



Our Lady of Good Counsel School

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**Our Lady of Good Counsel School**  
**Innishmore, Ballincollig, Co. Cork**  
**Telephone 021 4878370**  
[www.olgcballincollig.ie](http://www.olgcballincollig.ie)

**Chairperson of the Board of Management: Harold Brooks**  
**Principal: Aisling Power**

**Policy: Covid 19 Response Policy**  
**Date of Issue: August 31<sup>st</sup> 2020**

#### **Amendments / Reviews**

**August 15<sup>th</sup> 2020- Adopted at Board of Management Meeting**  
*Reviewed: September 3<sup>rd</sup> 2020- Covid Response Team Change.*  
*September 15<sup>th</sup> 2020- Principal and BOM addendum, Appendix 13; Code of Behaviour and Discipline.*  
*September 22<sup>nd</sup> 2020- Principal added Appendix 14; Updated HSE Advice to Parents.*  
*November 9<sup>th</sup> 2021 – Reviewed and updated by principal.*

**This is a living document and may be reviewed and amended to take into account new guidance from [www.Gov.ie](http://www.Gov.ie), [www.dbei.ie](http://www.dbei.ie), [www.hse.ie](http://www.hse.ie), [www.hpsc.ie](http://www.hpsc.ie), [www.hsa.ie](http://www.hsa.ie); [www.education.ie](http://www.education.ie) or agreements with education partners as appropriate for primary and special schools**

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

##### **Introduction**

The BOM of Our Lady of Good Counsel School aims to facilitate the resumption of school based teaching and learning and the return to the workplace of staff. The return to the workplace must be done safely



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and in strict adherence to the public health advice and any guidance issued by the Department of Education.

Details for the safe reopening of the school facility and the applicable controls are outlined in this document. Before reopening school for the 2020/21 school year, the following actions shall be taken:

- Public health advice shall be monitored and relevant information will be communicated to stakeholders;
- Induction training shall be carried out;
- Staff members shall be informed of their roles and responsibilities;
- A comprehensive Risk Assessment will be in place; and
- Buildings shall be adapted to respond to current Covid-19 recommended practices.

When school reopens, the following procedures shall be in operation:

- Hygiene and cleaning shall be Covid-19 compliant;
- PPE shall be used in accordance with Department guidelines; and
- Physical distancing shall be in practice.

This response plan concludes with essential information for staff on responding to:

- A suspected Covid-19 case;
- Behaviour management; and
- Absence management.

### Preparation for Return to School

#### Updates on Public Health Advice

- Arrangements will be made to keep up to date with public health advice, changes to any Government plans for the safe reopening of society and Department of Education updates. Any information and updates will be uploaded to the school website.
- Arrangements will be made to pass on this information in a timely manner to staff, pupils, parents and others as required. Dedicated website page and Aladdin text system has been deployed to advise parents to check the website.

#### Induction Training

- Staff will review the training materials provided by the Department of Education before returning to work. Information shall be available here:

<https://www.gov.ie/en/publication/dd7fb-induction-training-for-reopening-schools/>

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

- Latest up to-date advice and guidance on public health;
- Covid-19 symptoms;



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- 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.

### *Procedures for Return to Work*

- Return to work form shall be provided to all staff. Details available in Appendix.

### *Appointment of Lead Worker Representative*

- A lead worker representative shall be identified. Staff will be contacted prior to school reopening week beginning August 24 2020 to proceed with identification of Lead Worker Representative. Further information detailed in Appendix.

### *Staff Responsibilities*

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. COVID-19 Response Plan for the safe and sustainable reopening of primary and special schools outlined.
- Complete the RTW form before they return to work.
- Must inform the principal if there are any other circumstances relating to COVID19, not included in the form, which may need to be disclosed to facilitate their safe return to the workplace.
- Must complete COVID-19 Induction Training and any other training required prior to their return to school.
- Must be aware of, and adhere to, good hygiene and respiratory etiquette practices.
- Coordinate and work with their colleagues to ensure that physical distancing is maintained.
- Make themselves aware of the symptoms of COVID-19 and monitor their own wellbeing.
- Self-isolate at home and contact their GP promptly for further advice if they display any symptoms of COVID-19.
- Not return to or attend school if they have symptoms of COVID-19 unless informed that it is safe to do so by their GP or a member of the HSE Covid Response team.



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- 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.

### Health and Safety Risk Assessment

- Health and safety risk assessment will be regularly updated. All staff will be required to review this document via email as part of the induction process.

