



Covid 19
Response
Plan
2021-2022

Caragh
National
School

Introduction

The closure of our school on 12th March 2020 was most unprecedented and followed the decision from the Government due to the Covid 19 pandemic. Our school remained closed from that date and as a school community, we pulled together to cater for the new system of teaching and learning. Online engagement with our pupils over the last number of months proved successful through the Aladdin system, however nothing can replace the face to face contact time offered in a school setting.

Therefore we are delighted that we will be returning to school this coming year. Caragh National School will reopen for ALL children on Tuesday 31st August.

However, the return to school will not be the same as before but will become our “new normal.” It is important to keep in mind that while there are concerns and anxieties upon our return to school, we will all work together as a school community to provide for our children. The interests and safety of the children, you their families and the staff here in the school will be paramount as we work through the challenges ahead.

As we reopen our school there is much that must be taken into consideration. We must follow the parameters and guidelines set out by the Government in the “Roadmap for the Full Return to School,” along with the Public Health advice as informed by the HSPC and NPHE.

Due consideration must also be given to the Return to Work Safety protocols which must be implemented in advance of the re-opening of our school. We must put arrangements in place to get our children safely to school and ensure they arrive and depart the school safely each day. New measures and practices will have to be implemented in our school in line with our Risk Assessment to minimise the risk of infection and it’s spread if introduced. And of course we are all the while mindful of the education and well being of the children and staff upon their return to school.

The aim of this document is to illustrate what school will look like upon our return, what measures we will put in place and how will we cater for the health and safety of our whole school community.

It is imperative that we all become familiar with the new logistics of this plan as it will have implications for us all on a day to day basis. Due consideration has been given to families and the impact this plan may have on them. The goodwill and understanding of all will be required to ensure we can implement this plan for the full return of all our pupils.

*The well-being,
health and safety
and general
happiness of the
children will be our
priority upon our
return to school.*

Return to School

As stated above the aim is that ALL children will return to school. However not all children will be able to arrive and depart from school at the same time. Each class will act as a 'Bubble'. The guidance states that we should limit the number of children coming to school at any one time so as to reduce the congregation at the school gates and to reduce the contact of children between bubbles.

Caragh School will reopen on a Staggered School Day arrangement.

This will have an impact on the start times and finishing times for children and families, but the contact time with the teacher will not change.

We have divided the school into three groups. These groups are determined based on access/entry to the school through the different gates and doors in the school. Classes will be assigned different gates and doors and parents should note take note of these below.

Access to the School

Unfortunately, it will no longer be possible for children to be dropped off inside the school gates by car. We will now be using all three gates to the front of the school for the children to access the building. This is being done so as to limit the interactions between children of different bubbles.

To that end also, parents will not be able to accompany children into the school building, or onto the school grounds. Exceptions will be made here for Junior Infant children who can be escorted to the line at the very front of the school. Senior Infant children can also be escorted to their line on the first few mornings.

We will continue to use the Parish Field Gate as always. In the mornings, children will have to go directly to their respective doors to meet with their class teacher. At home time children will be able to leave the school by this gate which will be opened and closed by a member of staff.

Forgotten Items /Collection of Children

As often happens, items may be forgotten during the day. Should you need to drop something into the school or collect your child, we would ask that you come to the school as normal. If another adult is in the foyer, at the hatch, please wait until they leave before access the school. There will be a location in which to leave forgotten items here in the foyer. These will be given to children at an appropriate time. Children will be called to the office as normal when being collected during the day.

9am	9:05am
Children with Surnames A - H Children on the Bus Children attending Creches	Children with Surnames I - W *Please note surnames with O or Mc are considered to start with O or M.

