in the school
- Respiratory hygiene
- Personal Protective Equipment
- At Risk Groups
- Visitors/Contractors

4. Does a LWR have any legal responsibilities?

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

5. Lead Worker Representative(s)

Every school will appoint one Lead Worker Representative.

In schools with more than 40 staff, a second Lead Worker Representative will be appointed.

6. Selection of Lead Worker Representative(s)

The school staff are entitled to select staff members for the LWR position(s). The LWR(s) represent all staff in the workplace regardless of role and must be aware of specific issues that may arise in respect of different staff cohorts. In this regard, where a school has two LWRs, the roles should be spread between teaching and non-teaching staff where feasible

All staff are entitled to volunteer for the LWR role and have their name put forward for election where necessary. The process for the selection and appointment of the LWR(s) is that management will seek expressions of interest from all staff in the first instance. A template email for this purpose is attached. If an election is necessary, all school staff members will have an equal vote to select the LWR(s)."

7. Supports for the Lead Worker Representative/s

The LWR(s) shall be entitled to:

- Be provided with information and training in respect of their role [*further detail to be provided*];
- Be consulted by school management on the control measures being put in place by the school to minimise the risk of being exposed to COVID-19;
- Regular communication with school management on issues related to COVID-19;
- Be informed of changes in practice arising from COVID-19 response measures;
- Have access to any risk assessments prepared or carried out in relation to COVID-19 and to details of incidents of suspected COVID-19 cases that have been notified to the HSE, where they occurred and any actions taken.
- Be provided with the necessary facilities to enable them to consult with employees or prepare any submissions or reports. These might include access to a meeting room, photocopier, communications and equipment.

Where the LWR is a teacher, the LWR will receive protected time of 2 hours per week from timetable to enable them to carry out their duties in that role. In the rare instances where the appointment of a teacher selected for the LWR would cause curricular/timetabling difficulties which cannot be resolved, school management will examine internal and external possibilities to enable the teacher's appointment as LWR. Where the matter cannot be resolved, management will set out the reasons why this is the case. In this circumstance, an alternative individual must be appointed as LWR.

Where the LWR is an SNA, 66 of the "72 hours" will be utilised by the LWR to carry out their duties in that role.

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

8. Procedure for dealing with issues that arise

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

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

9. Glossary of Terms

- **COVID-19 Response Plan:** plan designed to support the staff and BOM/ ETB in putting infection prevention control measures in place that will prevent the spread of COVID-19 in the school environment. The plan details the policies and practices necessary for a school to meet the Work Safety Protocol, Department of Education and public health guidance to prevent the introduction and spread of COVID-19 in the school environment. COVID-19 Response Plans for Post primary Schools are available on the Department's website.
- **Labour Employer Economic Forum (LEEF):** the forum for high level dialogue between Government, Trade Union and Employer representatives on matters of strategic national importance - involves the Irish Congress of Trade Unions, Government & Employers.
- **Work Safety Protocol:** national protocol designed to support employers and workers to put measures in place that will prevent the spread of COVID-19 in the workplace.
- **Safety Representative:** Section 25 of the Safety, Health and Welfare at Work Act 2005 sets out the selection and role of the Safety Representative in the workplace. The rights of the Safety Representative are set out in legislation. (Note: A Safety Representative has rights and not duties under the 2005 Act). This role is separate to the LWR under COVID-19.

Appendix 4 Risk Assessment

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

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H=High M=Medium L=Low	Controls (When all controls are in place risk will be reduced)	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date when action completed
COVID-19	N	Illness	H	School Covid19 Response Plan in place in line with Department of Education guidance and the Work Safely Protocol and public health advice		Follow public health guidance from HSE re hygiene and respiratory etiquette Complete School COVID-19 Policy Statement Return to Work Forms received and reviewed Induction Training provided Contact log in place Complete checklists as required: School Management How to deal with a suspected case Other school specific checklist	All Staff and students Completed – Principal Principal, Deputy Principal Principal Deputy Principal Principal Deputy Principal	To be submitted to BOM

