

## **Scoil Aoife CNS – Covid 19 Response Plan**

**Updated: 15/02/21**

### **Introduction**

This *Covid-19 Response Plan* is designed to outline measures to be put in place to prevent the spread of Covid-19 in Scoil Aoife CNS. The Covid-19 Response Plan details the policies and practices necessary for a school to meet the Government's '*Return to Work Safely Protocol*', the Department of Education and Skills plan for school reopening and to prevent the spread of Covid-19 in the school environment. The plan incorporates current advice about measures to reduce the spread of Covid-19 in the community issued by the National Public Health Emergency Team (NPHE).

The response plan will support the sustainable reopening of our school where the overriding objective is to protect the health of staff and pupils while promoting the educational and development needs of the children in the school.

In line with the Return to Work Safely Protocols, the key to a safe and continued return to work, and re-opening of our schools requires strong communication and a shared collaborative approach between the Board of management, staff, pupils and parents.

The assistance and cooperation of all staff, pupils, parents/guardians, contractors and visitors is critical to the success of the plan. Every effort is made to ensure the accuracy of the information provided in this document.

This document aims to provide details of:

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

## 1. COVID-19 School Policy

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

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

## **2. Lead Worker Representative:**

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).

Conor McCarthy has been nominated by the COVID-19 team as Scoil Aoife's lead worker representative. This decision was approved by staff.

In Conor absence, Gillian Roche is the Deputy lead worker representative.

The role of the worker representative) is to ensure that COVID-19 measures are adhered to in the workplace as follows:

- Work collaboratively with the employer to ensure, so far as is reasonably practicable, the safety, health and welfare of employees in relation to COVID-19.
- Promote good hygiene practices such as washing hands regularly and maintaining good respiratory etiquette along with maintaining social distancing in accordance with public health advice.
- Assist with the implementation of measures to suppress COVID-19 in the workplace.
- Monitor adherence to measures put in place to prevent the spread of COVID-19.
- Consult with colleagues on matters relating to COVID-19 in the workplace.
- Make representations on behalf of their colleagues on matters relating to COVID-19 in the workplace.
- If a staff member has any concerns or observations in relation to the Covid-19 Response Plan and control measures or the adherence to such control measures by staff, parents/guardians, contractors or visitors, he/she should contact the lead worker(s) who will engage with the Principal/BOM.

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

The Board of Management aims to facilitate the resumption of school-based teaching and learning and the return to the workplace of staff. The return to the work must be done safely and in strict adherence to the advice and instructions of public health authorities and the Government. Details for the reopening of the school facility and the applicable controls are outlined in this document. The school reopened on August 19<sup>th</sup> and procedures have been discussed with the COVID-19 team and will be put in place prior to our opening date of Thursday 27<sup>th</sup> of August.

#### **School Buildings**

Before re-opening of our school, the following items have been checked by the principal and caretaker.

- The water system is in full working order following the low usage period
- Maintenance work has been completed to repair any items that were not working
- Heating and lighting are in full working order
- Bin collection has resumed
- Network tests have been completed to ensure that teaching and learning can recommence
- A full COVID-19 Clean was completed by Noonan prior to staff returning to work

#### **Access to the school building /contact log**

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

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

- The prompt identification and isolation of potentially infectious individuals is a crucial step in restricting the spread of the virus and protecting the health and safety of the individuals themselves and other staff, contractors and visitors at the workplace.
- A detailed sign in/sign out log of visitors entering the school facilities will be maintained by our secretary Tina in the form of a log book.

#### 4. Returning to Work (RTW) & Procedures

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

In order to return to the workplace, staff must complete DDLETB's online induction course and send the email confirmation to the principal.

In addition to this, all staff members including cleaners must complete a **Return to Work (RTW)** form, which is available electronically or from the Principal. A RTW form should only be completed **at least 3 days** prior to any proposed date of return to the workplace.

##### **At Risk (extremely vulnerable):**

Parents of children at risk are asked to make contact with the school to alert us to the children who are at risk. For children who are at risk in terms of their health, online learning will be made available when a doctor's note is made available to state that the child is at risk and cannot return to school.