This will form part of our daily allocation of 'Assembly Time'

Blue Group

Class	Door
Junior Infants Ms Banks	1
Senior Infants Ms Dwyer	2
1 st Class Ms McNulty	6
1 st Class Ms Shally	5
2 nd Class Ms Marsh	4
3 rd Class Ms Troy	3
4 th Class Ms Kenny	4
5 th Class Ms Cantillon	7
6 th Class Mr Corkery	7

Break Time: 10:40 - 10:55
Lunch Time: 12:20 - 12:50
Infant Home Time: 1:40pm
Home Time: 2:40pm

SEN: E McCormack, L Cronin,
N Leamy, C Brady/AM Cussen
SNA: Agnes, Oana, Tina

Yellow Group**Yellow Group**

Class	Door
Junior Infants Ms O Reilly	1
Senior Infants Ms Hanly	2
1 st Class Ms Burke	3
2 nd Class Ms Dunleavy	5
3 rd Class Ms Hamill	4
4 th Class Mr Rogers	3
5 th Class Ms Duggan	7
6 th Class Mr Dunlea	6
6 th Class Ms Mullally	7

Break Time: 11:00 - 11:15

Lunch Time: 12:55 - 1:25

Infant Home Time: 1:45pm

Home Time: 2:45pm

SEN: K Dowling, S Losty

E McEvoy,

E Greville/M Merriman

SNA

Maura, Dymphna, Clare/Sinéad

Gates

To reduce congregation at one particular gate, we will use the three gates to the front of the school. As mentioned previously, children may arrive and leave school through the Parish gate if that is easier for families. However, access to the school should only be through the assigned doors.

Gate A will be used for Doors 3 & 4

Gate B will be used for Doors 1 & 2

Gate C will be used for Doors 5, 6, & 7.

Again, please see accompanying map for further details.

Daily Routine

- Each morning, the school gates will open at the allocated time and children should make their own way to the assigned door.
- Here they will be met by a member of staff
- The children will enter the school building in an orderly fashion
- The member of staff will administer hand sanitiser to the children as they enter the school building.
- Children will make their way straight to the classroom where they will be met by the class teacher.
- The assigned door will be closed when the class enters the school building.

If a child is late for school, they will need to make their way to the main door of the school, where they will perform hand hygiene and be brought to the classroom. We would urge all families to stick to the times as best as is possible.

- At home time, children with their teacher will make their way back to the same gate from where they can be collected.
- Children can leave school through the Parish field gate if necessary which will be supervised.

Infant Class Collection

Parent's or Minders collecting those in the infant classes will not be able to access the school building as before. As a result, teachers will walk the children out to an area near the assigned gate and will send children out to parents as they see them.

As the school yard will be in use by children on their lunch break at this time, the Parish Field Gate cannot be accessed at this time for collection of the Infant children.

Therefore, collection of the Infant children must be at the front of the school.

Buses

According to the Government Roadmap, children should come to school on the bus as normal.

Families

We appreciate that the new proposed staggered day is going to have an impact on families and for that reason we have arranged a family drop off time. Our usual day is from 9:00am to 2:45pm and now with our staggered times we are still at the same times. Morning yard time will not happen and children will go straight to their classes. So, in summary the school day has not altered that much and children are

still getting the correct allocated teaching time as per the Department of Education and Science guidelines.

Classes

While school life will not be the same as before, we are endeavouring to ensure that we keep things as 'normal' and straightforward as possible. Each class is now referred to as a '*Bubble*'. It is important to limit the interactions of children from differing bubbles as much as is possible.

Classroom layouts will look different in some situations. Table layout for one will not be the same. This is to comply with social distancing guidelines. It is important that children have their own equipment for school and this should not be shared with others during the day as much as is possible.

To this end children will be placed in '*Pods*'. These 'pods' will be as small as is possible and children within a pod may share equipment given to them by the class teacher. Children within pods may work together during the day. Teachers will determine which children should be in which pods and these may change as time goes on – much like teachers deciding which children sit at which 'group' or 'table.' In practice this will not be any different for children in the classroom setting.

Yard

Children will go out to the yard with their class Bubble and will not mix with children from other classes. They will have their own section on the yard. While children may have been placed in different 'pods' within their class it is important to note that all children within the class bubble will play together.

Physical Distancing

While the overall message in terms of physical distancing is to "Increase Separation, Decrease Interaction," it is important to keep in mind that we will do our utmost as a school to keep things as normal as possible for the children within their own class bubble.

Public Health advice states that children from Junior Infants to 2nd class do not have to adhere to the physical distancing rule of 1 metre as much as those from 3rd to 6th class. So this end, the classroom layout for children from Junior Infants to 2nd will look very much the same as before. Some changes have been made to the classroom layout for those in 3rd-6th class.