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: _____ Date: / /

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Appendix 4 Risk Assessment

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

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H=High M=Medium L=Low	Controls (When all controls are in place risk will be reduced)	Is this control in place?	Action to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date when action completed
COVID-19	N	Illness	H	School Covid19 Response Plan in place in line with Department of Education guidance and the Work Safely Protocol and public health advice		Follow public health guidance from HSE re hygiene and respiratory etiquette Complete School COVID-19 Policy Statement Return to Work Forms received and reviewed Induction Training provided Contact log in place Complete checklists as required: School Management How to deal with a suspected case Other school specific checklist	All Staff and students Completed – Principal Principal, Deputy Principal Principal Deputy Principal Principal Deputy Principal	To be submitted to BOM

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: [Signature] Date 24/08/21

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Appendix 5**Contact Tracing Log**

Name of School			School Contact Person		
Address of School			For Queries only: Phone No		
			Email		
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 6

Checklist for School Management

Composite Checklist for Schools

This checklist supports planning and preparation, control measures and induction needed to support a safe return to school for students, staff, parents and others.

For completion by the agreed person with overall responsibility of managing the implementation of the COVID-19 Response plan in line with the supports as agreed with Department of Education.

Planning and Systems

1. Is there a system in place to keep up to date with the latest advice from Government and Department of Education, to ensure that advice is made available in a timely manner to staff and students and to adjust your plans and procedures in line with that advice?
2. Have you prepared a school COVID-19 response plan and made it available to staff and students? ***Department guidance and templates provided***
3. Have you a system in place to provide staff and students with information and guidance on the measures that have been put in place to help prevent the spread of the virus and what is expected of them?
4. Have you displayed the COVID-19 posters in suitable locations highlighting the signs and symptoms of COVID-19?
5. Have you told staff of the purpose of the COVID-19 contact log?
6. Have you a COVID-19 contact log in place to support HSE tracing efforts if required? ***(Contact log template attached)***.
7. Have you informed staff on the measures and provided a system for them to raise issues or concerns and to have them responded to?
8. Have you reviewed and updated risk assessments in line with DES advice to take account of any controls to help prevent the spread of COVID-19? ***(Risk template attached)***
9. Have you updated emergency plans, if necessary to take account of the COVID-19 response plan?

Staff

10. Have you made available to each staff member a COVID-19 return-to-work form to be completed and returned before they return to the workplace? ***(Template attached)***
11. Have you requested confirmation that the details in the Return to Work Form remain unchanged following periods of closure such as school holidays.
12. Are you aware of staff members who are at very high risk under the HSE guidance on people most at risk (HSE guidance on people most at-risk) and advised them of the DES agreed arrangements for management of those staff?
13. Have you advised staff and students they must stay at home if sick or if they have any symptoms of COVID-19?
14. Have you advised staff and students to follow public health advice if they are identified by the HSE as a close contact of a confirmed case of COVID-19 or if they live with someone who has symptoms of the virus.
15. Have you advised staff and students to consult and follow latest Government advice in relation to foreign travel.

16. Have you told staff and students what to do and what to expect if they start to develop symptoms of COVID-19 in school, including where the isolation area is?
17. Have you advised 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;
18. Have you advised staff of the availability of the supports of the occupational health and wellbeing programme through Spectrum Life?
19. Has a lead worker representative been identified (in line with the process agreed with the DE and education partners) and detailed at Section 4.3 of this plan to help advise staff and to monitor compliance with COVID-19 control measures in the school and taken measures to ensure all staff know who the representative is?

Training and Induction

20. Have you advised new staff and students to view the Department of Education's training materials which are available online?
21. Have you taken the necessary steps to update your school induction / familiarisation training to include any additional information relating to COVID-19 for your school?
22. Have first aiders, if available, been given updated training on infection prevention and control re: hand hygiene and use of PPE as appropriate?