The advice for this group is available from the HSE. Staff who are in this group should self-declare on the Return to Work form if they believe that they are at very high risk.

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

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

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

COVID-19 represents a hazard in the context of health and safety in the school environment. A risk assessment to identify the control measures required to mitigate the risk of COVID-19 in school settings has been designed in the form of a checklist that all post holders will oversee.

### **Fire drills and escape plans:**

On page 16 of the HPSC plan, advice is clear that moving on corridors / stairwells is very unlikely to contribute significantly to the spread of infection if the children are not making physical contact.

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

The best way to prevent the spread of COVID-19 in a school is to minimise the risk of introduction of the disease into the school setting in the first place.

We aim to achieve this through the following measures:

- Promote awareness of COVID-19 and its symptoms amongst staff, pupils, parents and visitors.
- Advise staff and parents of pupils who have symptoms of COVID-19 or other acute infectious diseases not to attend school, to phone their GP and follow the HSE guidance on self-isolation.
- Advise staff and parents of pupils who have been identified by the HSE as contact of a person with COVID-19 not to attend schools and to follow the HSE advice on restriction of movement.
- Ensure that staff and pupils know what to do if they develop symptoms at school.
- Everyone entering the school building should be required to perform hand hygiene with hand sanitiser.
- Visitors to school during the day should be by prior arrangement and should be received at a specific contact point

Staff, pupils and visitors should at all times adhere to the up to date advice and instructions of the public health authorities in relation to protecting oneself and others against the risk posed by the Covid-19 virus.

### **Parents:**

#### **Making Contact with Teachers:**

In line with the DES, parents are only permitted inside the school building for essential purposes. We ask that no parent enter the school building. If there is an urgent matter, parents can visit the secretary's offices.

Teachers will **not** be available in the yard. All correspondence will be over the phone or email.

All parents are welcome to phone and email the school to get in contact with the Principal and teachers. We will make every effort to reply to you in an efficient manner.

We ask that parents only come to the reception if it is a matter of urgency. Please adhere to these social distanced markers whilst waiting in the reception area to speak to the secretaries to ensure social distancing amongst parents.

#### **Families who have been away:**

All families who have travelled to countries that are not on the green list must quarantine on their return. Families who returned on Wednesday 12<sup>th</sup> of August must quarantine for two weeks before their return to school. Any families travelling after this date must not return to school and must quarantine at home for two weeks. This is of utmost importance, to all the school community in order to keep Covid 19 out of our school.

**Face Coverings:**

All parents must wear a mask/ visor on entry to the school grounds. Parents without a mask won't be permitted.

**Junior Infants:**

We welcome both parents of Junior Infant children on their first day, Wednesday the 26<sup>th</sup> of August. On subsequent days after this, we ask that only one parent drops off or collects each child to minimise the amount of people on the school grounds. We ask that grandparents and siblings do not enter the school grounds with junior infants on their first day.

**Ventilation:**

The Department has published guidance setting out the practical steps for good ventilation in accordance with public health advice 'Practical Steps for the Deployment of Good Ventilation Practices in Schools' The guidance sets out an overall approach for schools that windows should be open as fully as possible when classrooms are not in use (e.g. during break-times or lunch-times (assuming not in use) and also at the end of each school day) and partially open when classrooms are in use. The guidance 2 provides that good ventilation can be achieved in classrooms without causing discomfort, particularly during cold weather.

**Morning Arrangements**

Children will arrive at staggered times.

Classes have been assigned their arrival and collection times at specified entry points. This has been communicated with parents.

- Junior Infants Zone A
  - o 10.00am from Wednesday 26<sup>th</sup> to Friday 28<sup>th</sup> August
  - o 9.00am from Monday 31<sup>st</sup> August
- Senior Infants Zone B 9.00am
- 1<sup>st</sup> Class Zone C 9.00am
- 2<sup>nd</sup> Class Zone B 9.10am
- 3<sup>rd</sup> Class Zone C 9.10am
- 4<sup>th</sup> Class Zone D 9.00am
- 5<sup>th</sup> Class Zone D 9.10am
- Magic Garden Zone E 9.00am



When you arrive at your zone there will be a designated line up point for each class. Parents must remain socially distant and cannot stand close to this line. Children from 3<sup>rd</sup> to 5<sup>th</sup> class must stand 1 metre apart in their line. The children's teacher will come and bring them to their classroom. Parents cannot approach teachers or enter the school building. The same procedure applies on wet days.

