



# Covid-19 Response Plan



**Effective Date: August '21**

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 post primary schools.

Approved By:	Date Issued
Board of Management	September 2021



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## 1. COVID-19 Statement

Presentation Secondary School is committed to providing a safe and healthy workplace for all our staff and students. To ensure that, we have developed the following COVID-19 Response Plan.

All staff and students are responsible for the implementation of this plan and a combined effort will help contain the spread of the virus.

We will:

- continue to monitor our COVID-19 response and amend this plan in consultation with our staff and students.
- provide up to date information to our staff and students on the Public Health advice issued by the HSE and Gov.ie.
- display information on the signs and symptoms of COVID-19 and correct hand-washing techniques
- provide an adequate number of trained Worker Representative(s) who are easily identifiable and put in place a reporting system.
- inform all staff and students of essential hygiene and respiratory etiquette and physical distancing requirements.
- adapt the school to facilitate physical distancing as appropriate in line with guidance of the Department of Education and Skills.
- keep a log of contact of staff and student engagement to help with contact tracing.
- ensure staff and students engage with the online 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 students to follow if they develop signs and symptoms of COVID-19 during school time in line with the procedures provided by the Department of Education and Skills
- implement cleaning in line with government advice and agreed checklists.

All staff and students 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.

Signed:   
Chairperson Board of Management

Signed:   
Principal

Date: 30<sup>th</sup> September 2021

Date: 30<sup>th</sup> September 2021

## 2. Introduction

The following Covid-19 Response Plan has been developed in line with the Government's Roadmap for the Full Return to School, guidelines from the Health and Safety Authority (HSA), the Health Services Executive (HSE) and the Department of Health. This document lays out the measures the school will put in place to prevent the spread of COVID-19 in our school. The situation will be reviewed in light of any issued circulars from the Department of Education and Skills.

The Covid-19 Response Plan incorporates current advice about measures to reduce the spread of COVID-19 in the community issued by the National Public Health Emergency Team (NPHET). As the advice issued by NPHET continues to evolve, this document may also change. Therefore, it shall be noted that the following measures are non-exhaustive and are also subject to change i.e. this is a living document.

As stated above, the challenge that we face is changing, and we need to be able to quickly respond to those changes. We also need to monitor how our school is coping with the new way of working and whether changes need to be made to elements of this Covid-19 Response Plan.

We will follow closely the advice issued by the relevant government departments and if necessary update / amend this Covid-19 Response Plan.

## 3. Occupational Health and Safety Measures and Recommendations

All existing Occupational Health and Safety provisions will continue to apply to our school during this time and we will continue to adhere to our existing Health & Safety Management System.

We will periodically review the advice available on the Health and Safety Authority website [www.hsa.ie](http://www.hsa.ie) including additional occupational health and safety information on the specific COVID-19 webpages: [https://www.hsa.ie/eng/topics/covid-19/covid-19\\_coronavirus.html](https://www.hsa.ie/eng/topics/covid-19/covid-19_coronavirus.html).

As Presentation Secondary School implement the measures in the school to reduce the risk of exposure to COVID-19 for staff, students and wider school community specific occupational health and safety measures may also need to be considered and implemented.

Presentation Secondary School shall first take into account the most up-to-date official public health advice and guidance from the Department of Health and the Health Protection Surveillance Centre on how to mitigate the health risk.

Where a risk of exposure to COVID-19 is identified in the COVID-19 Response plan, an occupational health and safety risk assessment shall also be completed. All of the public health and occupational health and safety measures shall be developed in consultation with staff and ultimately communicated to staff and others in the school.

Presentation Secondary School shall also communicate with safety representatives selected or appointed under the Occupational Health and Safety legislation and consult with staff on safety measures to be implemented in the school.

#### 4. Coronavirus

##### What is Coronavirus / Covid-19

COVID-19 is a new illness that can affect your lungs and airways. It's caused by a new (novel) Coronavirus virus called Coronavirus SARS-CoV-2. Current evidence suggests that the virus is significantly more infectious than the flu that circulates every winter. Viruses can be easily spread to other people and patients are normally infectious until all the symptoms have gone. COVID-19 may survive on surfaces for up to 72 hours. A combination of good personal hygiene and management of social distancing can protect from infection. This is at the core of this document.

This non-exhaustive document describes the steps that Presentation Secondary School and staff shall take in order to reduce the risk of the spread of COVID-19 in our school. It also provides policies and procedures to reduce the spread of COVID-19.

Presentation Secondary School and staff will however keep up to date with the latest measures introduced by Government and any advice issued as a result.

##### Symptoms of earlier variants of COVID-19

Infection with the virus that causes COVID-19 can cause illness, ranging from mild to severe, and, in some cases, can be fatal. It can take anything from 2 days up to 14 days for symptoms of coronavirus to appear.

They can be similar to the symptoms of cold and flu.

- Common symptoms of coronavirus include:
- a fever (high temperature - 38 degrees Celsius or above).
- a cough - this can be any kind of cough, not just dry.
- shortness of breath or breathing difficulties.

##### Symptoms of the Delta Variant:

- Headache
- Runny nose, blocked nose or sinus
- Sneezing
- Sore throat
- Loss of smell or taste
- Fever
- Muscle ache and pain

Some people infected with the virus, so called asymptomatic cases, have experienced no symptoms at all.

Symptoms	Coronavirus Symptoms range from mild to severe	Flu Abrupt onset of symptoms	Cold Gradual onset of symptoms
Fever or chills	Common	Common	Rare
Cough	Common (usually dry)	Common (usually dry)	Mild
Shortness of breath	Common	No	No
Fatigue	Common	Common	Sometimes
Aches and pains	Common	Common	Common
Sore throat	Sometimes	Sometimes	Common
Headaches	Sometimes	Common	Rare
Runny or Stuffy Nose	Sometimes	Sometimes	Common
Feeling sick or vomiting	Rare	Sometimes	No
Diarrhoea	Rare	Sometimes in children	No
Sneezing	No	No	Common

Table 1: Compare symptoms of coronavirus, flu and cold

### How COVID-19 Spreads

The virus that causes COVID-19 disease is spread from people in fluid and in droplets scattered from the nose or mouth of an infected person when the person with COVID-19 coughs, sneezes or speaks.

The fluid or droplets land on objects and surfaces around the infected person. Other people contaminate their hands by touching these objects or surfaces and then bring the virus into contact with their eyes, nose or mouth by touching them with their contaminated hands. COVID-19 can also spread if droplets from an infected person land directly on the mucous membranes of the eye, nose or mouth of a person standing close to them.

It is still not known how long the virus survives on surfaces in different conditions. The period of survival may vary under different conditions (e.g. type of surface, temperature or humidity of the environment). Studies indicate that it can persist on surfaces for hours and up to several days in the absence of effective cleaning. Thorough and regular cleaning of frequently touched surfaces is essential. If disinfection is required it must be performed in addition to cleaning, never as a substitute for cleaning.

While people are most likely to pass on the infection when they have symptoms, current information suggests that some infected people spread the virus to others prior to developing or displaying symptoms themselves.

### Working together to suppress COVID-19 in the school

Strong communication and a shared collaborative approach between Presentation Secondary School, our staff, students and the wider school community is key to protecting against the spread of COVID-19. It is also essential to achieve success and maximum buy-in. Presentation Secondary School will have regular engagement about COVID-19 and the preventative measures established to address the current pandemic.

Adherence to this Covid-19 Response Plan will only be achieved if all associated with Presentation Secondary School share the responsibility of implementing the measures contained in this plan. A collaborative approach to the implementation of the Covid-19 Response Plan is essential to achieve success.

Presentation Secondary School will appoint one Lead Worker Representative charged with ensuring that COVID-19 measures are strictly adhered to. The person(s) undertaking the role will receive the necessary training and have a structured framework to follow in order to be effective in preventing the spread of the virus.

Presentation Secondary School will have regular and meaningful engagement with this staff representative, about the measures being put in place to address the occupational exposure to COVID-19 in the school. Presentation Secondary School and staff representatives will work together to ensure that all the actions in this Covid-19 Response Plan are fully adhered to in order to ensure the suppression of COVID-19 in the school.

## 5. Consulting, Communicating and Implementing Workplace Changes or Policies

Presentation Secondary School shall:

- Consult with and communicate to staff, students and the wider school community, in line with normal procedures, on any changes that are introduced to reduce the spread of COVID-19.
- Communicate the messages about good hand hygiene, respiratory etiquette and physical distancing.
- Provide training and advice on the measures recommended to reduce the spread as well as dealing with any anxieties or concerns staff may have about COVID-19.
- Make available the necessary public health advice from the HSE and other sources as appropriate to their staff where there is no occupational health service available in a workplace.
- Ensure that a Lead Worker Representative is appointed and involved in communicating the health advice around COVID-19 in the workplace.
- Implementing temporary restructuring of work patterns that may be required to implement the COVID-19 prevention measures in the workplace.

As information about the virus is evolving, public health advice is being updated and it is important for Presentation Secondary School staff, students and the wider school community to recognise that flexibility will be required on their part in meeting the measures to reduce the spread.