Buildings / Equipment

23. If you have mechanical ventilation does it need cleaning or maintenance before the school reopens after periods of closure?
24. Does your water system need flushing at outlets following low usage to prevent Legionnaire's Disease?
25. Have you visually checked, or had someone check, all equipment in the school for signs of deterioration or damage before being used again?
26. Have you arranged for the school, including all equipment, desks, benches, doors and frequent touched surfaces points, to be cleaned once a day?

Infection Prevention Control Measures in place

Hand / respiratory hygiene

27. Have you accessed supplies of hand sanitisers and any necessary PPE equipment in line with the interim HPSC health guidance from the national framework provided by the Department?
28. Are there hand washing/hand sanitising stations in place to accommodate staff, students and visitors adhering to hand hygiene measures in accordance with Department guidance?
29. Have arrangements been made for staff and students to have regular access to hand-washing/hand sanitising facilities as appropriate?
30. Are hand sanitisers easily available and accessible for all staff, students and visitors – e.g. in each classroom and at entry and exit points to school buildings?
31. Have you made arrangements to ensure hand hygiene facilities are regularly checked and well-stocked?
32. Does the alcohol-based hand sanitiser have at least 60% ethanol or 70% isopropanol as the active ingredient?

33. Have you informed staff about the importance of hand washing?
34. Have you arranged for new staff to view how to wash their hands (with soap and water for at least 20 seconds) and dry them correctly through the use of the HSE video resource?
35. Have you shown new staff and students how to use hand sanitiser correctly and where hand-sanitising stations are located?
36. Have you displayed posters on how to wash hands correctly in appropriate locations?
37. Have you told staff and students when they need to wash their hands or use hand sanitiser?
This includes:
 - before and after eating and preparing food
 - after coughing or sneezing
 - after using the toilet
 - where hands are dirty
 - before and after wearing gloves
 - before and after being on public transport
 - before leaving home
 - when arriving/leaving the school /other sites
 - when entering and exiting vehicles
 - after touching potentially contaminated surfaces
 - if in contact with someone displaying any COVID-19 symptoms
38. Have you told staff and students of the importance of good respiratory measures to limit the spread of the virus?
 - avoid touching the face, eyes, nose and mouth
 - cover coughs and sneezes with an elbow or a tissue
 - dispose of tissues in a covered bin

Physical Distancing:

39. Have you identified all available school space to be used to maximise physical distancing?
40. Have you reviewed the templates provided by the Department of Education which show options for revised layout of school rooms to meet physical distancing requirements?
41. Have you arranged to revise the layout of the rooms and furniture as per the Department guidelines?
42. Have you arranged in each room that the teacher's desk should be at least 1m (and where possible 2m) away from student desks?
43. Have you arranged in each room that students would be, at least 1m and (where possible 2m) away from each other?
44. Have you where possible and practicable assigned students to main class cohorts to minimise the risk of infection from COVID-19?
45. Have you arranged the timetable to facilitate double classes where possible and practicable?
46. Have you advised staff and students that when students are moving to an elective subject they would, where practicable be seated with members of their main class cohort?
47. Have you made arrangements to limit interaction on arrival and departure from school and in other shared areas?
48. Have you encouraged walking or cycling to school as much as possible?
49. Have you made arrangements, in so far as possible, to open additional access points to school to reduce congestion?
50. Can you provide a one system for entering and exiting the school, where practical?

51. Have you arranged for staff meetings to be held remotely or in small groups or in large spaces to facilitate physical distancing?
52. Have you taken steps to minimise rotation of staff between classes where possible?
53. Have you a system to regularly remind staff and students to maintain physical distancing?
54. Have you advised staff and students not to shake hands and to avoid any physical contact?
55. Have you stopped all non-essential travel for school activities?
56. Have you advised staff of the Department's guidance to achieve good ventilation
57. Have you checked any mechanical ventilation systems to ensure an adequate supply of fresh air is used

Visitors to Schools

58. Have you identified the activities that involve interacting with essential visitors to the school, made arrangements to minimise the number of such visitors and put in place measures to prevent physical contact, as far as possible?
59. Are there arrangements in place to inform essential visitors to schools of the measures to help prevent the spread of infection?
60. Have you a system in place for all visitors who do need to come to the school to make appointment, arrange to contact a central point and to record their visit using the contact tracing log?