#### **Collection Arrangements**

On the first day of school

- Junior Infants Zone A
  - o 11am from Wednesday 26<sup>th</sup> to Friday 28<sup>th</sup> August
  - o 11am from Monday 31<sup>st</sup> August to Friday 4<sup>th</sup> September
- Senior Infants Zone B 12.00pm
- 1<sup>st</sup> Class Zone C 12.00pm
- 2<sup>nd</sup> Class Zone B 12.10pm
- 3<sup>rd</sup> Class Zone C 12.10pm
- 4<sup>th</sup> Class Zone D 12.00pm
- 5<sup>th</sup> Class Zone D 12.10pm

After the first day of school

- Senior Infants Zone B 1.40pm
- 1<sup>st</sup> Class Zone C 1.40pm
- 2<sup>nd</sup> Class Zone B 2.50pm
- 3<sup>rd</sup> Class Zone C 2.50pm
- 4<sup>th</sup> Class Zone D 2.40am
- 5<sup>th</sup> Class Zone D 2.50am

At the end of the school day teachers will bring children back to the same zone. Parents must remain socially distant and cannot stand close to this line. Children must stay in their line until they are collected or dismissed by the teacher. Children in 3<sup>rd</sup> to 5<sup>th</sup> class will be allowed permission to walk home alone if they have a signed permission slip. The same procedure applies on wet days.

### **Managing the risk of spread of COVID-19:**

#### **Wash your hands frequently**

Regular hand washing with soap and water is effective for the removal of COVID-19. This will be done at regular intervals throughout the day, before eating and after returning from the yard.

Inside the classroom, hand washing will be recommended. Outside the classroom, hand sanitiser will be used.

#### **Hand Hygiene and Hand Sanitisers**

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

This will occur for all staff members and children on entry into the school in the mornings and upon exiting in the evenings. Inside the classroom, hand washing will be recommended. Outside the classroom, hand sanitiser will be used.

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

#### **Avoid touching eyes, nose and mouth**

Children will be reminded not to touch their face.

#### **Yard time for Children:**

- There will be split breaks: Juniors: 1<sup>st</sup> to 2<sup>nd</sup>, and Seniors: 3<sup>rd</sup>-5<sup>th</sup>
- There will be two 20-minute breaks throughout the day.
- Juniors to 2<sup>nd</sup> inc. Magic Garden: 10.30 - 10.50, and 12.30 – 12.50
- 3<sup>rd</sup> to 5<sup>th</sup> Class: 11.00- 11.20 and 1.00 - 1.20
- Each class will have a defined playground space which will be cordoned off using cones.
- There will be no playground equipment available for pupils.
- Pupils should be encouraged to maintain social distance from pupils outside of their pod and class.
- Toilets will not be used during yard time (unless emergency). Pupils should use the toilet before they go to the playground and this should be part of the daily routine before break times.

#### **Staff Lunch Breaks:**

- Physical distancing should be maintained in the staffroom. If this is not possible, visors should be worn.
- The staffroom will be laid out to facilitate this. The servery in the hall will also be available for use by staff.
- Staff should sanitise their hands before and after use of shared appliances: toaster, fridge, microwave etc.
- Staff are asked to stick rigidly to the times indicated on the staffroom/break rota. Staff need to be in the playground on time to collect their class to allow supervising staff to get their break on time and to ensure a smooth transition between breaks. It is envisaged that staff will be leaving the staffroom as soon as the bell goes.

**Cleaning Procedures:**

**Cleaning throughout the day:**

As it is each person's responsibility to prevent the spread of Covid 19, each staff member will be asked to keep surfaces within their area clean. Each class will have disinfectant and cloths available and these cloths will be washed daily. Each child will be also expected to keep their personal desk place clean also. Wipes will be provided for children to clean down their work surface after breaks.

**After School Cleaning:**

Cleaners will clean each room in the evenings when the children have gone home. All surfaces will be disinfected. Teachers are asked to leave all surfaces as clutter free as possible each evening to allow for adequate cleaning.