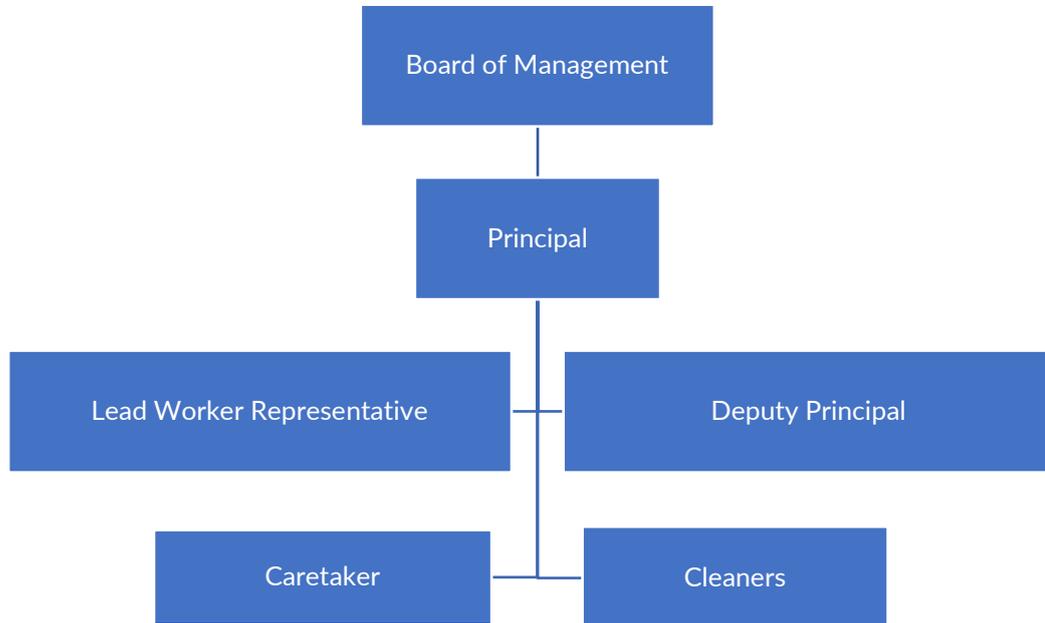
## 6. Health & Safety Documentation

Prior to the school reopening of the school after the COVID-19 shutdown period, all health and safety documentation including the school Health & Safety Statement has been reviewed to ensure that the documentation is aligned with the measures as outlined in this "Covid-19 Response Plan" and general / standard health and safety requirements, considering the constraints of COVID-19.

## 7. Roles

### Role of the Covid-19 Response Team

For the purposes of the document, anyone with supervisory responsibilities is classified as a member of the Covid-19 Response Team. These include:



Covid-19 Response Team will collectively implement this document. Note: This team must stay agile as new information comes available that may change approach in procedures, processes or PPE.

#### Responsibilities include:

- Managing and instructing all our staff on various control measures and compliance.
- Ensuring that all personnel on school premises, including staff, students and visitors have been made aware of the specific requirements of the Covid- 19 Response Plan.
- Ensure that a Lead Worker Representative is appointed.
- Ensure the Return to School Safely Induction has been undertaken by all staff prior to reopening the school.
- Ensure that sufficient arrangements are in place to allow for social distancing and hygiene requirements of this plan and to take appropriate immediate action where they are not.

## Role of Staff

Staff shall follow the public health advice and guidance, as well as any specific direction from the Presentation Secondary School. They shall also adopt good hygiene practices, such as frequent hand washing, respiratory etiquette and physical distancing to protect themselves and their work colleagues against infection and shall seek professional healthcare advice if unwell. If staff have symptoms of COVID-19 they shall not attend work. Staff shall also avoid making contact with their face and in particular their eyes, nose and mouth. Where necessary, staff shall wash their hands immediately before touching their face.

As noted above, the key to effective implementation of the infection prevention and control measures as well as occupational health and safety measures in the school is having a strong communication and shared collaborative approach between Presentation Secondary School and staff.

### In addition, Staff shall:

- Adhere to the School COVID-19 Response Plan and the control measures outlined.
- 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.
- New staff must complete COVID-19 Induction Training and any other training required prior to their return to school.
- Must be aware of, and adhere to, good hygiene and respiratory etiquette. Coordinate practices and work with their colleagues to ensure that physical distancing is maintained.
- Make themselves aware of the symptoms of COVID-19 and monitor their own wellbeing.
- Self-isolate at home and contact their GP promptly for further advice if they display any symptoms of COVID-19.
- Not return to or attend school if they have symptoms of COVID-19 under any circumstances.
- Follow the HSE guidance if they are identified as a close contact.
- If they have travelled outside of Ireland; in such instances staff are advised to consult and follow latest Government advice in relation to foreign travel.
- If they develop any symptoms of COVID-19 whilst within the school facility, they should adhere to the procedure outlined above.
- Keep informed of the updated advice of the public health authorities and comply with same.
- Cooperate with any public health personnel and their school for contact tracing purposes and follow any public health advice given in the event of a case or outbreak in their school
- Undergo any COVID-19 testing that may be required as part of mass or serial testing as advised by Public Health
- When using the photocopier, Staff shall adhere to the following guidelines:
  - (1) One person only should be in the photocopying room at a time.
  - (2) Sanitise before and after using the photocopier.
  - (3) Adopt a "shared personal responsibility" approach.
  - (4) Sanitise hands before handing out sheets to students.

**Role of Parents / Guardians / Students**

Parents / Guardians / Students are asked to follow the public health advice and guidance, as well as any specific direction from the Presentation Secondary School. They shall also adopt good hygiene practices, such as frequent hand washing, respiratory etiquette and physical distancing to protect themselves, teachers and fellow students against infection and shall seek professional healthcare advice if unwell. If students have symptoms of COVID-19 they must not attend school. Students must also avoid making contact with their face and in particular their eyes, nose and mouth. Where necessary, staff shall wash their hands immediately before touching their face.

**In addition, students shall:**

- Undertake the Return to School Safely (Covid-19) Induction and adhere to the measures identified.
- Follow signage, allow for social distancing and adhere to hygiene requirements.
- Inform Teachers should they experience any of the symptoms of Covid-19.
- Inform the school on any planned international trips and their intention to return the school after the 14-day self-isolation period has passed.

### Role of the Lead Worker Representative

As noted above, Presentation Secondary School will appoint a Lead Worker Representative whose role is to work collaboratively with the school to assist in the implementation of measures and monitor adherence to the measures to prevent the spread of COVID -19. Staff representative shall together with the COVID-19 response management team, support the implementation of the measures identified in this Covid-19 Response Plan. Such a person will receive the relevant and necessary training by Presentation Secondary School.

Role:

- Represent all staff in the workplace regardless of role, and be aware of specific issues that may arise in respect of different staff cohorts;
- Keep up to date with the latest COVID-19 public health advice;
- 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;
- Consult with school management on the control measures required to minimise the risk of staff and students being exposed to COVID-19;
- Promote good hygiene practices, in conjunction with school management, 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;
- Monitor, in conjunction with school management, adherence to measures put in place to prevent the spread of COVID-19;
- Conduct reviews of safety measures that are in place to address and suppress COVID-19 in the workplace. Reviews (including an examination of the workplace) should be conducted on a regular basis (at least twice per week);
- 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.

## 8. Communicating the Plan

In advance of the school reopening following the COVID-19 shutdown period, we have considered the following, in conjunction with communications and briefings that will be required:

### **Presentation Secondary School shall:**

- Inform Staff, students and the wider school community not to enter the school if they are displaying any symptoms of coronavirus.
- Inform parents that if their child needs to be accompanied to the school only one parent should attend.
- Inform parents and students their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use).
- Make clear to parents that they cannot gather at entrance gates outdoors, or enter the school (unless they have an appointment, which should be conducted safely).
- Make parents and students aware of recommendations on transport to and from school.
- Inform staff about the school's Covid-19 Response.
- Communicate early with contractors and suppliers that will need to prepare to support the school's plans for opening for example, cleaning, catering, food supplies etc.
- Discuss with cleaners the additional cleaning requirements and agree hours to allow for this.

## 9. Stay at Home Policy

The prompt identification and isolation of potentially infectious individuals is a crucial step in protecting staff, students and the wider school community. Presentation Secondary School has a policy of “Staying at Home if unwell”.

### Presentation Secondary School will:

- Ensure a policy of “staying at home if unwell” as it applies to all staff, students and ancillary staff.
- Establish procedures for students or staff who have symptoms of COVID-19 or are feeling unwell in any way to be sent home or isolated from others.
- Provide for enhanced substitution and supervision arrangements for teachers for such scenarios;
- Inform parents about the measures the school is putting in place and ask for cooperation to report any cases of COVID-19 that occur in the household. If someone in the household is suspected to have COVID-19, it is important to keep the child home and inform the school.

## 10. At Risk/Vulnerable Staff (Those with an underlying medical condition)

DES Circulars / Public Health advice will be followed at all times regarding the cocooning of at risk / vulnerable staff.

At risk staff will be asked to consult their GP / Medical Practitioner regarding their fitness to return to school.

At which point the member of staff will be asked to furnish to the Board of Management a “Fitness to Return to Work” Certificate.

Presentation Secondary School will implement so far as is reasonably practicable organisational changes to ensure the safety of the At Risk / Vulnerable member of staff on their return to work.

## 11. At Risk/Vulnerable Students (Those with an underlying medical condition)

For students vulnerable to the disease, attendance at school may not be possible.