Hand Hygiene

It is important that we all get used to proper hand hygiene. We will endeavour to have warm water in the taps and children will be encouraged to wash their hands properly at all times. Hand sanitiser will be readily available in the school, as will other cleaning products. Junior and Senior Infant children are advised not to bring their own sanitiser to school, as they are deemed too young. Teachers and SNAs will administer sanitiser when necessary. Children from 1st to 6th may bring their own hand sanitiser to school. Children will perform hand hygiene;

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

Respiratory Hygiene

All in the school community will be encouraged to follow good respiratory hygiene.

- Cover your mouth or nose with a tissue or bent elbow
- Dispose of the tissue immediately
- Wash or Sanitise your hands.

Use of PPE in School

At present it is generally recommended that children under the age of 13 do not need to wear face coverings. While wearing a face covering will conceal facial expressions and make communication difficult, face masks must be worn at all times while in school. Face masks of medical grade EN14683 must be worn by all staff at all times during the school day. Face coverings will also be worn in the SET setting and in the following situations;

- Assisting to a medical need – first aid.
- Assisting to intimate care needs
- Where there is a suspected case of Covid 19
- Where staff are particularly vulnerable to infection

Children who should not attend school

If your child is in one of the following categories, they should not attend school –

- Children who have been diagnosed with Covid-19
- Children who have been in close contact with a person who has been diagnosed with Covid-19
- Children who have a suspected case of Covid-19 and the outcome of the test is pending
- Children who have been in contact with a person who has a suspected case of Covid-19 and the outcome of the test is pending
- Children with underlying health conditions who have been directed by a medical professional not to attend school
- Children who have returned home after travelling abroad and must self-isolate for a period of 14 days
- Children who are generally unwell

Know the Symptoms

- Fever or high temperature
- Cough
- Shortness of breath or breath difficulties
- Loss of smell, of taste or distortion of taste

We will not perform temperature checks on children each day, unless we suspect a child may be unwell.

Supporting the Learning of Children who cannot attend school

If a child is not able to attend school for an extended period of time, the class teacher (and/or the learning support teacher, where relevant) suggested activities to support the child's learning at home will be shared with parents. In this instance the school will cater for the needs of the child as best we can.

Dealing with a suspected case

Pupils should not attend school if displaying any symptoms of Covid-19. If a pupil displays symptoms of Covid-19 while in the building, the following are the procedures will be implemented:

- Parents/ guardians will be contacted immediately
- The child will be accompanied to the designated isolation area via the isolation route by a member of staff. The isolation room in our school will be the kitchen area in the large General purpose room. The staff member will remain at least 2 metres away from the symptomatic child and will also make sure that others maintain a distance of at least 2 metres from the symptomatic child at all times
- A mask will be provided for the child presenting with symptoms, if one is available. He/she should wear the mask if in a common area with other people or while exiting the premises
- An assessment will be made as to whether the child who is displaying symptoms can immediately be brought home by parents and call their doctor and continue self-isolation at home
- The school will facilitate the child presenting with symptoms to remain in isolation, if they cannot immediately go home, and will assist them by calling their GP.
- The child presenting with symptoms should be advised to cover their mouth and nose with the disposable tissue provided when they cough or sneeze and to put the tissue in the waste bag provided
- If the child is well enough to go home, the school will arrange for them to be transported home by a family member, as soon as possible, and advise them to inform their GP 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, the school will contact 999 or 112 and inform them that the sick child is a Covid-19 suspect.
- Arrangements will be made for appropriate cleaning of the isolation area and work areas involved.

The HSE will inform any staff/parents who have come into close contact with a diagnosed case via the contact tracing process. The HSE will contact all relevant persons where a diagnosis of COVID-19 is made. The instructions of the HSE should be followed.

Impact of a Suspected or Confirmed Case of Covid-19 in a Class

If the school is notified that a person in your child's class has a suspected or confirmed case of Covid-19

- The parents of all children in the class will be notified
- Public health advice will be sought and followed

School Staff

Staff have a statutory obligation to take reasonable care for their own health and safety and that of their colleagues and other parties. The cooperation and assistance of all staff is essential to reduce the risk of spread of COVID-19 and to protect health and safety as far as possible within the school. All staff have a key role to play.