**First Aid/emergency procedures:**

The standard First Aid/Emergency procedure shall continue to apply in Scoil Aoife CNS.

All staff members attending to a child in the first aid areas must wear their visor and gloves.

**Schools Meals Programme:**

Support for the schools meals programme is important as we are a DEIS school. We will continue to work with Glanmore in providing lunches for the children.

**Staff:**

- A distance of 2m is recommended for physical distancing by staff. This is particularly relevant to distancing between adults when they are not engaged in teaching such as the staff room and arriving to work.
- If 2m cannot be maintained in staff groups, as much as distance as is possible and guidance on face covering should be observed.
- Staff meetings will be held in large spaces to facilitate social distancing (hall)
- Staff should not shake hands with other staff members/visitors to the school
- Cleaning hours have been extended this year. Should a cleaner come to a room while a staff member is working in the room, the staff member should maintain social distance from the cleaner.
- Teachers are responsible for ensuring that is a supply of hand sanitiser, soap and hand towels in their classroom.
- Not to return to or attend school in the event of the following:
  - if they live with someone who has symptoms of the virus
  - If they have travelled outside of Ireland; in such instances staff are advised to consult and follow latest Government advice in relation to foreign travel.

- Cooperate with any public health personnel and their school for contact tracing purposes and follow any public health advice given in the event of a case or outbreak in their school
- Undergo any COVID-19 testing that may be required in their school as part of mass or serial testing as advised by Public Health

#### **Sharing items in the classroom:**

- Children within a bubble can share resources (Junior Classes)
- Children within a pod can share resources (Senior Classes)
- Resources that are to be shared between pods/bubbles must be left to stand for 72 hours or sanitised.
- School Books
  - Junior Classes – Books stored on shelves in groups.
  - Senior Classes – Books stored on shelves in pods.

## **7. Return to Work**

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

## **8. Control Measures**

### Infection Prevention Control Measures

- To prevent Introduction and Spread of COVID-19 in Schools
- Advise staff and pupils to self-isolate or restrict their movements at home if they display any signs or symptoms of COVID-19 and contact their family doctor to arrange a test
- Advise staff and pupils not to return to or attend school in the event of the following:
  - if they are identified by the HSE as a close contact of a confirmed case of COVID-19
  - if they live with someone who has symptoms of the virus
  - If they have travelled outside of Ireland; in such instances staff are advised to consult and follow latest Government advice in relation to foreign travel.

- Advise staff and pupils to cooperate with any public health officials and the school for contact tracing purposes and follow any public health advice in the event of a case or outbreak in the school;

A range of essential control measures have been implemented to reduce the risk of the spread of Covid-19 virus and to protect the safety, health and welfare of staff, pupils, parents/guardians and visitors as far as possible within the school. The control measures shall continue to be reviewed and updated as required on an ongoing basis.

It is critical that staff, pupils, parents/guardians and visitors are aware of, and adhere to, the control measures outlined and that they fully cooperate with all health and safety requirements. *Staff, in particular, should note that they have a legal obligation under Section 13 of the Safety, Health and Welfare at Work Act 2005 to comply with health and safety requirements and to take reasonable care for the health and safety of themselves, their colleagues and other parties within the workplace.*

The following control measures have been put in place:

These control measures are outlined below.

- Return to Work Form
- Induction Training
- Hygiene and Respiratory Etiquette
- Use of Personal Protective Equipment (PPE) where a suspected case arises
- Regular and thorough cleaning of communal areas and frequently touched surfaces
- Staff should thoroughly clean and disinfect their work area before and after use each day.
- A daily collection of used waste disposal bags from offices and other areas within the school facility
- Physical distancing is recommended to reduce the spread of infection in our school.

**Hand Sanitisation:**

- Each morning on entry into the school, staff will help each child to sanitise their hands as a control measure
- Each evening before the children exit the classroom, they will be prompted to sanitise their hands

**Washing of hands:**

- Teachers and SNAs will explicitly teach children how to wash their hands
- Staff will model good hand hygiene practices for children throughout the day

- The children will wash their hands before eating and after yard breaks. Teachers will make use of the three sinks available in the classroom
- Hand drying cloths are not permitted over the course of Covid 19. Tissue paper for drying purposes will be provided by the school.
- Teachers will factor hand washing into their timetables and give adequate time to this practice.
- When children are in a good routine in relation to hand washing, a rota will be put in place for hand washing by each class teacher.