- DES Circulars / Public Health advice will be followed at all times regarding the vulnerable students.
- Presentation Secondary School also recognises that given the potential for an upturn in the disease (and/or a second wave) and that ‘stay-at-home’ may have to be re-introduced.
- Therefore, a blended learning approach (online / in school) will be a feature of the approach to *planning to reopen schools* and will have to provide the necessary agility to respond very quickly to changed circumstances at a local, regional or national level.

## 12. Return to School Requirements

In advance of Presentation Secondary School reopening following the COVID-19 shutdown period, we have considered the following, in conjunction with communications and briefings that will be required:

- Updates to Risk Assessments, Safety Statement and other relevant documents will have to be communicated to all staff members.
- All staff returning to school must complete the “Return to School Safely Induction” Training.
- This training shall at a minimum include the latest up to-date advice and guidance on public health: what a staff shall do if they develop symptoms of COVID-19; details of how the school is organised to address the risk from COVID-19; an outline of the COVID-19 response plan; and any other sector specific advice that is relevant.

### COVID-19 Self Declaration Form

All persons returning to school must complete a COVID-19 Self Declaration Form at least 3 days in advance of planning to do so.

- This form shall seek confirmation that staff, to the best of their knowledge, have no symptoms of COVID-19 and also confirm that staff are not self-isolating or awaiting the results of a COVID-19 test.
- If conditions change at any time, resulting in a re-appearance of symptoms – staff are instructed to not come to school!
- The following questions on the form. If any member of staff answers Yes to any of them, they are strongly advised to follow the medical advice they receive or seek medical advice before returning to work:
  - Do you have symptoms of cough, fever, high temperature, sore throat, runny nose, breathlessness, or flu like symptoms now or in the past 14 days? Yes/No,
  - Have you been diagnosed with confirmed or suspected COVID-19 infection in the last 14 days? Yes/No,
  - Are you a close contact of a person who is a confirmed or suspected case of COVID-19 in the past 14 days (i.e., less than 2 meters for more than 15 minutes accumulative in 1 day)? Yes/No,
  - Have you been advised by a doctor to self-isolate at this time? Yes/No,
  - Have you been advised by a doctor to cocoon at this time? Yes/No.

Staff shall:

- Complete and return the Covid-19 Self Declaration Form before they return to school.
- Inform Presentation Secondary School if there are any other circumstances relating to COVID-19, not included in the form, which may need to be disclosed to allow their safe return to work.
- Self-isolate at home and contact their GP promptly for further advice if they have any COVID-19 symptoms.
- Stay out of work until all symptoms have cleared following self-isolation.
- Participate in any induction training provided by Presentation Secondary School on their return to the school.

### 13. Blended Learning

It is recognised that for students vulnerable to the disease, attendance at school may not be possible. Presentation Secondary School also recognises that given the potential for an upturn in the disease (and/or a second wave) that 'stay-at-home' may have to be re-introduced (at a school, region or national level).

Therefore, a blended learning approach (online / in school) will be necessary to ensure that the school has the ability to respond very quickly to changed circumstances at a local, regional or national level.

It is also possible that Presentation Secondary School may be required to provide both in-school and remote learning support during the coming school year. This approach to learning which combines face-to-face and remote learning experiences is known as blended learning.

The school has implemented Microsoft 365 & VS Ware and these technologies will be core to the delivery of blended learning should the need arise.

Resources and webinar training have been provided to schools by the Professional Development Service for Teachers (PDST) and Junior Cycle for Teachers (JCT) in the use of digital technology to support learning.

In that context the Department of Education & Skills together with the NCCA is working towards:

- Identifying an appropriate blended learning models for individual school contexts;
- Adapting the delivery of the overall curriculum in the context of a blended learning environment;
- Providing specific advice on particular curriculum subjects and programs;
- Maximising the use of digital technologies to support a blended learning approach;
- Supporting and enhancing the role of parents/guardians and other partnerships;

Further actions:

- Guidance: The NCCA will provide overarching guidance on how the curriculum can be differentiated.
- Curriculum advice: The Department's Inspectorate, in collaboration with the Department's Curriculum and Assessment Policy Unit, will develop more detailed advice on operational aspects of curriculum implementation.
- Supporting the readiness of the teachers to work in new ways and to use technology in lesson preparation and delivery.
- Supporting access to technology in the school and home.
- Providing further guidance to parents.
- Training and support programs for teachers in the use of digital technologies.

#### 14. Legionella

Legionella is the name given to the pneumonia like illness caused by legionella bacteria, including the most serious Legionnaires' disease. Infection is caused by breathing in small droplets of water contaminated by the bacteria. Common symptoms include coughing, breathlessness, high fever, muscle aches and headaches and usually appear 5-6 days after infection but may take longer.

Systems at greatest risk assessed, e.g., showers, cisterns, firefighting systems – sprinklers or hoses, humidifiers in food cabinets, water fountains, dispensers etc.

- Competent contractor has been contracted to test water on the school premises and treat it accordingly.
- Water storage tanks are checked and cleaned, any buildup of sludge/slime is cleaned, and tanks are disinfected annually
- There are arrangements in place for little used outlets, to either:
  - flush through showers/taps/water fountains and all other sources arising on at least a weekly basis, or
  - carry out a safe purge of the water system;
  - before use e.g. prior to reopening after summer holidays;

#### 15. Statutory Training Updates

##### First Aid Responder Training

The Pre-Hospital Emergency Care Council (PHECC) is responsible for the provision of First Aid certification in Ireland. PHECC have confirmed that if a First Aid Responder's certification has lapsed and they are unable to complete a refresher course, their certification will remain valid until such time that the situation is rescinded. This departure from normal standards shall be limited to the duration of the current COVID-19 outbreak.

## 16. Mental Health & Wellbeing

Staff & students who are returning to the school after a period of isolation are likely to have concerns about the risk of infection or changes to their job due to the implementation of measures to prevent the spread of COVID-19.

Staff on their return to work, may have also gone through traumatic events such as the serious illness or death of a relative or friend, or be experiencing financial difficulties or problems with their personal relationships. Presentation Secondary School will support our staff who may be suffering from anxiety or stress.

The following publicly available sources of support and advice should be noted by all staff.

Your family doctor is usually the first person to approach in relation to mental health concerns. Many people attend their General Practitioner (GP) with mental health problems such as depression or anxiety and may not need the help of a mental health professional.

In other cases, the GP may decide to refer you to the community mental health team.

Presentation Secondary School will support you through this time. In addition to seeing your GP the following organisations provide mental support and advice:

- **Employee Assistance and Wellbeing Program (EAWP)**

**The service is accessible through the Freephone Helpline at 1800 411057 and is available 24 hours a day, 365 days a year.**

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

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

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

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

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

- **Aware**  
Depression & Bipolar Disorder Support  
W: [www.aware.ie](http://www.aware.ie) | T: 1800 80 48 48 | Email: [supportmail@aware.ie](mailto:supportmail@aware.ie)
- **Pieta House**  
Free therapeutic support to people who are in suicidal distress and those who engage in self-harm.  
W: [www.pieta.ie](http://www.pieta.ie) | T: 1800 247 247
- **Turn2me**  
They offer self-help, peer support and professional support through an online platform for those who are experiencing poor mental health  
W: [www.Turn2Me.org](http://www.Turn2Me.org)
- **Grow**  
Mental Health support and Recovery Organisation  
W: [www.grow.ie](http://www.grow.ie) | T: 1890 474 474 | Email: [alex@bodywhys.ie](mailto:alex@bodywhys.ie)
- **Parentline**  
The national helpline for parents  
[www.parentline.ie](http://www.parentline.ie)  
Helpline: 1890 92 72 77 | or 01 873 3500
- **Childline**  
The national helpline for young person's  
[www.childline.ie](http://www.childline.ie)  
Helpline: 1800 666 666

## 17. Environmental Hygiene

### Presentation Secondary School shall ensure:

- Non-essential items, clutter, equipment shall be removed to facilitate cleaning and maximise physical distancing.
- Enhanced cleaning procedures are in place in the school to prevent cross contamination, particularly in communal areas and at touch points.
- The school is cleaned each day and there is a roster of daily cleaning of touch points including:
  - Taps and washing facilities.
  - Toilet flush and seats.
  - Door handles and push plates.
  - Handrails on staircases and corridors.
  - Equipment controls in practical rooms;
  - Food preparation and eating surfaces.
  - Communications equipment.
  - Keyboards, photocopiers and other school equipment.
  - Rubbish collection and storage points shall be increased and emptied regularly twice per day including at the end of each day.
  - Regular cleaning of welfare facilities, handrails and touch points shall be undertaken.
- If disinfection of an area is required it must be performed in addition to cleaning, never as a substitute for cleaning.
- An increase in the number of waste collection points and we will ensure these are emptied regularly throughout each day.

### Staff shall ensure:

- Clean workstations, desktops, tables and any other equipment before and after use, including any meeting rooms and share spaces.
- Clean down their table after break times.
- Clean touch points in toilets before and after use.
- Staff are provided with essential cleaning materials to keep their own workspace clean (for example wipes/disinfection products, paper towels and waste bins/bags).

### Students shall ensure:

- Clean workstations, computers, tables and any other equipment before and after use.
- Clean down their table at the start and end of each class.
- Clean touch points in toilets before and after use.
- Maintain good hand hygiene i.e. washing hands regularly with hot water and soap.
- Use good respiratory hygiene i.e. coughing or sneezing into a tissue or the back of their elbow.