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

- adhere to the School COVID-19 Response Plan and the control measures outlined
- complete the Return to Work (RTW) form before they return to work
- must inform the principal if there are any other circumstances relating to COVID-19, not included in the form, which may need to be disclosed to facilitate their safe return to the workplace
- must complete COVID-19 Induction Training and any other training required prior to their return to school
- must be aware of, and adhere to, good hygiene and respiratory etiquette practices
- coordinate and work with their colleagues to ensure that physical distancing is maintained
- make themselves aware of the symptoms of COVID-19 and monitor their own wellbeing
- self-isolate at home and contact their GP promptly for further advice if they display any symptoms of COVID-19
- not return to or attend school if they have symptoms of COVID-19 under any circumstances
- 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

Teacher Absence and Substitution

In the event that teacher is unable to attend school, every effort will be made to secure a substitute teacher for the class. If a substitute teacher is not available, it is not appropriate for the class to be divided into groups and accommodated in other classes. In such circumstances, a special education teacher may be redeployed for a period while substitute cover is sought.

Sequence for covering all teacher absences:

1. Supply panel if the school is part of a supply panel cluster arrangement,
2. School's own panel of regular substitutes,
3. National substitute service,
4. If no substitute is available from above options then a school may
 - For teachers in mainstream classes, schools use other non-mainstream teachers to cover the absence. A substitute may be employed on a subsequent date when one is available. On that day, the mainstream classroom teacher will undertake non-mainstream teaching and the substitute will teach the mainstream class.
 - For non-mainstream teachers a substitute may be employed on a subsequent date when one is available. Special Needs Class teachers cannot be used in this way.
5. Administrative Principal if applicable
6. Local arrangements that facilitate the pupils to be supervised in a manner that does not involve them being split between existing classes in classrooms

Staff Log

A staff log of attendance will be kept each day for Contact tracing purposes.

Staff Room

Teachers will predominantly work with those within their timed group. Special Education Teachers will be assigned to a particular group also. Breaks and lunch times will be with the same teachers. As a result this will limit the number of people in the staff room at any one time. Physical distancing rules should always be adhered to whilst in the staff room. While the SNA team will be assigned to a group, there may be instances where they will need to move between groups. Teachers and SNAs will need to perform hand hygiene upon entering and leaving each room.

Staff will be asked to bring their own utensils to school with them each day. Staff will be asked to clean their area in the staffroom before they leave, and thus ready for the next group. Screens have been installed in the staff room to accommodate staff while having lunch during which time masks may be removed.

Meetings

When meetings between colleagues take place, strict physical distancing rules must be adhered to, be they formal or informal meetings. When larger meetings may take place, the school hall may be used to facilitate such a meeting.

When conducting a meeting with parents, again social distancing rules will apply and a face mask may be worn in these instances.

School Office

The school office will be furnished with Perspex screens for both office staff. If accessing the office, only one person, pupil or adult will be granted access to either the office staff or to the photocopier. Hands must be sanitised before entering the room. Photocopying, printing, as a rule must be organised before or after school. Photocopiers, in the office or staff room, must be wiped down after use. Wipes will be provided.

Cleaning

Staff are responsible for cleaning down their own work area. While all work areas will be cleaned once a day by the cleaning staff, school teachers and SNAs are responsible for the cleanliness of their working environment.

Cleaning

Each room in the school will be cleaned daily – tables, chairs, bathrooms, floors and any ‘touch’ areas in the room and school. Proper and thorough clean regimes will be adhered to.

Teaching & Learning

While we are all keen to have a full return to school life, the pace at which we approach our return will determine our overall success, for staff, family life and most importantly the children. While we all have an inbuilt capacity to adapt, and while children are very resilient, we all have our own anxieties about our return to school. The wellbeing of the whole school community needs to be central to our return to school.

- A Sense of Safety
- A Sense of Calm
- A Sense of Belonging
- A Sense of Community
- A Sense of Hope

The focus upon our return to school will be to continue from where the children left off when schools were closed in March. Much contact time was lost with the children and as a school our aim will be to ‘play catch up’ to a certain extent.