Appendix 7 Checklist for dealing with a suspected case of COVID-19

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

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

Isolation Area

1. Have you identified a place that can be used as an isolation area, preferably with a door that can close?
2. The isolation area does not have to be a separate room but if it is not a room it should be 2m away from others in the room.
3. Is the isolation area accessible, including to staff and students with disabilities?
4. Is the route to the isolation area accessible?
5. Have you a contingency plan for dealing with more than one suspected case of COVID-19?
6. Are the following available in the isolation area(s)?
 - Tissues
 - Hand sanitiser
 - Disinfectant/wipes
 - Gloves/Masks

- Waste Bags
- Bins

Isolating a Person

7. Are procedures in place to accompany the infected person to the isolation area, along the isolation route with physical distancing from them?
8. Are staff familiar with this procedure?
9. Have others been advised to maintain a distance of at least 2m from the affected person at all times?
10. Is there a disposable mask to wear for the affected person while in the common area and when exiting the building?

Arranging for the affected person to leave the School

11. Staff – have you established by asking them if the staff members feel well enough to travel home?
12. Student – have you immediately contacted their parents/guardians and arranged for them to collect their student? Under no circumstances can a student use public or school transport to travel home if they are a suspected case of COVID-19.
13. The affected person should be advised to avoid touching other people, surfaces and objects.
14. The affected person should be advised to cover their mouth and nose with disposable tissue(s) when they cough or sneeze, and to put the tissue in the bin.
15. Has transport home or to an assessment centre been arranged if the affected person has been directed to go there by their GP?
16. Has the affected person been advised not to go to their GP's surgery or any pharmacy or hospital?
17. Has the affected person been advised they must not use public transport?
18. Has the affected person been advised to continue wearing the face mask until they reach home?

Follow up

19. Have you carried out an assessment of the incident to identify any follow-up actions needed?
20. Are you available to provide advice and assistance if contacted by the HSE?

Cleaning

21. Have you taken the isolation area out-of-use until cleaned and disinfected?
22. Have you made arrangements to clean and disinfect any classroom space where the staff or pupils were located?
23. Have you arranged for cleaning and disinfection of the isolation area and any other areas involved, as soon as practical after the affected person has left the building?
24. Have the cleaners been trained in dealing with contaminated areas and supplied with the appropriate PPE?

Appendix 8 Checklist Lead Worker Representative

1. Have you agreed with your school to act as a Lead worker representative for your school?
2. Have you been provided with information and training in relation to the role of lead worker representative if you are new to the role?
3. Are you keeping up to date with the latest COVID-19 advice from Government?
4. Are you aware of the signs and symptoms of COVID-19?
5. Do you know how the virus is spread?
6. Do you know how to help prevent the spread of COVID-19?
7. Have you watched and do you understand the online Induction Training provided by the Department of Education before returning to school?
8. Are you helping in keeping your fellow workers up to date with the latest COVID-19 advice from Government?
9. Have you completed the COVID-19 return-to-work form and given it to your school?
(Department template Return-to-Work form available)
10. Are you aware of the control measures your school has put in place to minimise the risk of you and others being exposed to COVID-19? *(Checklist for School Management available)*
11. Did your school consult with you when putting control measures in place? *Control measures have been agreed centrally between the Department and education partners. Consultation at school level should take place on any specific local arrangements necessary to implement the protocol*
12. Have you a means of regular communication with the person with overall responsibility for the school COVID-19 plan?
13. Are you co-operating with your school to make sure these control measures are maintained?
14. Have you familiarised yourself with the cleaning requirements needed to help prevent cross contamination? *(Checklist for Cleaning and Disinfection available)*
15. Have you been asked to walk around and check that the control measures are in place and are being maintained?
16. Are you reporting immediately to the person with overall responsibility for the school COVID-19 plan any problems, areas of non-compliance or defects that you see?
17. Are you keeping a record of any problems, areas of non-compliance or defects and what action was taken to remedy the issue?
18. Are you familiar with what to do in the event of someone developing the symptoms of COVID-19 while at school?
19. Are you co-operating with your school in identifying an isolation area and a safe route to that area? *(Checklist for dealing with suspected case of COVID-19 available)*
20. Are you helping in the management of someone developing symptoms of COVID-19 while at school?
21. Once the affected person has left the school, are you helping in assessing what follow-up action is needed?
22. Are you helping in maintaining the contact log?