### Buildings

- Caretaker is to check and confirm the following is complete:
  - 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.
- Bin collections and other essential services have resumed.

### Signage

- Posters and other signage to prevent the introduction and spread of Covid-19 shall be displayed by Caretaker/LWR prior to the return to school.

The signage can be found here: <https://www.gov.ie/en/publication/2da43-signage-for-reopening-of-schools/>

Staff teams are responsible for ensuring that signage is displayed in the class and corridor in their area and if they become damaged to replace same promptly.

### Reorganisation of Space

- Class teams will make necessary changes to the school or classroom layout to support physical distancing prior to school return.
- Unnecessary clutter is in the process of being removed to facilitate ongoing cleaning of the school taking into account the importance of having educational materials to create a stimulating learning environment. A large skip has been ordered to enable disposal of unwanted items prior to school return.

### School Operating Procedures

#### Physical distancing

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



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However, where possible staff should maintain a minimum of 1m 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.

A distance of 1m should be marked and maintained between desks. All pupils will be encouraged to maintain social distance in the class, however some children with complex needs or younger pupils may not be able to do this. Staff tables must be placed 2 m away from pupil desks and marked. Queue markers for the door/hand wash areas/ corridor must be marked a minimum of 1m apart but 2 m where possible. Staff teams are responsible for ensuring their corridor area/classroom are adequately marked to help the pupils with distancing measures.

Additional measures to decrease interaction include:

- Limit interaction on arrival and departure and in hallways and other shared areas.
- Social physical contact (hand to hand greetings, hugs) should be discouraged.
- Minimise pupil congregation.
- Staff and pupils should avoid sharing of personal items.
- Keyboards or tablets, the contact surface of the device should be cleaned regularly and hand hygiene encouraged.

### *Visitor Protocol*

- Access to the school building will be in line with agreed school procedures.
- A detailed sign in/sign out log of those entering the school facilities shall be maintained. The school should maintain a log of staff and pupil contacts.
- Everyone entering the school building needs to hand sanitise
- Visitors to the school during the day should be by prior arrangement
- Physical distancing (of 2m) should be maintained between staff and visitors where possible.
- September 2021: A limited number of work placements have been made available this year. Students are expected to follow the same guidelines as staff members.

The appendix contains sample contacts logs for staff and visitors. The appendix also contains Addendum GDPR Policy.

### *Class Interaction*

Classes will be paired with a partner class and all interactions including break times, yard times, supervision and staff absence insofar as is possible will be restricted to the two classes and staff pairing. In this way contact will be restricted during the day to max 18 pupils and 6 adults in most cases, through the use of modified timetables, breaks and yard times.

In the event of staff absence/EPV days, there will no longer be class splits. Teachers will be asked to compile work to be completed in their absence. In the event of an absence the sub (or the SNA if a sub can't be employed) will deliver the set work. It is very likely that absences will be higher next year as a



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result of the risk of COV 19 and in this case it is likely that a sub may not be available to cover these absences, in this event the use of pre-set work and class team supervision is the best and safest way to manage the situation. If a sub-teacher can't be found the paired class teacher is asked to check in with the class SNA next door on a frequent basis to ensure that all pupils are ok and there are no issues arising. The SNA will be tasked with helping the children access the tasks assigned there and to keep an eye on the care needs of the pupils.

In the event of behaviour escalation, staff are asked to work in the paired situation in order to support each other in class management and behaviour support (this forms part of the existing Code of Conduct/Behaviour Management Strategies). If a class needs to exit they are asked to exit to their paired class and staff to manage the situation in the first instance within this cohort. If behaviour escalates beyond what can be managed, staff will be asked to call the principal/ deputy principal.

On Health and Safety grounds staff capacity/designated space limits the school's ability to supervise pupils who escalate to higher levels of behaviour for extended periods of time. Escalated behaviours for a significant period of time pose a risk to the Health and Safety of pupil/peers and staff. The Pupils Behaviour Support Plan will inform staff how to manage behaviours safely in all instances.

### School drop off/collection

There are 3 drop off/collection zones in the school; Junior, Senior and ASD. The Front doors will feed the junior and the senior end of the school. The Junior and senior end of the school will now be physically separated with a gated partition. The Junior pupils will enter the Junior door/ Senior students will enter through the Senior door. Staff will escort the students to their classroom where class staff will be waiting. The students in ASD Classes will be dropped to the side gate by their escorts where staff will be waiting for them. They will then enter their classroom through their own classroom door.