**Cleaning Staff shall ensure:**

- Cleaning is best achieved using a general-purpose detergent and warm water, clean cloths, mops and the mechanical action of wiping/scrubbing. The area should then be rinsed and dried.
- The routine use of disinfectants is generally not appropriate but is recommended in circumstances where there is a higher risk of cross-infection for example someone has become ill whilst at school or if there has been a spillage of blood, faeces or vomit.
- Disinfectants are potentially hazardous and must be used with caution and according to the manufacturer's instructions. Surfaces and items must be cleaned before a disinfectant is applied as most disinfectants are inactivated by dirt.
- The manufacturer's instructions for mixing, using and storing solutions must always be followed.
- Using excessive amounts of cleaning agents will not kill more germs or clean better but it will damage work surfaces, make floors slippery and give off unpleasant odours.
- Water should be changed when it looks dirty, after cleaning bathrooms and after cleaning the kitchen.
- Always clean the least dirty items and surfaces first (for example countertops before floors, sinks before toilets).
- Always clean high surfaces first, and then low surfaces.
- Separate colour coded cleaning cloths and cleaning equipment should be used for kitchen areas, classrooms and toilets.
- Cleaning cloths can either be disposable or reusable. Disposable cloths should be disposed of each day.
- Ideally, reusable cloths should be laundered daily on a hot wash cycle (at least 60°C) in a washing machine and then tumble dried.
- Ideally, mop heads should be removed and washed in the washing machine at 60°C at the end of each day or in accordance with the manufacturer's instructions.
- Buckets should be emptied after use, washed with detergent and warm water and stored dry.
- If equipment is stored wet, it allows germs to grow increasing the risk of cross infection.

	Routine Cleaning	Post COVID case
Surfaces	Neutral detergent	Neutral detergent AND 0.05% sodium hypochlorite OR Virucidal disinfectant
Toilets	Neutral detergent AND (optional) 0.1% Sodium Hypochlorite OR virucidal disinfectant	0.1% sodium hypochlorite OR Virucidal disinfectant
Cleaning equipment	Non -disposable cleaned at the end of cleaning session	Non-disposable disinfected with 0.1% sodium hypochlorite OR virucidal disinfectant
Personal protective equipment for cleaning staff	Uniform AND household gloves	Uniform AND plastic apron (if available) AND household gloves
Waste management	Domestic waste stream	Place in plastic bag and tie, then place in a second plastic bag and store securely for 72 hours before putting it out for collection in the normal domestic waste stream

ECDC Technical Report. Disinfection of environments in healthcare and non-healthcare settings potentially contaminated with SARS-CoV-2. March 2021

### 18. Physical Distancing

Physical distancing is recommended to reduce the spread of infection. **Where possible staff should maintain a minimum of 1 m distance and where possible 2m. They should also take measures to avoid close contact at face-to-face level such as remaining standing rather than sitting beside/crouching down.**

Physical distancing falls into two categories:

- Increasing separation
- Decreasing interaction

#### Increasing Separation

The Department has developed a *Framework to maintain Physical Distancing in the Classroom in Post Primary Schools with a full return of all Students for the 2020/21 School Year*. This remains in place for the 2021/ 2022 School Year. The Framework sets out a suite of available measures that must be implemented at individual school level to the greatest possible extent.

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

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

#### **Presentation Secondary School identified a number of measures for physical distancing and how this will be achieved in a number of ways:**

- All available space in the school shall be availed of in order to safely maximise physical distancing. The class space shall be reconfigured to maximise physical distancing.
- The class space shall be reconfigured to maximise physical distancing in line with the *“Illustrative Classroom Layouts referenced in the Framework to maintain Physical Distancing in the Classroom in Post Primary Schools with a full return of all Students for the 2020/2021 School Year “*.
- Situations that require people to sit or stand in direct physical contact with other people should in particular be avoided.
- The teacher’s desk will be placed at least 1 metre and where possible 2 metres from student’s desks.
- Multiple entrance / exit points into the school building will now be utilised. Chairs, benches, notice boards are removed from all hallways / corridors to maximise the available space in these areas.
- Student Lockers have been re-introduced. Physical distancing must still be maintained, and students can access them before and after school only and when a physical distance of 1metre can be maintained.
- We have a no hand shaking policy.
- Breaks are organised in such a way as to ensure physical distancing.
- Staff Room has been reorganised and provisions are in place to minimise the transmission of Covid-19.
- Meetings as much as possible are now conducted using phone or Microsoft Teams until further guidance is provided.
- Where face to face meetings are absolutely necessary, the length of the meeting will be kept to a maximum of 40 minutes and the numbers attending are to be kept to a minimum. At all times participants must

- maintain physical distancing at the advised 2 metres. In addition, the location for these meetings must facilitate good ventilation i.e. an open window. Meetings shall not take place in rooms without natural ventilation.
- Where office work is essential, free office capacity must be used as much as is reasonably practicable and work organised in such a way that multiple occupancy of premises is avoided and/or physical distances maintained.
- Gatherings of staff in the school at the beginning and end of working hours (such as in the staff room) is not permitted.

### *Decreasing interaction*

- The extent to which decreasing interaction is possible in a post primary school will depend on the school setting and a **common-sense approach** is required recognising the limits to which this can be achieved between students.
- In Presentation Secondary school physical distancing of 2m where possible or at least 1m should be maintained between desks or between individual students or staff.
- As far as possible and practical, students will remain in the classroom and teachers will move between rooms.
- As far as possible and practical students would be assigned to a main class cohort which would remain in the classroom for most subjects, with teachers moving between rooms.
- Where possible and practical double classes have be planned to minimise movement during the day.
- Where students have an option subject they would move quickly into the new class and would be seated with members of their class cohort, observing as much physical distance as possible.
- Hand washing and/or sanitising would be required when moving between classes by teachers and students.
- Physical distancing between the teacher and class would be observed.
- Where movement of class groups between rooms is required, it should be planned to minimise interaction with other class groups.
- Limit interaction on arrival and departure and in hallways and other shared areas.
- Social physical contact (hand to hand greetings, hugs) should be discouraged.
- Where students need to move about within the classroom to perform activities (access to a shared resource) it should be organised to the greatest degree possible to minimise congregation at the shared resource.
- Staff and students should avoid sharing of personal items.
- Where teaching and learning involves use of keyboards or tablets, the contact surface of the device should be cleaned regularly, and hand hygiene encouraged.

## 19. Hand Hygiene

Regular hand washing with soap and water is very effective in tackling COVID-19. Presentation Secondary School shall ensure that appropriate hygiene facilities are in place to accommodate staff and students in adhering to hand hygiene measures.

We will also display posters on how to wash hands in appropriate locations.

### Staff & Students shall:

- ensure they are familiar with and follow hand hygiene guidance and advice.
- wash their hands with soap and water or with an alcohol-based hand rub regularly and in particular:
  - After arrival at school.
  - After coughing and sneezing.
  - Before and after eating or drinking.
  - Before and after preparing food.
  - If in contact with someone who is displaying any COVID-19 symptoms.
  - Before and after being on public transport (if using it).
  - Before and after being in a crowd.
  - When arriving and leaving school.
  - Before having a cigarette or vaping.
  - When hands are dirty.
  - After toilet use.
  - Avoid touching their eyes, mouth, or nose.
  - After playing outdoors.
  - When their hands are physically dirty.
- use hand sanitiser/hand wipes/hand washing facilities frequently. not share objects that touch their mouth, for example, bottles or cups.
  - use own pens for signing in.

### Use of Sanitiser

Hand sanitiser is suitable for use for hand hygiene when hands are not visibly soiled (look clean). The targeted use of sanitisers is a critical measure limiting the spread of Covid-19. The school will provide the required materials in the required locations, and we all depend on each other to use them appropriately and advise when any refills are required. The areas where hand sanitiser is provided and required to be used are as follows:

- At Entrances / Exits – must be used when entering and leaving the building.
- Outside each toilet block – must be used going into and out of the toilets.
- Outside the staff room door – must be used entering the staff room.
- Inside the staff room – should be used after washing hands.
- At each teacher's desk in each classroom – to be used regularly.
- In all meeting areas – used before meetings when handling paperwork.
- In practical rooms – i.e., labs, computer room etc. and should be used to wipe down equipment both before and after class.

Sanitising spray is located:

- At each teacher's desk – to clean down the desk, computer keyboard/mouse and phone before and after daily use.
- In the staff room – for everyone to clean surfaces before and after preparing and consuming food/beverages.
- In the toilets – to clean surfaces such as door handles.

## 20. Respiratory Hygiene

In addition to hand hygiene, good respiratory hygiene and etiquette is also necessary. Presentation Secondary School will provide tissues as well as bins/bags for their disposal. Bins will be emptied at regular intervals.

### Staff & students shall:

- adopt good respiratory hygiene and cough etiquette i.e. using a tissue or a bent elbow to avoid dispersing droplets into the air.
- ensure they are familiar with and follow respiratory hygiene guidance.

## 21. Prevention of Cross Contamination

The potential for cross contamination is higher at school building(s) entry and exit points and where there are high levels of surface contact points such as in welfare areas, corridors, hallways, stairs access etc.