23. Have you been made aware of any changes to the emergency plans or first aid procedures for your school?
24. Are you making yourself available to fellow staff to listen to any COVID-19 control concerns or suggestions they may have?
25. Are you raising those control concerns or suggestions with your school and feeding back the response to the worker who raised the issue?
26. Are you aware of the availability of the Spectrum Life Wellbeing Together Programme?
27. Have you been provided by the Principal/ school management with the supports to which you are entitled in your role as Lead Worker Representative?
28. If you are a teacher, have you been provided with the 2 hours per week of protected time off class contact hours, as provided for in the protocol?
29. If you are a school secretary or a caretaker have your duties been re-prioritised by school management to afford you sufficient time to carry out your duties as LWR within the scope of your normal contracted hours, as provide for in the protocol?

Appendix 9 **Checklist for Cleaning**

1. Have you a system in place for checking and keeping up to date with the latest public health advice from Government and the Department of Education, to ensure that advice is made available in a timely manner in order to adjust your cleaning procedures in line with that advice?
2. Have you reviewed the HPSC interim health advice for the safe reopening of schools, in particular **Section 5.6 Environmental Hygiene**?
3. Have you explained the need for the enhanced cleaning regime to staff?
4. Are you aware that cleaning is best achieved using a general purpose detergent and warm water, clean cloths, mops and the mechanical action of wiping and cleaning, following by rinsing and drying?
5. Have you sufficient cleaning materials in place to support the enhanced cleaning regime?
6. Have you provided training for cleaning staff on the enhanced cleaning regime?
7. Have you made arrangements for the regular and safe emptying of bins?
8. Are you familiar with the cleaning options for school settings set out in the interim HPSC health advice for schools for surfaces, toilets, cleaning equipment, PPE and waste management?
9. Are you aware that each school setting should be cleaned once per day?
10. Have you provided cleaning materials to staff so that they can clean their own desk or immediate workspace?
11. Have you advised staff that they are responsible for cleaning personal items that have been brought to work and are likely to be handled at work or during breaks (for example, mobile phone and laptops) and to avoid leaving them down on communal surfaces or they will need to clean the surface after the personal item is removed?
12. Have you advised staff and students to avoid sharing items such as cups, bottles, cutlery, and pens?
13. Have you put in place a written cleaning schedule to be made available to cleaning staff including:

- Items and areas to be cleaned
- Frequency of cleaning
- Cleaning materials to be used
- Cleaning of frequently touched surfaces such as vending machines, coffee machines and door handles
- Equipment to be used and method of operation?

14. Details of how to clean following a suspected case of COVID-19 are at **Section 7 of the Plan above**

15. If disinfection of contaminated surfaces is required, is a system in place to do this following cleaning?

16. If cleaning staff have been instructed to wear gloves when cleaning are they aware of the need to wash their hands thoroughly with soap and water, both before and after wearing gloves?

17. Have you a system in place for disposing personal waste such as cleaning cloths and used wipes in a rubbish bag? The Protocol advises *that personal waste such as cleaning waste, tissues etc. should be double bagged and stored in a secure area for 72 hours before being presented for general waste collection.*

18. Have you ensured there is a system in place to make sure reusable cleaning equipment including mop heads and non-disposable cloths are clean before re-use?

19. Have you ensured there is a system in place to ensure that equipment such as buckets are emptied and cleaned with a fresh solution of disinfectant before re-use?