A staff member will be standing at each of the two main doors for morning arrival and evening departure. The Principal/ Deputy Principal/ Covid Lead Rep. will endeavour to man the doors at drop off and collection times to oversee the process

Parents and Guardians dropping children off will be asked to wait in their cars, or outside the front doors until they are called by teacher or SNA in attendance at the door. Parents/guardians are not permitted access to the school unless by appointment. Parents/Guardians are asked to maintain social distancing outside the school doors. A staff member will take temperature of child. A floor standing thermometer was purchased in October 2020 to facilitate this.

Bus escorts may have close contact with pupils as 1m social distancing cannot be maintained in some instances in taxis or buses. Buses and Taxi groups will be called from their Junior/Senior/ ASD classrooms or hallways each evening, and escorted by staff to their vehicle. Pupils remain social distances while waiting for collection. A digital log will be kept, ensuring pupils from the 3 zones are recorded for transport contact purposes. Bus escorts are requested to wear a full face visor and mask on school transport. Escorts are required to take the temperature of each pupil before alighting the bus. Non-contact thermometers and PPE have been distributed to all escorts. In the event an escort cannot take the child's temperature, parents will be asked to take the temperature using their own thermometer



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and show the reading to the escort. It is in the interest of pupil and staff safety that temperature checks take place before children get on transport, as children from mixed bubbles are likely to be travelling on the same vehicle. Pupils are required to sanitise their hands on entry and exit to school transport. All pupils are provided with hand sanitiser and wipes which parents will refill. Pupils may use an i-pad on the bus which must be wiped down before entering.

### *Staff Contact*

To maintain social distancing and safety we will restrict the number of staff using staffrooms to max 8 in main staffroom, and 10 in Cookery room, at any one time. Staff are to take breaks within their own bubble, ASD Class Staff to use Jnr side staffroom, and break rota must be adhered to. There will be no access to communal fridge, dishwasher or microwave in these staffrooms. Staff will use own utensils and crockery and bring them home for cleaning. A mini-fridge has been placed in each classroom where each class team can store their lunch; milk etc. Fridge to be emptied every evening and cleaned in line with class cleaning protocols, or food will be discarded. No crockery is to be left in either staffroom. All staff are required to sanitise the area/kettle handles etc before and after use and to sanitise hands on entry/exit.

September 2021: Staff may use microwaves, but this practise will be reviewed.

Staffrooms are out of bounds in the mornings and evenings to allow for deep cleaning.

### *Office*

Office staff to maintain appropriate social distancing behind Perspex sheeting. Face visors and PPE provided.

A Perspex sheet has been installed in Principal's office.

Staff are asked to make an appointment by e-mail to meet with the Principal, or gain access to office.

### *Photocopying*

A maximum of 2 staff members are allowed in the photocopying room at any one time. They must maintain social distancing at all times. On completion of use of the photocopier, staff are asked to sanitise any areas they have touched.

### *Phones*

Please ensure that after you use any school phone, it is sanitised. Sanitise your own mobile if using in school. Existing mobile Phone Policy still applies. To avoid mixing of bubbles staff are using email, WhatsApp groups and messaging to communicate. This means that where possible, staff require to keep their mobile phones on their person.

### *Meetings*

Meetings will be limited as far as possible in terms of numbers and staff will be asked to maintain a suitable distance between each other in the event that we need to all meet together. Staff may meet in groups of under 15 max in rooms around the school once social distancing is adhered to.

Staff are encouraged to use Microsoft Teams or Zoom where practical in favour of face to face meetings.



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### *School Occasions*

School Occasions will be planned for in light of on-going Department and Public Health recommendations. The Covid Lead Person and Deputy will communicate updates on Covid 19 HSE advice to all staff.

### *Yard*

Breaktimes will be scheduled to ensure that pods remain within their own bubble. Please see risk assessment for further details.

### **Hygiene and Cleaning**

#### *Respiratory hygiene*

In order to ensure that everyone follows good respiratory hygiene all classes have been provided with small covered pedal bins with liners to be used for disposal of tissues and PPE only. These must be emptied frequently (at least twice) throughout the day into the correct bin outside. Staff are asked to tie the top of the liner securely and replace with a new one after emptying. Please see risk assessment for more details.

November 2021: The BOM have approved the purchase and installation of high quality Hepa Air Purifiers for each classroom.