The following measures are in place

- Each morning and directly before school ends, entrances will be held open to allow for the free flow of staff / students from the school building. Multiple entry points will allow for large numbers to come and go in the school.
- Office staff will record all names for the Sign in / Sign out book rather than having multiple persons signing-in using shared pen/booklet.
- Staff meetings, assemblies and large gatherings of persons will not be permitted in the first term of the new school year. The use of Microsoft Teams will be considered is communicating with large groups.
- School entry is now limited to staff & students. Visitors are only permitted to attend the school by appointment only. Appropriate signage will be posted at the front door of our school.
- Sanitising stations are in position at all building entrance/exits as well as in each classroom, outside toilet blocks & staff room.
- Common contact surfaces in classrooms, offices, photocopying areas, staff rooms etc. are cleaned at least once daily by cleaning staff.
- Staff / students are asked to clean down tabletops, desks, computers, shared laptops, practical room equipment etc. using the PPE provided.
- Water Fountains / Dispensers will be temporarily disconnected.
- Vending Machines will be disconnected.
- Deliveries to the school will only be accepted when it is related to the operation of the school. Deliveries of personal items to the school will not be signed for and will be returned to the courier.
- All persons entering school shall be directed to sanitise their hands and additional hand washing stations shall be provided where possible.

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## 22. Classrooms

The potential for cross contamination is higher at entry and exit points and where there are high levels of surface contact points such as in welfare areas, walkways, stairs access etc.

### Arrangements for Classrooms are as follows:

- Student based classrooms are in operation i.e., Teachers will now travel between classes to minimise student interactions.
- Dedicated seating plans i.e., individual chairs & desks will be established so far as is reasonably practicable.
- The teacher's desk will be placed at least 1 metre and where possible 2 metres from student's desks.
- Where possible teachers should maintain a minimum of 1m distance and where possible 2m. They should take measures to avoid close contact at face-to-face level such as remaining standing rather than sitting beside/ crouching down.
- Situations that require people to sit or stand in direct physical contact with other people should in particular be avoided.
- All rooms will be cleared out to maximise the available space for social distancing i.e., all non-essential equipment, furniture, and other items.
- Sanitising stations are in position in each classroom.
- Common contact surfaces in classrooms, are cleaned at least once daily by cleaning staff.
- Staff / students are asked to clean down tabletops, desks, computers, shared laptops, practical room equipment etc. using the PPE provided i.e., sanitising spray or wipes. This should be done at the start and end of each class.
- Where equipment is shared between students, then this too should be cleaned down before and after use. Teacher to advise students on the common touch points in the specialist rooms i.e., on/off buttons etc.
- Classrooms laid out to ensure physical distancing as per public health guidance of 2 metres and where not possible 1 metre.
- Where teachers are using a room not normally their own, they are asked to clean down tabletops, desks, computers, shared laptops, practical room equipment etc. using the PPE provided i.e., sanitising spray or soap. This should be done at the start and end of each class.
- Windows to be kept open to ensure good ventilation into the classroom.
- Posters / Illustrations of 2 metre spacing shall be posted to clearly demonstrate social distancing.
- Good respiratory etiquette throughout the meeting i.e., coughing / sneezing into a tissue or the back of the elbow.
- All rubbish to be disposed in a suitable bin.
- Teachers will be responsible for coordinating / staggering those students leaving classrooms in areas that may lead to unnecessary congestion.

### 23. Specialist Rooms

The potential for cross contamination is higher in practical rooms due to shared use of equipment in any classroom.

#### Arrangements for Specialist Rooms are as follows:

- Where students are moving to specialist classrooms, to the greatest extent possible they should sit with their base classroom classmates.
- Where possible consideration will be given to scheduling double classes for specialist rooms to minimise student travel around the school.
- The teacher's desk will be placed at least 1 metre and where possible 2 metres from student's desks.
- Where possible teachers should maintain a minimum of 1m distance and where possible 2m. They should take measures to avoid close contact at face-to-face level such as remaining standing rather than sitting beside/crouching down.
- Situations that require students or staff to sit or stand in direct physical contact with other people should in particular be avoided.
- All rooms will be cleared out to maximise the available space for social distancing i.e., all non-essential equipment, furniture, and other items will be removed.
- Where students need to move about within the classroom to perform activities (for example to access to shared equipment) the teacher will be responsible for organising the room to the greatest extent possible to minimise congregation around the point of access to the shared resource.
- Students will need to have their own individual art & equipment supplies for the Art Room.
- Perspex screens will also be considered in IT Rooms / Science rooms where existing benches cannot be split and therefore dedicated desks nor social distancing can be achieved for students.
- Teachers and students should avoid sharing of personal items such as pens and other writing materials, tablets and phones to the greatest extent possible.
- Multiple sanitising stations are in position throughout these rooms.
- Staff / students are asked to clean down specialist room equipment etc. using the PPE provided i.e. sanitising spray or wipes. This should be done at the start and end of each class.
- Where equipment is shared between students, then this too should be cleaned down before and after use. Teacher to advise students on the common touch points in the specialist rooms i.e. on/off buttons etc.
- Windows to be kept open to ensure good ventilation into the classroom.
- Good respiratory etiquette throughout the meeting i.e. coughing / sneezing into a tissue or the back of the elbow.
- All rubbish to be disposed in a suitable bin.
- Teachers will be responsible for coordinating / staggering those students leaving classrooms in areas that may lead to unnecessary congestion.

#### 24. Special Education Needs

For children with special educational needs (SEN) maintaining physical distancing in many instances will not be practical or reasonable to implement. The focus should therefore be on emphasising that parents/guardians should have a heightened awareness of signs, symptoms or changes in baseline which might suggest illness/COVID-19 infection and where symptoms are present, children should not attend the school.

Similarly, staff are instructed not to attend school if they develop signs or symptoms of respiratory illness.

#### Control Measures:

- Staff who work with children with medical needs in the school environment should apply Standard Precautions, as per usual practice.
- Hand Hygiene and Respiratory Etiquette to be maintained at all times.
- Cleaning schedules will be increased in all areas of the school including resource rooms.
- Specific circumstances will require the use of medical face masks, to EU Standard EN 14683 i.e., where there is a concern that physical distancing cannot be maintained or where there will be prolonged close contact and/or that exposure to fluid/respiratory droplets is likely i.e., SNAs working 1 to 1 with students.
- Children who are unable to wash their hands by themselves should be assisted to clean their hands using either soap and water or a hand sanitiser (if their hands are visibly clean) as outlined previously.
- Equipment used to deliver care shall be maintained and be visibly clean in accordance with the manufacturer's recommendations (generally achieved using a general-purpose detergent and warm water.
- Equipment that is used on different children shall be cleaned and, if required, disinfected immediately after use and before use by another child.
- If equipment is soiled with body fluids, first clean thoroughly with detergent and water. Then disinfect by wiping with a freshly prepared solution of disinfectant. Rinse with water and dry.

## 25. Choir / Music Performances

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

### Arrangements for Specialist Rooms are as follows:

- The teacher's desk will be placed at least 1 metre and where possible 2 metres from student's desks.
- Where possible teachers should maintain a minimum of 1m distance and where possible 2m. They should take measures to avoid close contact at face-to-face level such as remaining standing rather than sitting beside/ crouching down.
- Situations that require people to sit or stand in direct physical contact with other people should in particular be avoided.
- All rooms will be cleared out to maximise the available space for social distancing i.e., all non-essential equipment, furniture, and other items.
- Sanitising stations are in position in each classroom.
- Common contact surfaces in classrooms, are cleaned at least once daily by cleaning staff.
- Classrooms / Practice Areas to be laid out to ensure physical distancing as per public health guidance of 2 metres and where not possible 1 metre.
- Where teachers are using a room not normally their own, they are asked to clean down tabletops, desks before use.,
- To the greatest extent possible, instruments should not be shared between students and if sharing is required, the instruments should be cleaned between use. Wind instruments should be cleaned and disinfected between use.
- Rehearsals to be held in well ventilated areas.
- Spectators / audiences will not be permitted.

## 26. Visitors to the school i.e. Parents, Guardians etc.

The potential for cross contamination is higher at entry and exit points and where there are high levels of surface contact points such as in welfare areas, walkways, stairs access etc.

### Arrangements for Visitor Meetings on the school premises are as follows:

- School Entrance will be locked at all times with the exception of before school begins and ends.
- Visitors will be informed of the requirement to make an appointment before attending the school.
- All visitors will have to complete a self-declaration form.
- Advice on the COVID-19 measures will be visible to ensure that visitors are also adhering to what is required.
- All visitors will be directed to wait outside in their vehicles and call reception for direction.
- Once the person for whom the visitor is attending is ready and at reception – only then will the visitor be permitted to enter the building.
- Sanitising stations in position at all school entry points and the visitor / member of staff are expected to use it.
- Member of staff should use the nearest available meeting room giving due consideration to the size of the room, and the those likely to attend.
- Meetings should be kept to a maximum of 40 minutes.
- Meeting Room signage will be posted on each door to advise the maximum number that should be in attendance.
- Windows and door (where practicable) to be kept open to ensure good ventilation into the meeting area.
- Drop box available at school door for drop offs.

## 27. Management Of Deliveries to the School (School Office Supplies, Stationery, Furniture etc.)

### Arrangements for deliveries at our premises:

- Signage is in place externally advising delivery personnel to contact reception before attempting to enter the building.
- Deliveries to the school will be advised to wait outside and call the number provided on the signage.
- Over the phone, they will then be advised to drop any delivery in the reception porch. School personnel will then come out to collect.
- All collections should be managed in the same reverse order.
- All deliveries will be done through paperless delivery acceptance and acknowledgements with suppliers to ensure materials management and material reconciliations are accurate.
- Appropriate sanitising arrangements are in place at points of school access, egress and set down areas.