#### **Lining Up:**

- For home time, children will line up in the yard making use of both the fire meeting points lines and the original lines to adhere to social distancing between classes at home time
- At yard time, children will line up in their bubble in their space on the yard.

#### **Social Distancing:**

Movement of students should be minimised. Children will remain in class bubbles through the day, in their classroom and on yard. Children from junior infants – 2<sup>nd</sup> class are not required to social distance within their classroom. It is recommended that there is no physical contact between students to avoid the spread of Covid 19.

#### **Movement throughout the corridors:**

- All children in lines will keep to the left.
- A one way system will operate in the upstairs corridor.
- Each bubbles will keep a distance from other bubbles.
- If the way ahead is not clear, the class will wait for the area to clear, under the direction of their teacher.
- Children are not permitted to go on messages around the school.
- Please use your phone for emergencies and ring the office or Principal.

#### **Staff entering bubbles:**

- Staff should limit their visits to classrooms
- Please use phonecalls and texts
- If giving a message to the class, please stand at the entrance without entering the room

#### **Toilets:**

- Toilet use will continue as normal within class bubbles
- Children are reminded to use the toilets in their classrooms before entering the yard
- The number of children using the toilets close to the yard should be minimised.

**Bubbles & Pods:**

- All Classes will be structured 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 from 3<sup>rd</sup> – 5<sup>th</sup> classes.
- There should be at least 1m distance between individual Pods within the classroom from 3<sup>rd</sup> to 5<sup>th</sup> Class.
- Objective is to limit contact and sharing of common facilities between different Bubbles and Pods as much as possible; avoiding all contact may not always be possible.

**Classroom considerations:**

Infants – 2<sup>nd</sup> Classes:

- All pupils will be provided with their own stationary and this cannot be shared with other pupils.
- Avoid the use of items that are not easily cleaned e.g. soft toys
- No school bags will be required.

3<sup>rd</sup> – 5<sup>th</sup> Classes:

- All pupils will be provided with their own stationary and this cannot be shared with other pupils.
- Avoid the use of items that are not easily cleaned e.g. soft toys
- Resources should be cleaned between use by pods
- Coats should be stored on labelled coat hooks
- No school bags will required

Storage of books:

- Infants – 2<sup>nd</sup> classes: Books should be stored on bookshelf in groups. .
- 3<sup>rd</sup> – 5<sup>th</sup>: Designed space in classroom for storage of Pod workbooks and equipment.

**Uniforms:**

Parents are encouraged to wash the children’s uniform and tracksuit as frequently as possible. To facilitate this children will wear uniform and tracksuit on alternate days during the week.

Junior, Senior, 1st Class, Magic Garden:

- Monday, Wednesday, Friday - Uniforms.

- Tuesday, Thursday - Tracksuit

2nd, 3rd, 4th, 5th Class:

- Tuesday, Thursday – Uniform.
- Monday, Wednesday, Friday – Tracksuit.

## 9. 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:

The designated isolation room in Scoil Aoife CNS will be the Magic Garden Office.

- Conor McCarthy is the nominated members of the school management team responsible for ensuring that all aspects of the protocol to deal with suspected cases have been adhered to.
- Resources in the isolation rooms will include: disposable masks, tissues, wipes, antibacterial spray, bins, gloves, visors, hand sanitizer.
- School staff should be encouraged to download the HSE COVID-19 tracker app to assist Public Health for contact tracing purposes both in and out of the school setting.

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

- The teacher should move the pupil to the back of the classroom or sitting outside the door. The pupil should be given a facemask to wear.
- The class teacher will contact a member of the isolation team via phone.