#### *Hand hygiene*

Staff are responsible for promoting good hygiene and displaying 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>

Posters about hand hygiene are displayed at all handwash points. Staff are responsible for replacing these if they become damaged or torn. All pupils/staff should sanitize their hands on entry/exit to class and throughout the day. Hands should also be washed after sneezing or coughing.

Soap and paper disposable towels are available in Pupil/Staff toilets.

#### *Cleaning Products*

All classes have to surface sanitiser (in spray bottles) and cloths for sanitising purposes. Cloths once used should be washed. Preference for disposable blue paper towels. All cleaning products must be kept away from pupil reach and secured in a kitchen cupboard/locked press at all times. All Staff will be asked to sanitise the work area/classroom 2 x per day and sign the sanitisation log in the class-room to confirm cleaning has taken place.

All classes will be supplied with cleaning equipment.

The caretaker ensures that all classes have adequate supplies. If a class is running low on cleaning supplies they email the office, who will put the supplies on the trolley outside their office.

A fogging machine was purchased for the school. All classes will be fogged every second day (Mon-Fri).





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March 2021: All classes will be fogged every day. Following a suspected case of Covid 19 i.e. a pupil or staff member displaying symptoms of COVID 19, the room will be fogged and the class can return to it after 20 minutes. This will only be done if a suitable alternative area is available for the class. Isolation rooms will be fogged as soon as possible once the pupil/staff member displaying symptoms has left the room. These rooms will be unavailable for use until 20 minutes after they have been fogged.

### Shared Resources

#### PE Equipment

Each class will be provided with their own set of PE equipment. The distribution of this equipment will be overseen by the PE teacher. Each class will be responsible for the cleaning of this equipment to reduce risk of contamination.

#### Play Equipment

Safe use of the equipment is mandatory, pupils must wash their hands before and after break times/yard times. Cleaning procedure for toys is available in the appendix.

### PPE

Guidance will be updated from the Department/HSA websites frequently.

All staff and pupils have been provided with the appropriate face coverings/masks, visors, sanitiser and disinfectant wipes pack. Visors are provided for all staff that requests them. Staff are requested to wear face coverings at all times and/or situations where social distancing of 2m cannot be maintained. Visors will also be provided to escorts and teachers and SNAs which must be kept in good order and not shared.

There is a supply of medical masks and gloves available to be used in situations where social distancing cannot be safely maintained, and while carrying out intimate care/ first -aid procedures. These are kept in the first aid box in each class, they may be replenished when required. Please note Intimate Care/First Aid protocols and use of PPE apply as per standard procedure.

All escorts are provided with medical grade face-masks and visors, as well as a sanitising pack.

### Additional Staff Information

#### Dealing with a suspected case of COV-19

Full procedures regarding what to do in the event of a suspected case of Covid-19 is available in the appendix, including the correct cleaning procedure.

### Behaviour Management

MAPA



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*2 Staff are trained as OLGC MAPA Tutors and will ensure all training is updated in line with Cov 19 best practices.*

The focus on MAPA will mainly be the use of the scripted intervention strategy. As always, only in an emergency situation should holds be used and the risk must be carefully assessed prior to any hold used. All staff and pupils need to understand the scripted intervention procedure and the follow up restorative conversation. All staff teams are asked to ensure that all pre-emptive strategies are used, and that any incident which triggers a pupil is carefully reviewed and a plan put in place to reduce the risk of it happening again.

October 2021: Online training of all staff occurred. Training was provided for verbal/non-verbal intervention. It was not possible to train staff in specific physical interventions owing to a lack of Covid guidelines for this area.

### *Code of Conduct*

The Code of Conduct has been revised and updated on the school website. The changes are in line with COV 19 compliance. The main requirement is that the Code requires all pupils to remain in their pods/bubbles and designated area insofar as they are able, and to stay within view of the supervising adult. Behaviour Support policies will need to be adapted to accommodate this new teaching environment.

### **Absence Management**

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

### *Employee Assistance and Wellbeing Programme*

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

Under the EAS, employees have 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. Where required, short-term counselling is available to employees and their families (over the age of 18 years and living at home). A bespoke wellbeing portal and app which offers access to podcasts and blogs on topics around wellbeing and mental health, family life, exercise and nutrition is 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. They will also be providing a series of webinars



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and presentations to promote staff wellbeing in schools as schools reopen and during the upcoming school year.