We will concentrate primarily on literacy and numeracy. Along with that we will be keen to re-engage the children with the areas of Social, Personal & Health Education (SPHE) and the area of Physical Education. We will cover certain topics like the Stay Safe Programme, Relationships & Sexuality Education, Athletics in PE name but a few.

All the while we must be conscious of our use of equipment and the impact this could have on the potential spread of the virus. The use of equipment will be monitored and reviewed quite regularly. This will have an impact on all facets of school life, from Junior Infants to 6th class.

Special Educational Needs

We are all aware of the excellent supports offered to our children with SEN and this will remain as important as always. We are keenly aware that those with SEN will require particular supports to transition back into school. In keeping with our Special Education policy, learning support will be provided by a blended approach of in-class support and withdrawal. The provision of support will be organised to ensure our support teachers will work within the confines of a bubble.

- Where a support teacher is working alongside a class teacher in a classroom, both teachers must be mindful of maintaining social distance from one another.
- Where children from 3rd to 6th Class receive support in one of the SET rooms, social distancing of 1 metre will be maintained between each child in the group.
- The tables and chairs in SET rooms will be wiped clean in between different groups attending

Lead Worker

Every school shall appoint one Lead Worker Representative. In a school such as Caragh NS, with a staff of more than 30, an Assistant Lead Worker Rep shall also be appointed. The LWR will work in collaboration with the employer to assist in the implementation of measures to prevent the spread of Covid-19.

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

Lead Worker Representative:

Mr Robert Rogers

Assistant Worker

Ms Tina Keely Kavanagh

Further details of this role can be accessed in the Appendices to this document.

Extra- Curricular Activities

The possibility of facilitating extra-curricular activities will be explored. However, it would not be recommended that children from different bubbles would participate in extra-curricular activities at the same time. The staggered finishing times will also make the scheduling of after-school activities problematic. Further updates will be provided in September.

Communication

Staff, pupils and parents will be kept update when public health advice surrounding Covid 19 changes. Should this advice alter any of the arrangements, measures, protocols that are in place in the school, new measures will be communicated to the whole school community in a timely manner. When / If necessary;