## 28. Main Office

As the central location in the school for staff and students the following measures are necessary to safeguard the school community.

### Control Measures

- Visitors to the school will be by appointment only i.e., main entrance will be locked during class times.
  - Main office Door will be closed during the day – staff and students are not permitted in the office.
  - A Perspex screen will be used to protect those in the main office.
  - PPE Pack will be available in the main office.
  - Messages for staff will be delivered via email.
  - Office staff shall be responsible for keeping workstation surfaces clear and clean i.e., wipe with sanitiser regularly throughout the working day.
  - Office staff shall be positioned so there is always a social distance of 2 metres between colleagues sharing the same space.
  - Windows will be opened to ensure good ventilation in the area.
  - Visitor Books and Sign in / Sign out books will be filled out by those in the office and not by students / parents signing the student out.
  - Cash payments will be discouraged. Any Cash Payments will be quarantined for 72 hours before handling / depositing.
  - Way2Pay has been introduced to reduce and discourage cash payments.
- Parents / students will be advised to ensure that they bring all items that are needed for a given school day.

## 29. Toilet Blocks

### Control Measures

- A minimum of 2 toilet cubicles to one sink will be maintained in the student toilet blocks. Each sink will have hot water and adequate supplies of hand soap (restocked regularly).
- The push type taps in sinks will be adjusted to run for a minimum of 20 seconds.
- Hand sanitiser dispensers will be located at the exit / entrances to each of the toilet blocks to ensure that hand hygiene is maintained.
- Those using the facilities shall adhere to physical distancing as much as is reasonably possible.
- Windows in / or adjacent to the toilet block should be opened to ensure good ventilation and fresh air circulation.
- Those using the facilities should practice good respiratory etiquette i.e., coughing / sneezing into a tissue or the back of the elbow.
- Congregation is not permitted in the toilet blocks.
- Soap and hand washing pictorial guides provided.
- Cleaning regime frequency will be increased for toilet facilities particularly door handles, locks, and the toilet flush handle. In addition, regular checks of soap dispensers will be conducted.
- Suitable and sufficient pedal bins for wastepaper are provided with regular removal and disposal.

## 30. Staff Room

### Control Measures

- Staff will adhere to a “shared personal responsibility” when using the staffroom
- Staff are encouraged to use their classrooms as much as possible. By doing so they will ensure social distancing is maintained as far as is possible.
- Those using the staff room shall adhere to the current physical distancing guidance of 2 metres from each other.
- An overflow staff room is available in the TBC.
- Posters / Illustrations of 2 metre spacing shall be posted to clearly demonstrate social distancing.
- Seating areas will be clearly marked with signage indicating areas where seating is not permitted.
- Those attending staff rooms are advised where possible to bring a packed lunch and flask.
- Seating arrangements will be modified to ensure that staff sit 2 metres apart whilst eating and avoid all physical contact with co-staff.
- Windows will be kept open to ensure good ventilation in the area.
- Staff are required to clean / sanitise tables and equipment used during the break with the supplied sanitising equipment.
- Disinfection wipes & Hand sanitiser dispensers will be located at the exit / Entrances to the staff room to ensure that hand hygiene is maintained.
- All rubbish shall be disposed in a suitable bin.
- Tables shall be cleared when finished eating.
- Those using the staff room should practice good respiratory etiquette at all times i.e., coughing / sneezing into a tissue or the back of the elbow.

### *Ventilation*

The Department has published guidance setting out the practical steps for good ventilation in accordance with public health advice ‘**Practical Steps for the Deployment of Good Ventilation Practices in Schools**’ The guidance sets out an overall approach for schools that windows should be open as fully as possible when classrooms are not in use (e.g. during break-times or lunch-times (assuming not in use) and also at the end of each school day) and partially open when classrooms are in use. The guidance provides that good ventilation can be achieved in classrooms without causing discomfort, particularly during cold weather. The Department has also published guidance on how these practical steps measures can be supplemented and enhanced by the use of Carbon Dioxide (CO<sub>2</sub>) monitors. For further details, click on the link below.

[Practical steps for the deployment of good ventilation practices in schools](#)

### 31. Management of Meetings i.e., PTMs, Year Heads, Student Support Team, SEN, Guidance Counsellor

Where meetings necessitate face-to-face discussion, the numbers attending will be kept to a minimum so as to ensure the mandatory 2 metres distancing is maintained. These meetings shall be kept as brief as possible.

#### Face to Face Meeting Considerations

- Microsoft Teams will be used primarily for all meetings in the school including but not limited to Staff Meetings, Parent Teacher Meetings, Year Head, SEN, Guidance.
- Only 'absolutely necessary' face to face meeting shall be facilitated i.e.
- In that case the following will apply:
  - Attendees shall adhere to the current physical distancing guidance of 2 metres from each other for the duration of the meeting. Where this cannot be achieved, then the meeting should be suspended, moved to a larger meeting room (where one is available) or online i.e., Microsoft 365.
  - Windows should be opened to ensure good ventilation and fresh air circulation.
  - Meeting room tables, projectors etc. should be cleaned down before and after use using the sanitising gel provided in the PPE Pack.
  - Attendees should practice good respiratory etiquette throughout the meeting i.e., coughing / sneezing into a tissue or the back of the elbow.
  - Ideally meetings should be kept to a maximum of 40 minutes.
  - Individuals may if they wish wear suitable face coverings.
  - Staff meetings will be held remotely, in small groups or in large spaces to facilitate physical distancing until further guidance from the HSE/DES is provided.

### 32. Sports Facilities

The potential for cross contamination is higher when using the Sports Facilities. Schools should refer to the HPSC guidance on Return to Sport. Link to return to sport protocols is found here.

<https://www.gov.ie/en/publication/07253-return-to-sport-protocols>

#### Arrangements for the students use of the Sports Facilities:

- The following will be considered ahead of any planned reopening of the Sports Hall:
  - Latest Public Health Guidance from Government / Sporting Bodies.
  - Changing Rooms will not be available for use.
  - Showers will not be available for use.
  - Physical distancing of 2 metres must be maintained at all times during the use of the area.
  - Sanitising stations are in position at entrance/exits as well as in and around the sports hall and gym.
  - All persons entering school shall be directed to sanitise / wash their hands and additional hand washing stations shall be provided where possible.
  - Common contact surfaces to be cleaned at least once daily by cleaning staff.
  - Students should arrive to school changed and 'ready to train' and not require the use of a changing area prior to the class commencement.
  - Teachers shall organise individuals into small groups or pods that remain together and work through stations, rather than switching groups or mixing groups.
  - For close contact sports, Presentation Secondary School will avoid the contact aspect of the sport and instead focus on fitness and skills, which can allow maintenance of social distancing during practices until further guidance is provided.
  - Students are not permitted to spit or clear their nose in the presence of others and will be reminded of coughing and sneezing etiquette.
  - Any unnecessary physical contact will be discouraged, such as high fives, handshakes, fist bumps, hugs or huddles and ensure that celebrations or greetings don't involve contact.
  - The teacher supervising will communicate any concerns they have during the class to ensure issues can be addressed quickly.
  - Students have been advised to bring their own water bottles with their name clearly marked, towels and must not share these with others. Personal equipment should only be shared with people from the same household.
  - Supervision of students required at all times. Should supervision not be able then access to gym equipment will not be permitted.
  - Gym equipment to be sanitised before and after use using the PPE provided.
  - Gym equipment that requires spotters are not permitted and that equipment must be taken out of use.
  - Good ventilation must be maintained in all areas i.e., open a window(s).
  - Minimise equipment sharing and clean shared equipment between uses by different people.

### Arrangements for those renting the Sports Facilities:

- Each organisation will be required to submit their Covid-19 Response Plan in line with their Sporting Bodies Protocols (or at the very least in accordance with the Sport Ireland Guidelines. The plan should include arrangements such as (not exhaustive):
  - Appointment of a Covid-19 Officer(s);
  - All attendees should, in advance of attending, complete an electronic attendance Sheet for all sessions held in the school.
  - All attendees should be notified of precautions that will be put in place on arrival and for duration of sessions and to ensure that they are fully aware of all symptoms of COVID-19.
  - COVID-19 Officers should be both aware of and have approved the activity taking place within each setting.
  - Ensure that they are following all advice and guidance issued by your National Governing Body of Sport or relevant representative body.
  - Ensure that relevant adjustments are made to risk assessments and safety plans to incorporate COVID-19 safety measures.
  - Participants should arrive 'ready to train' and not require the use of a changing area prior to the activity commencement.
  - Encourage individuals not to carpool, to wait in their car or outside the venue until just before the beginning of a practice, warm-up, or game, instead of congregating with others prior to starting.
  - Ensure attendees enter via designated entry route.
  - Stagger arrival and drop-off times by groups to limit contact between individuals as much as possible.
  - Identify shared spaces such as changing rooms, locker rooms, and showers as not available.
  - Measures in place to access first aid equipment.
  - Cleaning and disinfection of all equipment prior to use, between users and after session. Limitation of sharing of equipment where possible. If there is sharing of equipment, including balls, participants should wash your hands thoroughly before and after use.
  - Provisions for hand washing, hand sanitising facilities and equipment cleaning supplies
  - First Aid kits updated to include additional face masks, surgical gloves and sanitisers.
  - Provision of introduction to each session to include all precautions that should be implemented throughout the session i.e., maintain social distancing.
  - Maintain social distancing of 2 meters between individuals for the duration of the session and when explaining drills or rules.
  - Organise individuals into small groups or pods that remain together and work through stations, rather than switching groups or mixing groups.
  - For close contact sports, avoid the contact aspect of the sport and instead focus on fitness and skills, which can allow maintenance of social distancing during practices.
  - Encourage participants not to spit or clear their nose in the presence of others and remind of coughing and sneezing etiquette.