### **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.

### **Mandatory Checklists (Appendices)**

- Management Checklist
- LWR Checklist
- Cleaning Checklist

Ratified by BOM August 2020

This policy has been reviewed and accepted by the school Board of Management

This Policy has been amended in consultation with Covid Lead representative on 03/09/2020.

Chairperson of BOM Harrold Brooks

Date 24/08 August 2020

### **Policy Review**

This policy will be reviewed in line with additional guidelines/changes to Public Health Policy and Department requirements. For these purposes this policy must be regarded as alive document and is subject to frequent modification. All versions will be dated to ensure that staff/parents have access to the latest updated policy.



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### Appendix 1

### Pre-Return to Work Questionnaire COVID-19

**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:

Name of Principal:

	Questions	YES	NO
1.	Do you have symptoms of cough, fever, high temperature (38 degrees C or above), 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 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)		

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

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Signed:

Date:

\* If your situation changes after you complete and submit this Return to Work Form, please inform your employer.

\*\* 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 [this gov.ie link](https://www.gov.ie/en/publications/2020-05-11-arrangements-for-travel-overseas/)

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.



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### Appendix 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-See Appendix

A RTW form should be completed and returned **3 days** before returning to work.

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

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

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

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

The advice for this group is available from the HSE. Details of the arrangements that will apply for these staff, which will be in accordance with those applying for the public service generally, will be updated by the Department of Education following consultation with management bodies and unions and a circular will issue to all schools.

The RTW form is available to all staff in the appendix and should be completed 3 days prior to return to school. Staff in the high risk category should keep up to date with Department guidelines in this area and



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also consult their GP for advice if needed. All staff are requested to comply with Department guidance on this matter in the interests of Health and Safety for themselves and the school community.

### Appendix 3

#### Contact Tracing Log

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



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### Appendix 4

#### Addendum to GDPR POLICY RE COV 19 PROTOCOLS

In addition to OLGC School GDPR Policy this addendum confirms additional protocols related to COV 19 Response Planning, their purpose and the considerations of GDPR Legislation.

At this time 05/08/2020 School Management are required to put in place the following procedures to protect the Health and Safety of Staff and Pupils within the school.

1. Contact Tracing Log
2. Return to Work Form

Temperature Testing is not required at this time, however subject to Public Health Guidance and Department Requirements may be included in the protocols if deemed mandatory by the relevant Public Health and Government Agencies. OLGC's School BOM will be compliant in this regard if required.

#### Contact Tracing Logs

The Protocol recommends that employers keep a log of contact/group work to facilitate contact tracing. The DBEI's explanatory guidance clarifies that:

"A Log of Contact/Group Work should be maintained by Employers for Workers who are in close contact for extended periods of the work shift (e.g. working together in spaces where social distancing guidelines may be difficult to maintain). The meaning of close contact here should be based on guidance issued by the Public Health Authorities."

The DBEI's explanatory guidance further clarifies that the purpose of the contact-tracing log is to facilitate the HSE's official contact-tracing procedures and to act as a memory aid for employees in providing relevant information relating to close contacts in the event of a COVID-19 diagnosis. Personal data held in a contact log should generally not be processed by an employer for any other purpose. Employers should avoid disclosing information relating to a particular employee's COVID-19 diagnosis to other employees. The data should be retained only for as long as considered necessary for this purpose.

#### Return to Work Form

The Protocol recommends that employers establish and issue a pre-return to work form for employees to complete at least three days in advance of their planned return to work. The DBEI's explanatory guidance clarifies the objective of the form as follows:

"The purpose of this Form is to highlight to Workers the symptoms of COVID-19 before they enter the Workplace and potentially put themselves or others at risk of infection, and to allow Employers to make informed decisions about employee's return to the workplace."

Return to work forms should be tailored such that they collect the minimum information necessary to achieve the above objective and should generally not be processed for any other purposes. The DBEI explanatory guidance advises that the form should not be retained once an employee has returned to the workplace.

#### Temperature Testing



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The Protocol recommends that employers implement temperature testing “in line with Public Health advice”. The DBEI’s explanatory guidance clarifies that:

“This measure should only be introduced by Employers in line with Public Health advice. The recording of temperature checks with the names or images of Workers is not required. The purpose of taking a Worker’s temperature is to let the Worker know if they have a raised temperature which is one of the symptoms of possible COVID-19 infection. Temperature testing should only be conducted in line with current public health advice.”