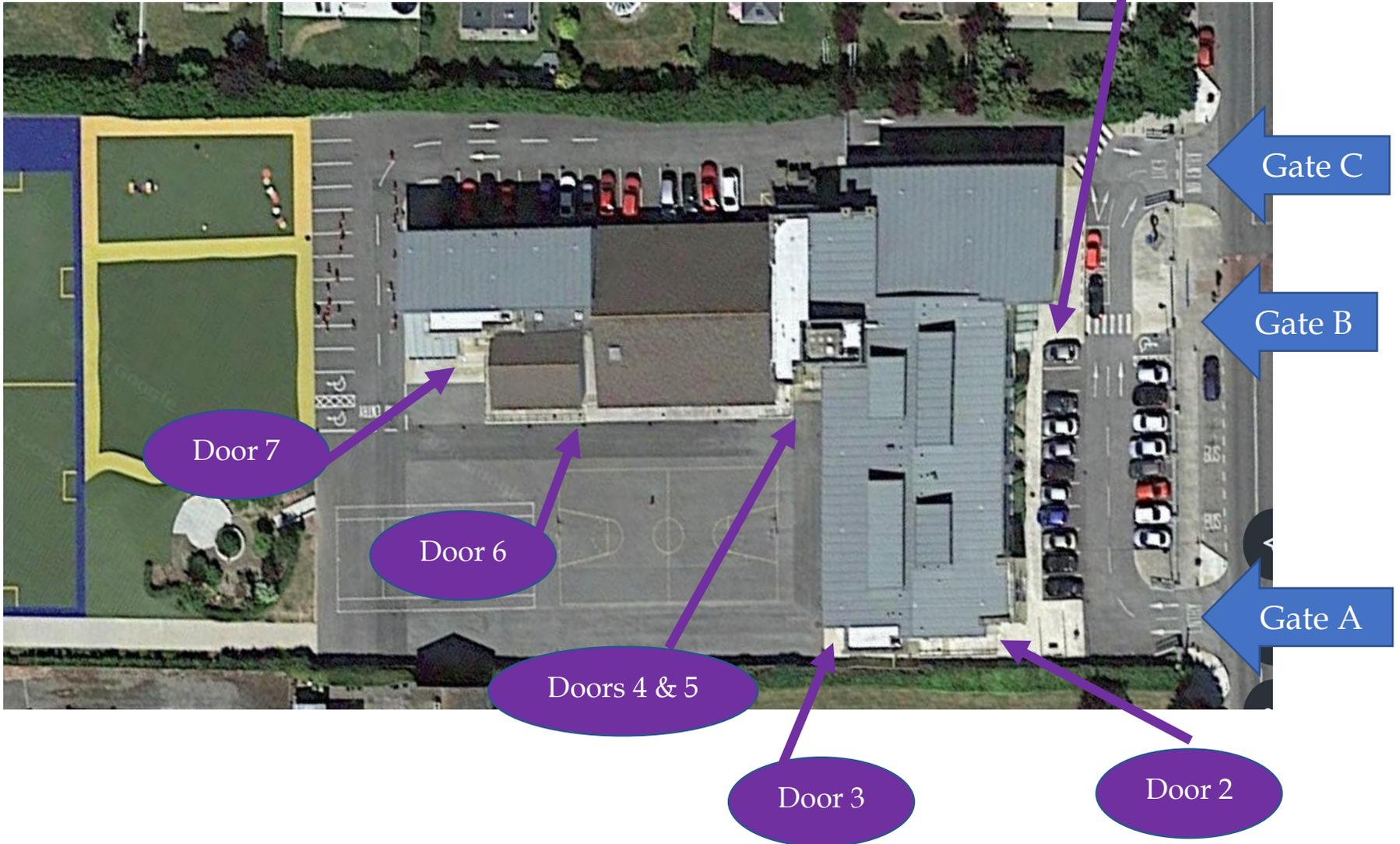
- New measures will be drawn up by school management
- Consultation will the Lead Worker and Assistant worker will take place
- Consultation if needed will take place with the Board of Management and Parent body
- Staff will be informed of the new measures
- Families will be informed of the new measures
- Pupils will be informed of the new measures

Our school newsletter, website, twitter and Aladdin system will be used to communicate with parents where necessary.

Any measures being put in place will be reviewed by the management team and the Lead Workers as required.

Access to Our School Each Day

- Door 1
Main Door
- Door 2
End of Infant
Corridor
- Door 3
Through Small
Gate
- Door 4 & 5
Corner of Yard
- Door 6
To Sunnystreet
- Door 7
Beside Astro





COVID-19 Policy Statement

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

- continue to monitor our COVID-19 response and amend this plan in consultation with our staff
- provide up to date information to our staff and pupils on the Public Health advice issued by the HSE and Gov.ie
- display information on the signs and symptoms of COVID-19 and correct hand-washing techniques
- agree with staff, a worker representative who is easily identifiable to carry out the role outlined in this plan
- inform all staff and pupils of essential hygiene and respiratory etiquette and physical distancing requirements
- adapt the school to facilitate physical distancing as appropriate in line with the guidance and direction of the Department of Education
- keep a contact log to help with contact tracing
- ensure staff engage with the induction / familiarisation briefing provided by the Department of Education
- implement the agreed procedures to be followed in the event of someone showing symptoms of COVID-19 while at school
- provide instructions for staff and pupils to follow if they develop signs and symptoms of COVID-19 during school time
- implement cleaning in line with Department of Education advice

All school staff will be consulted on an ongoing basis and feedback is encouraged on any concerns, issues or suggestions.

This can be done through the Lead Worker Representative(s), who will be supported in line with the agreement between the Department and education partners.

Signed: _____

Date: _____



Pre-Return to Work Questionnaire COVID-19

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

Name of School: Caragh National School. **Principal:** Alan Hobbins

Name: _____ **Date:** _____

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

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

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

Signed: _____



Lead Worker Representative – Primary and Special Schools

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

1. Collaborative Approach

Responsibility for the development and implementation of the COVID-19 Response Plan and the associated 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 Return to Work Protocol will only be achieved if everyone has a shared responsibility in implementing the measures contained within the Protocol in their place of work.