**Arrangements for those renting the Sports Facilities (continued):**

- Discourage unnecessary physical contact, such as high fives, handshakes, fist bumps, hugs or huddles and ensure that celebrations or greetings don't involve contact.
- Communicate any concerns you have during the session to ensure issues can be addressed quickly.
- Provide hand washing facilities and equipment cleaning supplies.
- Any training gear, including bibs, should be brought home by the individual who used them.
- Immediately at the conclusion of the session, ensure attendees exit via the designated exit route while maintaining social distancing and not congregating into groups post session i.e., in the carpark.
- Ensure facility and equipment is returned to pre-session cleaning standards.
- Participants should be asked to bring their own water bottles with their name clearly marked, towels and where possible personal equipment, and instructed not to share these with others. Personal equipment should only be shared with people from the same household.
- Individual equipment provided to participants should be cleaned and disinfected before and after each activity session. It is recommended that time is scheduled between sessions to enable thorough cleaning and disinfection to be conducted.
- Procedure to deal with a Suspected Case of Covid-19.

**33. Evacuation Procedures**

Physical distancing also needs to be maintained when evacuating the school.

**Control Measures:**

- Assembly Point Signage will be spaced out to minimise the congregation of students in one fixed area i.e. In the back of school building, signage has been positioned in such a way so as to keep year groups as far apart as possible in the event of an evacuation.
- A drill will take place in the 1st six weeks of the school year to test the procedures.

### 34. School Travel

School trips shall be reduced to the absolute minimum and, as far as is reasonably practicable, technological alternatives shall be made available (e.g., telephone or video conferencing).

**For necessary work-related trips the following the following shall be considered by all:**

- Arrangements around student travel on buses will be subject to DES circulars.
- School tours and trips will not take place in the first term and will be reviewed in line with Public Health advice in the 2<sup>nd</sup> term of the year.
- Where staff are travelling for a work-related event the use of the same vehicles by multiple staff is not encouraged. The number of staff who share a vehicle – simultaneously or consecutively – shall be kept to a minimum as far as is as reasonably practicable, for example by assigning a vehicle to a fixed team.
- Staff are advised to consider to travel alone if using their personal car to travel to work or at a maximum be accompanied by one passenger who shall be seated in adherence with physical distancing guidance.
- Where staff are returning from an international trip, they will be instructed to isolate at home for 14 days as per public health advice.
- These protocols may not be in place / practiced when travelling internationally but staff should maintain the same etiquette regarding physical distancing, respiratory & hand hygiene.

### 35. Contractors on site

Contractors may from time to time be required in the school to carry essential work for the continuance of school activities.

**For necessary construction work in the school:**

- Contractors on the school premises where there are restrictions arising from the risk of COVID-19 shall follow the infection prevention and control measures and take into account public health advice around preventing the spread of COVID-19.
- Contractors will be requested to submit their Covid-19 Response Plan, Health & Safety Statement, Risk Assessment & Method Statements which will take into account the requirements of the Return-to-Work Protocol.
- All contractors will sign the “Visitor Self Declaration Form”.
- A system for recording visits to the school(s) by contractors is in place.
- The school’s measures i.e., physical distancing, hand hygiene and respiratory etiquette must be maintained by all contractors in the school.

### 36. Personal Protective Equipment

While correctly using PPE can help prevent some exposures, it shall not take the place of other preventative measures as outlined above.

PPE will be required to be worn within schools according to current occupational and public health guidance i.e., Face Masks. However, for a limited number of staff, additional PPE will need to be used occasionally or constantly due to the nature of certain work activities. These might include roles such as:

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

Appropriate PPE will be available for dealing with suspected COVID-19 cases, intimate care needs and for first aid. Where staff provide healthcare to children with medical needs in the school environment, they should apply standard precautions as per usual practice.

#### Classroom PPE Stations will comprise of:

- 5 No. FFP2 Face Masks
- 10 No. Pairs of Nitrile gloves.
- 2 No. 500ml Alcohol based hand sanitiser – 70% or greater (General Classrooms plus CPU Room).
- 2 No. 500ml Non-Alcohol based hand sanitiser for practical rooms.
- Sanitising Wipes x 1 Drum.

#### Isolation Room PPE will comprise of:

- 5 No. Face Shields.
- 5 No. Enclosed Eye Protection.
- 5 No. Box of Plastic disposable gowns.
- 5 No. Box of FFP2 Face masks.
- 6 No. Drums of Sanitising Wipes (Min. Quantity of 200 wipes per drum).
- 6 No. 1 litre Alcohol based hand gel – 70% or greater.

### Masks/Face Coverings

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

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

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

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

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

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

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

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

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

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

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

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

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

### **Medical Grade Masks**

Schools must provide medical grade masks in the EN14683 category to all SNAs and teachers in special schools and special classes and those staff by necessity that need to be in close and continued proximity with pupils with intimate care needs including School Bus Escorts.

Wearing a face mask does not negate the need to stay at home if symptomatic.

### **Gloves**

The use of disposable gloves in the school by students or staff is not generally appropriate but may be necessary for matters such as cleaning, intimate care settings or when administering first aid. Routine use does not protect the wearer and may expose others to risk from contaminated gloves.

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

### **Aprons**

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

### 37. Contact Tracing

The prompt identification and isolation of potentially infectious individuals is a crucial step in protecting staff, students, and the wider school community.

#### **Presentation Secondary School shall:**

- Use the attendance module on VS Ware for the purposes of tracing the whereabouts of staff / students in any given week for the specific purpose of contact tracing.
- Staff must keep their own log of meetings held and who was in attendance – this should be done by the meeting organiser.
- Where logs are kept electronically these will need to be emailed to the Principal on request.
- The visitor sign-in book (when the school reopens to visitors) will also be used for the purposes of contact tracing.
- The sign in / sign out book will also be utilised for tracing students.
- Staff will upload all seating plans onto the relevant year in the file named “Seating Plans”, in the file section of the Teaching Staff Team.

Should staff be identified as coming into contact with someone suspected of having Covid-19 they shall:

- make themselves aware of the signs and 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 signs or symptoms.
- report to the Principal immediately if any symptoms develop during their working day.

### 38. First Aid Responder Guidance

COVID-19 infects people through contact with the mucous membranes. First Aid Responders must think of these as being the mouth, nose and eyes. It does not infect through the skin. The key interventions to manage this risk are to minimise hand contamination, avoid touching your face and clean your hands frequently with soap and water or alcohol-based hand gel.

There is also a significant risk of direct transfer of the virus on to mucous membranes by droplet transmission, that is, by direct impact of larger infectious virus droplets generated from the person's respiratory tract landing directly in your eyes, nose, or mouth. This risk is managed by use of appropriate PPE (mask and eye protection) and by providing the ill person with a mask to cover their nose and mouth when coughing or sneezing (respiratory hygiene and cough etiquette).

If, as a First Aid Responder, you can avoid close contact with a person who may require some level of first aid, do so. This, of course, will not be possible in the event of having to provide emergency lifesaving measures such as an incident of cardiac arrest, heart attack, choking, stroke. First Aid Responders shall familiarise yourself with the symptoms of COVID-19 i.e., Fever or chills, Cough, Shortness of breath, Fatigue, Aches, and pains.

#### Key Control Measures when administering First Aid

- Standard infection control precautions are applicable when responding to any first aid incident in the school. Hand washing with warm water and soap, or an alcohol-based hand gel must be performed before and after providing any first aid treatment.
- Any person presenting with symptoms consistent with COVID-19 should be treated as a suspected case. In such cases, move individual to the Old Reception Area (Primary Isolation Room) Room to minimise risk of infection to others. Only one First Aid Responder to provide support, where practical. Additional PPE (enclosed eye protection and FFP3 mask if available) shall be worn by First Aid Responders when responding to all first aid incidents where close contact cannot be avoided.
- The school has included a number of masks in each of the classroom PPE Packs i.e., to give a mask to a student / staff member if they are displaying symptoms consistent with COVID-19 in order to limit droplet dispersion.
- If you suspect a person has experienced a cardiac arrest a person in cardiac arrest shall have compression only CPR applied.
- Persons with minor injuries (cuts, abrasions, minor burns) - where practical, a First Aid Responder shall avoid close contact and advise the injured party what steps to take in treating their injury.
- No reusable equipment shall be returned to service without being cleaned/disinfected appropriately.
- PPE available to First Aiders include:
  - Disposable gloves (nitrile/latex).
  - FFP3 or FFp2 Face masks.
  - Disposable plastic aprons.
  - Enclosed eye protection.
  - Full Face Shields.
- First Aid Responders must ensure that the mask covers both the mouth and nose and is fitted correctly to create an adequate seal to the face. Following first aid treatment, disposable PPE and any waste shall be disposed of appropriately and reusable PPE cleaned/disinfected thoroughly.
- Presentation Secondary School shall replenish PPE stock as appropriate.