The DPC is not aware of any current Public Health advice recommending the implementation of temperature testing in the workplace. Accordingly, temperature testing should not be considered a requirement of the Protocol at this time. Employers currently considering the implementation of temperature testing as a COVID19 response measure, perhaps in the context of a particularly high-risk workplace and in response to a particular risk that has been identified, must be in a position to justify why any consequent processing of personal data is necessary for the purpose of mitigating against the identified risk. In general, the advice of the public health authorities, in this respect, will be a key element in the assessment of the necessity and proportionality of the implementation of such a measure. Where such measures are under consideration, employers should remember to consider whether a Data Protection Impact Assessment (“DPIA”) might need to be carried out before any personal data is processed in conjunction with the measure.

Ratified by BOM Harold Brooks August 2020

### Appendix 5

#### Policy Statement

This document sets out the COV 19 Policy Class Management Plan for OLGC School, and relates to newly enacted Health & Safety legislation, Department of Education Guidelines, Government Cov 19 requirements and any other documents relating to the impact of COV 19 that have not yet been issued.

#### Scope

This policy has been drawn up in consultation with the Board of Management and Staff of OLGC School and has been approved and adopted by the Board of Management. The policy applies to all staff/parents/pupils within the school.

#### Rationale

There has been extensive discussion in the media about how education will look when the schools return to a ‘normal’ situation.

Within our own school community there are a lot of issues that will need to be addressed to ensure that pupils and staff can be as safe as possible.

This document outlines one key area of concern and the rationale behind the risk management/reduction structures that will be put into place to ensure that staff/pupil well-being is at the front of any school structuring decisions and plans made.





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Consideration of other jurisdiction's strategies and our capacity within school underpins the planning of structures to be put into place.

This rationale will develop over time as the situation unfolds and may require modification and change as a result of new circumstances.

### Social Distancing/ Reduction in Potential Contamination

To minimise risk to pupils and staff within the vulnerable category there are a number of changes that need to be made within school to ensure that staff and pupils are as safe as possible.

#### Class Interaction

Classes will be paired with a partner class and all interactions insofar as is possible will be restricted to the two class and staff pairing.

- Break times
- Yard times
- Supervision
- Staff Absence/Illness
- Class Numbers

Class Teams will be asked to work in pairs for many aspects of the day to day life of the school. In this way contact will be restricted during the day to max 18 pupils and 6 adults in most cases, through the use of modified timetables, breaks and yard times.

#### Class Physical Distancing

All available classrooms will be used to maximise use of classroom space, and to allow for social distancing of at least 1m meter between pupil desks. Pupil support rooms will be identified and used for 1 child, or disinfected and sanitised before use by another identified child. Shared spaces such as the art room, cookery room and PE hall have been reallocated to maintain appropriate classroom spaces and an additional staffroom.

Staff are required where possible to physically distance from pupils, however it is recognised that this may not always be possible when working alongside pupils or supporting pupils with care needs or behaviour needs. Hence the importance of face-coverings and good hand hygiene.

#### Hand Washing/Sanitising

All classrooms have suitable sink and handwashing facilities.

#### Pupil Roll

Currently there are 68 pupils enrolled in OLGC School.



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### Related Documents/Policies

Safety Statement  
Fire Safety Consultant Report  
Child Safeguarding Statement  
School Rules with regard to safety  
Code of Conduct  
COV 19 Risk Assessment  
Public Health Advice  
Government Advice/Documents  
Department of Education Advice/Requirements

Additional Resources/Information

### Definitions / Acronyms

NEPS	National Educational Psychological Services
BOM	Board Of Management
DES	Department of Education and Skills

### Policy Approval

This policy has been reviewed and accepted by the school Board of Management

Chairperson of BOM Harold Brooks

Date August 2020

Policy Review

It is acknowledged and accepted by all parties that this policy may be revised/modified annually or more frequently as required in light of on-going evaluation of statutory requirements or situations that arise during the school year.



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### **Appendix 6**                      **Lead Worker Representative –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.



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### ***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



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- 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.



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### 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



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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.

Date – August 2020

### Appendix 7

#### **Cleaning Procedure for Toys**

- ☐ Wash the toy in warm soapy water, using a brush to get into crevices.
- ☐ Rinse the toy in clean water.
- ☐ Thoroughly dry the toy.
- ☐ Some hard plastic toys may be suitable for cleaning in the dishwasher.
- ☐ Toys that cannot be immersed in water that is electronic or wind up should be wiped with a damp cloth and dried.
- ☐ In some situations toys/equipment may need to be disinfected following cleaning for example: toys/equipment that pupils place in their mouths. Toys/equipment that have been soiled with blood or body fluids or toys where a case of COVID-19 has been identified.
- ☐ If disinfection is required: A chlorine releasing disinfectant should be used diluted to a concentration of 1,000ppm available chlorine. The item should be rinsed and dried thoroughly.