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

2. Role of the Lead Worker Representative

In summary, the role of the LWR is to:

- Represent all staff in the workplace regardless of role, and be aware of specific issues that may arise in respect of different staff cohorts;
- Work collaboratively with school management to ensure, so far as is reasonably practicable, the safety, health and welfare of employees in relation to COVID-19;
- Keep up to date with the latest COVID-19 public health advice;
- In conjunction with school management, promote good hygiene practices such as washing hands regularly and maintaining good respiratory etiquette along with maintaining social distancing in accordance with public health advice;
- Assist school management with the implementation of measures to suppress COVID-19 in the workplace in line with the Return to 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.

3. What can a Lead Worker Representative Do?

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

- Cleaning protocols and their implementation
- Physical Distancing
- Implementation of one-way systems in the school to ensure social distancing including when entering and exiting the school

- Hand Hygiene facilities including their location and whether they are stocked and maintained
- Hand sanitising
- Staff awareness around hand hygiene in the school
- Respiratory hygiene
- Personal Protective Equipment
- At Risk Groups
- Visitors/Contractors

4. Lead Worker Representative

Every school will appoint one Lead Worker Representative.

5. Deputy Lead Worker Representative/ Assistant Lead Worker Representative

In schools with less than 30 staff, a Deputy Lead Worker Representative will be appointed in addition to the LWR. The role of the Deputy LWR will be to deputise as LWR where the LWR is absent.

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

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

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

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

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

than one volunteer, all school staff should vote to select the LWR/ Deputy LWR/ Assistant LWR.

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

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

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

- Receive information and training in respect of their role [*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;

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

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

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

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 may notify the Board of Management (Chairperson of the BoM in the first instance)/ Education and Training Board head office of the issue. Action points for addressing the issue should where possible be agreed between the LWR and the BoM/ETB head office. Staff should be informed of the outcome.

Glossary of Terms

- **COVID-19 Response Plan:** plan designed to support the staff and BOM/ ETB in putting 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 Return to Work Safely Protocol, the Department of Education plan for school reopening and to prevent the introduction and spread of COVID-19 in the school environment. COVID-19 Response Plans for Primary and Special 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.
- **Return to Work 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.

Checklist Lead Worker Representative

	Question		Yes	No
1	Have you agreed with your school to act as a Lead worker representative for your school? (<i>Process for agreeing on lead worker representative/s in schools to be agreed centrally and implemented locally</i>).			
2	Have you been provided with information and training in relation to the role of lead worker representative? (<i>Training for this role is currently being explored with the HSA</i>).			
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? (<i>Department template Return-to-Work form available</i>)			
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? (<i>Checklist for School Management available</i>)			
11	Did your school consult with you when putting control measures in place? <i>Control measures will be 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</i>			
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? (<i>Checklist for Cleaning and Disinfection available</i>)			
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? (<i>Checklist for dealing with suspected case of COVID-19 available</i>)			
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?			

Signed: _____

Date: _____

Signed: _____

Date: _____

Signed: _____

Date: _____



Contact Tracing Log

Name of School	Caragh National School		School Contact Person	
Address of School	Caragh, Naas, Co. Kildare. W91 YE97		For Queries only: Phone No	045-903091
			Email	principal@caraghns.ie
Name of Visitor				Was the visit pre-arranged with the Principal? Yes <input type="checkbox"/> No <input type="checkbox"/>
Date of Visit	___ / ___ / _____	Time	Entry to school _____ am <input type="checkbox"/> pm <input type="checkbox"/>	Exit from School _____ am <input type="checkbox"/> pm <input type="checkbox"/>
Visitor Status	Contractor <input type="checkbox"/>	Parent/Guardian <input type="checkbox"/>	Other <input type="checkbox"/> Please complete: _____	
Contact details of visitor	Company Name <small>(if applicable)</small>			
	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



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 responsible for ensuring that all aspects of the protocol to deal with suspected cases have been adhered to. This will be the school Principal or Deputy Principal when the principal is not available.