- The pupil should be accompanied to the isolation room by a member of the isolation team. They will be supervised in the isolation room by a staff member.
- The staff member should keep at least 2m away from the symptomatic person where possible and ensure others do the same. The staff member should wear PPE (mask/visor) and the pupil should wear a disposable mask.
- The parents/guardians of the pupil will be contacted immediately.
- If the pupil is very unwell the staff member should call 999/112 and inform the operator that the child is showing symptoms of Covid -19.
- A Covid-19 Suspected Case Record Form will be completed by the staff member attending to the pupil.
- If a parent/guardian cannot be contacted after 30minutes, the school will contact the pupil's GP or a local GP in the area.
- Protocol for phoning parents/guardians:
  - Phone number 1
  - Phone number 2
  - Phone emergency contact
- After 30 minutes the pupil's GP or a local GP/HSE will be contacted for advice.

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

- The staff member should put on a face mask (if not wearing one)
- Maintain a 2m distance from pupils and staff
- The teacher should call a member of the Isolation Team (Stacey McAuley and Clair O'Brien)
- Wait for a member of the Isolation Team to come to you to accompany you with physical distance to the isolation room
- The staff member will be asked if they feel well enough to travel home.
- If the staff member cannot immediately go home, they should remain in the isolation room and will be advised to call their GP or the HSE helpline and a family member to come to the school to take them home.
- A Suspected Case Record Form will be completed by the school Principal/Deputy Principal.

Magic Garden: An SNA will accompany Isolation Team member.

**Cleaning following a suspected case:**

- After the pupil has been sent to the isolation room, teachers/SNAs and pupils (as appropriate) use the cleaning products in the classroom to wipe down their area and a deep clean will take place at the end of the school day.
- The staff member who accompanied the pupil to the isolation room should ensure that the pupil has placed all tissues/wipes into the bin, spray the bay the pupil used and a deep clean will take place at the end of the school day.

**Returning to school following a suspected case absence:**

- If a pupil or staff member has been absent with or had to go home with symptoms of or a suspected case of Covid-19, before returning to school, parent must provide a written declaration that your child is well enough to return to school. This should be supplied to the office or to the following email: [scoilaoife@sacns.ie](mailto:scoilaoife@sacns.ie)
  - Staff provide this letter to the school principal.
  - Pupils/Parents should email a copy of this letter to the school.
  - 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.
- Return to work form must be completed by any staff member absent.

**Special Leave:**

- Staff will get special leave pay if they have a diagnosis of Covid 19 or have been recommended to self-isolate.
- Appendix A of circular 0049/2020 must be filled out
- Remote work will take place in terms of providing teaching and learning from home where the staff member is in the 'at risk' category as outlined by the DES

## 10. Staff Duties

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

- Adhere to the School Covid-19 Response Plan and the control measures outlined. The cooperation and assistance of all staff is essential to reduce the risk of spread of Covid-19 and to protect health and safety as far as possible within the school. All staff have a key role to play
- Coordinate and work with their colleagues to ensure that physical distancing is maintained
- Make themselves aware of the symptoms of Covid-19 and monitor their own wellbeing
- Self-isolate at home and contact their GP promptly for further advice if they display any symptoms of Covid-19
- Not return or attend school if they have symptoms of Covid-19 under any circumstances.
- If they develop any symptoms of Covid-19 whilst within the school facility, they should adhere to the procedure outlined above
- Complete the 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

- Keep informed of the updated advice of the public health authorities and comply with same.

## **11. COVID-19 related absence management**

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

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

The Board of Management aims to protect and support the health and wellbeing of all staff (physical, mental, spiritual etc.) both at work, whether in the school facility or at home and outside of work. The Board of Management is mindful that the support and promotion of staff health and wellbeing is particularly important in the current context where the Covid-19 pandemic has caused considerable challenges for, and disruption to, people's personal, family and social lives as well as their work arrangements.

The Board of Management aims to foster a culture and work environment that support healthy behaviours and staff wellbeing and shall continue to make health and wellbeing tools and guidance available to staff as well as organising suitable support programmes, initiatives and events. These are challenging times for everyone. Should a staff member experience any stress or anxiety in respect of work or work arrangements, he/she should feel free to speak to the principal.

Signed:

Signed:

\_\_\_\_\_  
Chairperson (Ian Murphy)

\_\_\_\_\_  
Lead Worker Representative (Conor McCarthy)



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Principal (Clair O'Brien)