Art – Where possible pupils should be encouraged to have their own individual art and equipment supplies. All classes are supplied with their own art equipment.

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

Library Policy – Where practical pupils should have their own books. Textbooks that are shared should be covered in a wipeable plastic covering that can be wiped with a suitable household cleaning agent between uses. Pupils should be encouraged to perform hand hygiene after using any shared item.

PE- All classes are supplied with their own PE equipment.

### Appendix 8

#### Dealing with a Suspected Case of COVID-19

Staff or pupils should not attend school if displaying any symptoms of COVID-19. The following outlines how 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 pupils.

If a staff member/pupil displays symptoms of COVID-19 while at school the following are the procedures to be implemented:

If the person with the suspected case is a pupil, the parents/guardians should be contacted immediately;

Isolate the person and have a procedure in place to accompany the individual to the designated isolation area via the isolation route, keeping at least 2m away from the symptomatic person and also making sure that others maintain a distance of at least 2m from the symptomatic person at all times;

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;

Remember that the virus is spread by droplets and is not airborne so physical separation is enough to reduce the risk of spread to others even if they are in the same room

If it is not possible to maintain a distance of 2m a staff member caring for a pupil should wear a face covering or mask. Gloves should not be used as the virus does not pass through skin;

Provide a mask for the person (not pupil) 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;

Assess whether the individual who is displaying symptoms can immediately be directed to go home/be brought home by parents who will call their doctor and continue self-isolation at home;

Facilitate the person presenting with symptoms remaining in isolation if they cannot immediately go home and facilitate them calling their doctor. The individual should avoid touching people, surfaces and objects. Advice should be given to the person presenting with symptoms to cover their mouth and nose with the disposable tissue provided when they cough or sneeze and put the tissue in the waste bag provided;

If the person is well enough to go home, arrange for them to be transported home by a family member, as soon as possible and advise them to inform their general practitioner by phone of their symptoms.

Public transport of any kind should not be used;

If they are too unwell to go home or advice is required, contact 999 or 112 and inform them that the sick person is a Covid-19 suspect;





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Carry out an assessment of the incident which will form part of determining follow-up actions and recovery;

Arrange for appropriate cleaning of the isolation area and work areas involved.

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

### ***Cleaning/Disinfecting rooms where a pupil/staff member with suspected COVID-19 was present***

If notified after school. The contract cleaners will complete a full clean/disinfect the area in the evening after school finishes. Once the room is vacated the room should not be reused until the room has been thoroughly cleaned and disinfected and all surfaces are dry.

If notified during the school day. Remove pupils to Class Pair. Wipe down all surfaces with a cleaning detergent. Mop floors with a suitable cleaning product. Disinfect the room using a disinfectant fogging can (available from school supplies.) Class Team to take turns to carry out this emergency procedure. Contract cleaners will complete a full clean/disinfecting of the area in the evening after school finishes.

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

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

If a pupil 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 as outlined above as soon as possible. Any areas notified will be emergency cleaned and fogged. All areas will be thoroughly cleaned by contract cleaners after school closes

## **Appendix 9 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?



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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?



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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



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- 
- 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



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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?](#)

### Appendix 10

#### 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.

#### 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?



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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 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?

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).*



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### Appendix 11

#### Checklist Lead Worker Representative

1. Have you agreed with your school to act as a Lead worker representative for your school? (*Process for agreeing on lead worker representative/s in schools to be agreed centrally and implemented locally*).
2. Have you been provided with information and training in relation to the role of lead worker representative? (*Training for this role is currently being explored with the HSA*).
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 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*
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?





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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.

### Appendix 12

#### 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? (*Department of Education intends to provide online training for cleaning staff*)
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 pupils to avoid sharing items such as cups, bottles, cutlery, and pens?





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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
  - 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 the disposal of cleaning cloths and used wipes in a rubbish bag?  
*Current HSE guidance recommends waste such as cleaning waste, tissues etc. from a person suspected of having COVID-19 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?