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 pupils 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? *(it is intended that this will be dealt with as part of the Department's online training)*
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. Pupil – have you immediately contacted their parents/guardians and arranged for them to collect their pupil? Under no circumstances can a pupil 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 been 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 the 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?

Have the cleaners been trained in dealing with contaminated areas and supplied with the appropriate PPE? *(It is intended to provide online training for cleaning staff. Appropriate PPE will be available to schools through the national procurement process which schools can access before reopening).*



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 pupils, 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 pupils 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 pupils?
3. Have you a system in place to provide staff and pupils 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?
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?
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 3 days before they return to the workplace?
11. 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?
12. Have you advised staff and pupils they must stay at home if sick or if they have any [symptoms of COVID-19?](#)

13. Have you told staff and pupils what to do and what to expect if they start to develop symptoms of COVID-19 in school, including where the isolation area is?
14. Have you advised staff of the availability of the supports of the occupational health and wellbeing programme through Spectrum Life?
15. Has a lead worker representative been identified (in line with the process agreed with the DES 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

16. Have you advised staff to [view the Department of Education's training materials which are available online](#)?
17. 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?
18. Have first aiders, if available, been given updated training on infection prevention and control re: hand hygiene and use of PPE as appropriate? *(It is intended that training will be provided as part of the Department's online training programme).*

Buildings / Equipment

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

Control Measures in place

Hand / respiratory hygiene

23. Have you accessed supplies of hand sanitisers and any necessary PPE equipment in line with the interim HPSC health guidance relating to the reopening of schools, from the national framework provided by the Department? (RFI published and framework available from early August).
24. Are there hand washing/hand sanitising stations in place to accommodate staff, pupils and visitors adhering to hand hygiene measures in accordance with Department guidance?
25. Have arrangements been made for staff and pupils to have regular access to hand-washing/hand sanitising facilities as appropriate?

26. Are hand sanitisers easily available and accessible for all staff, pupils and visitors – e.g. in each classroom and at entry and exit points to school buildings?
27. Have you made arrangements to ensure hand hygiene facilities are regularly checked and well-stocked?
28. Does the alcohol-based hand sanitiser have at least 60% ethanol or 70% isopropanol as the active ingredient?
29. Have you informed staff about the importance of hand washing?
30. Have you arranged for 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?
31. Have you shown staff and pupils how to use hand sanitiser correctly and where hand-sanitising stations are located?
32. Have you [displayed posters](#) on how to wash hands correctly in appropriate locations?
33. Have you told staff and pupils 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
 - after touching potentially contaminated surfaces
 - if in contact with someone displaying any COVID-19 symptoms
34. Has you told staff and pupils 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:

35. Have you identified all available school space to be used to maximise physical distancing?
36. 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?
37. Have you arranged to revise the layout of the rooms and furniture as per the Department guidelines if necessary?

38. Have you arranged in each room that the teacher's desk should be at least 1m and where possible 2m away from pupil desks?
39. Have you arranged in each room that pupils would be at least 1m away from each other?
40. Have you allocated work stations consistently to the same staff and children rather than having spaces that are shared?
41. Have you structured pupils and their teachers into Class Bubbles (i.e. a class grouping which stays apart from other classes as much as possible) and discrete groups or "Pods" within those class bubbles to the extent that this is practical?
42. If you have divided a class into Pods, have you arranged at least 1m distance between individual Pods within the class bubble and between individuals in the pod, whenever possible?
43. Have you taken steps to limit contact and sharing of common facilities between people in different Class Bubbles (and Pods within those class bubbles) as much as possible?
44. Have you arranged Pod sizes to be as small as it is likely to be reasonably practical in the specific classroom context?
45. Have you arranged to the greatest extent possible for pupils and teaching staff to be consistently in the same Class Bubbles acknowledging that this will not be possible at all times?
46. Have you arranged where possible that different class bubbles to have separate breaks and meal times or separate areas at break or meal times?
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 practicable, 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 a system to regularly remind staff and pupils to maintain physical distancing
53. Have you advised staff not to shake hands and to avoid any physical contact?

Visitors to Schools

54. 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?

55. Are there arrangements in place to inform essential visitors to the school of the measures to help prevent the spread of infection?
56. 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?](#)