### Appendix 13:

#### Code of Behaviour and Discipline Addendum to Policy.

Addendum to Our Lady of Good Counsel's School Code of Behaviour with regard to COVID-19 risks:

#### Rationale:

We aim to maintain a happy, healthy, and safe learning environment in which children are encouraged to have respect for themselves, each other and for school staff. To assist us in this, we have a robust code of behaviour, primarily focused on promoting positive behaviour.

Our Lady of Good Counsel School is proud to have a very respectful and considerate school community. It is important that provision be made to discourage behaviours that are now, in light of the Covid-19 pandemic, considered inappropriate or potentially dangerous to the health and safety of others.

Updated September 2020:

All members of the school community, staff, pupils, and visitors are expected to:

- Follow HSE guidance instructions on hygiene, such as hand washing and sanitising
- Use elbow or a tissue to cover mouth & nose when sneezing or coughing
- Dispose of tissues properly



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- Avoid touching mouth, nose and eyes with hands
  - Inform the Principal or Office if experiencing any symptoms of coronavirus

### Additional Pupils' Responsibilities:

- Follow altered procedures and instructions for safe arrival and departure from school
- Follow instructions around bubbles, pods both in class and during breaks
- Only share equipment by direction of staff
- Keep their work area neat and tidy
- Not share drinking bottles, food, etc
- Use toilets one-at-a-time, ensuring hands are washed properly (20seconds, with soap) and dried before returning to their class.

### Additional Parents/Guardians' Responsibilities:

- Follow altered procedures for arrival and departure or collection of child from school
- Support the school by reinforcing guidance and teaching children hand hygiene, personal distancing, and respiratory etiquette
- Stay outside of the school building except where they have made an appointment by phone or email to meet staff
- Keep pupils who are unwell at home, informing the school by email/phone of the type of illness being experienced, until a full recovery is made. It is very important not to send a child who is unwell to school as this places everyone else at potential risk. We do not know if a cough or sneeze is COVID or a mere cold but we cannot risk the health and safety of the school community by having ill children attend school. All children presenting with COVID symptoms will be sent home and asked to remain at home until a medical professional deems them fit to return to school as per our Covid-19 response plan.
- Keep their mobile phone ON at all times while children are in school in case the school needs to contact parents urgently to collect child if unwell or if a case arises in the school. Inform school if mobile contact changes during year.
- Be available or arrange to have someone available to collect children if there is a need to send them home due to COVID-19 circumstances arising in the school or on the school transport.

### Additional Staff Responsibilities:

- Adhere to and follow all guidelines issued by HSE, DES and school COVID-19 Response Plan protocols and procedures
- Encourage and practice personal social distancing in all school areas
- Keep the work area and school materials and equipment clean and tidy and disinfected regularly.
- Ensure pupils practice hand hygiene at all appropriate times (before eating/when entering classroom/after toileting/after using shared equipment/etc)
- Teach pupils to co-operate and learn the new routines and hygiene practices and support their re-connection with school life in a positive, empathic way.
- Liaise with Lead Worker Representative on any issues of concern that need to be brought to management



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It is the aim that all staff and parents will ensure that pupils are taught the procedures set out above and that pupils will be encouraged and supported at all times to follow such procedures in a calm, supportive and proactive way so that potential risks are minimised.

However the following behaviours will be considered as misdemeanours under the code (whether minor, serious, or gross will be determined contextually), due to their potential impact on the physical and psychological health, safety and well being of other members of the school community:

Deliberately ignoring guidance on:

- personal space and distancing
- hand hygiene
- respiratory etiquette (e.g. failing to cover mouth/nose when coughing/sneezing, not properly disposing of used tissues, etc)
- zones at playtime for pods/bubbles

or

- Coughing or spitting at or towards any other person
- Any deliberate action, which may endanger the safety and wellbeing of others.
- Any accidental action, persisted in after instruction or correction by staff, which may endanger the safety and wellbeing of others through physical proximity or respiratory behaviour

The consequences for such behaviours which put the health and safety of others at risk will be as already set out in the Code of Behaviour, but parents need to know that due to the increased health & safety risks associated with COVID-19 such behaviours listed above cannot and will not be tolerated and action will be taken to emphasise how serious such behaviours are and the consequences of engaging in such behaviours.

It is possible that parents of children who engage in behaviours as set out above will be contacted to collect their child from school if the behaviour is persistent despite all staff attempts to reduce the behaviour(s).

Parents and children will be required to read, accept and agree to the above specific measures to assist with maintaining the school to be a happy, healthy and safe learning environment for all pupils and school staff.