### 39. COVID-19 Suspect / Confirmed Cases

#### Suspect Covid-19 Case in Presentation Secondary School

In the case of a suspected case, contact is made with the office to accompany the student to the Isolation Room.

Staff / students with symptoms / suspected symptoms will be isolated initially in the Old Reception Area. This isolation area will be well ventilated and be stocked with a PPE Pack i.e., appropriate tissues, hand sanitiser, disinfectant and/or wipes, gloves, masks, & clinical waste bags will be available in the immediate vicinity of this area.

If someone displays symptoms of COVID-19, the school shall:

1. Isolate the person by accompanying the individual to the designated isolation area – in the school this will be the Old Reception Area, keeping at least 2 metres away from the symptomatic person and also making sure that others maintain a distance of at least 2 metres from the symptomatic person at all times.
2. Classroom teacher will provide a mask for the person presenting with symptoms. Staff shall also wear the mask if in a common area with other people or while exiting the premises.
3. Where it is a member of staff, assess whether the unwell individual can immediately be directed to go home and call their doctor and continue self-isolation at home.
4. Where it is a student, assess whether the unwell individual can immediately be collected by a parent / guardian and call their doctor and continue self-isolation at home. Public transport of any kind should not be used.
5. Facilitate the person presenting with symptoms remaining in isolation if they cannot immediately go home. Staff shall avoid touching people, surfaces, and objects. Public transport of any kind should not be used.
6. Advice shall 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.
7. 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.
8. Carry out an assessment of the incident which will form part of determining follow-up actions and recovery.
9. Arrange for appropriate cleaning of the isolation area and work areas involved.
10. Provide advice and assistance if contacted by the HSE.

The school will be contacted by the HSE to discuss the case and identify people who have been in contact with the suspected case of Covid-19 and advise on any actions or precautions that shall be taken.

A risk assessment of each setting will be undertaken by HSE with the Principal. Advice on the management of staff and members of the public will be based on this assessment. The HSE will also be in contact with the case directly to advise on isolation and identifying other contacts and will be in touch with any contacts of the case to provide them with appropriate advice.

Advice on cleaning of communal areas such as offices or toilets is outlined later in this document.

### Confirmed COVID-19 Case in Presentation Secondary School

If a confirmed case is identified in Presentation Secondary School, the HSE will provide the principal and anyone potentially affected with advice. This may include:

- staff or student(s) in close face-to-face or touching contact.
- talking with or being coughed on for any length of time while the staff or student(s) was symptomatic.
- anyone who has cleaned up any bodily fluids.
- close friendship groups or workgroups.
- Staff or student(s) living in the same household as a confirmed case.
- Contacts are not considered cases and if they are well, they are very unlikely to have spread the infection to others.

Those who have had close contact will be asked to stay at home for 14 days from the last time they had contact with the confirmed case and follow the home isolation information sheet provided by the HSE. They will be actively followed up by the HSE if they develop new symptoms or their existing symptoms worsen within their 14-day observation period they shall call their doctor for reassessment if:

- If they become unwell with cough and/or fever they will be tested for COVID-19.
- If they are unwell at any time within their 14-day Observation period and they test positive for COVID-19 they will become a confirmed case.

#### 40. Reporting Requirements Under Occupational Health and Safety Legislation

There is no requirement for Presentation Secondary School to notify the Health and Safety Authority if a member of staff contracts COVID-19. Diseases are not reportable under the Safety, Health and Welfare at Work (Reporting of Accidents and Dangerous Occurrences) Regulations 2016 (S.I. No. 370 of 2016).

COVID-19 is however reportable under the Infectious Diseases (Amendment) Regulations 2020 by a medical practitioner who becomes aware of or suspects an instance of such disease. Such a report shall be sent to the Health Protection Surveillance Centre (HPSC) in the HSE by the medical practitioner.



#### 41. Cleaning Spaces with Suspected / Confirmed Cases

The specific advice in relation to school cleaning is set out in the HPSC advice and is covered in the induction training.

- The rooms should be cleaned as soon as practicably possible.
- Once the room is vacated the room should not be reused until it has been thoroughly cleaned and disinfected and all surfaces are dry.
- Disinfection only works on things that are clean. When disinfection is required, it is always in addition to cleaning.
- Person/s assigned to cleaning should avoid touching their face while they are cleaning and household gloves and a plastic apron.
- It is recommended cleaning an area with normal household disinfectant after a suspected coronavirus (COVID-19) case has left will reduce the risk of passing the infection on to other people.
- For cleaning purposes, cleaners will wear a face mask, disposable or washing up gloves. Following use, these items shall be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished.
- Using a disposable cloth, first clean hard surfaces with warm soapy water. Then disinfect these surfaces with the cleaning products you normally use. Pay particular attention to frequently touched areas and surfaces, such as the back of chairs, door handles etc.
- If an area has been heavily contaminated, such as with visible bodily fluids, from a person with coronavirus (COVID-19), eye protection / face shield is required as well as wearing gloves and an apron.
- Wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning.
- Once the room has been cleaned and disinfected and all surfaces are dry, the room can be reused.
- If a student or staff diagnosed with COVID-19 spent time in a communal area like a canteen, or if they used the toilet or bathroom facilities, then the areas should be cleaned with household detergent followed by a disinfectant as soon as is practically possible.

#### Cleaning & Disinfection

Public areas where a symptomatic individual has passed through and spent minimal time, such as corridors, canteens etc. but which are not visibly contaminated with body fluids should be cleaned thoroughly. All surfaces that the symptomatic person has come into contact with must be cleaned and disinfected, including:

- objects which are visibly contaminated with body fluids.
- all potentially contaminated high-contact areas such as toilet blocks, doorhandles, handrails in corridors and stairwells.
- Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings, following one of the options below:
  - use either a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine or,
  - a household detergent followed by disinfection (1000 ppm av.cl.). Follow manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants or
  - if an alternative disinfectant is used within the organisation, this shall be checked and ensure that it is effective against enveloped viruses.
- Those cleaning these areas should avoid creating splashes and spray when cleaning.
- Any cloths and mop heads used must be disposed of and shall be put into waste bags.
- When items cannot be cleaned using detergents or laundered, for example, upholstered furniture, then steam cleaning shall be used.

- Any items that are heavily contaminated with body fluids and cannot be cleaned by washing shall be disposed of.
- If possible, keep the area closed off and secure for 72 hours. After this time the amount of virus contamination will have decreased substantially, and you can clean as normal with your usual products.

**Personal Protective Equipment (PPE)**

- The minimum PPE to be worn for cleaning an area where a person with possible or confirmed coronavirus (COVID-19) is disposable gloves and an apron. Hands shall be washed with soap and water for 20 seconds after all PPE has been removed.
- If an area has been heavily contaminated, such as with visible bodily fluids, from a person with coronavirus (COVID-19), eye protection / face shield is required as well as wearing gloves and an apron.

**Laundry**

Wash items in accordance with the manufacturer's instructions. Use the warmest water setting and dry items completely. Dirty laundry that has been in contact with an unwell person can be washed with other people's items.

Do not shake dirty laundry, this minimises the possibility of dispersing virus through the air. Clean and disinfect anything used for transporting laundry with your usual products, in line with the cleaning guidance above.

**Waste Management**

Waste from possible cases and cleaning of areas where possible cases have been (including disposable cloths and tissues):

- Shall be put in a plastic rubbish bag and tied when full.
- The plastic bag shall then be placed in a second bin bag and tied. It shall be put in a suitable and secure place and marked for storage until the individual's test results are known.

Waste shall be stored safely and kept away from children. You shall not put your waste in communal waste areas until negative test results are known, or the waste has been stored for at least 72 hours.

- If the individual tests negative, this can be put in with the normal waste.
- If the individual tests positive, then store it for at least 72 hours and put in with the normal waste.

## 42. Return To School Process

Fitness for Work shall be considered from two perspectives:

1. Does their illness pose a risk to the individual themselves in a school setting?
2. Does their illness pose a risk to others in the school?

The following steps shall be followed, in line with current public health advice in Ireland:

- Any staff /student(s) who display symptoms consistent with COVID-19 must stay home, self-isolate and contact their GP by phone as part of the triage process.
- They must also notify the school of their suspected illness.
- An individual will be classified as either a suspected or confirmed case, based on outcome of test.
- An individual who is a known close contact with a confirmed or suspected case will be contacted by the HSE through its contact tracing process. Advice regarding self-isolation for a period of 14 days since their last "close contact" with a confirmed/suspected case must be followed.

An individual must only return to school if deemed fit to do so and upon approval of their GP and having coordinated with the Principal. When an individual is symptom-free and are deemed fit to return to work, the key criteria are:

1. It's been 14 days since their last "close contact" with a confirmed/suspected case and they have not developed symptoms in that time, or 14 days since the onset of their symptoms and 5 days since their last fever (high temperature), or
2. They have been advised by a GP / healthcare provider to return to work and have been given a "Fitness to Return" Certificate.

The school shall confirm the relevant criteria above with the individual and write down their responses.

For the most up to date information on the return to school process after testing positive, visit:

- <https://www.gov.ie/en/circular/b4832-coronavirus-covid-19-arrangements-for-teachers-and-special-needs-assistants-employed-in-recognised-primary-and-post-primary-schools/>
- <https://www2.hse.ie/conditions/covid19/preventing-the-spread/returning-work-safely/>

### 43. Return to School Safely Induction Form - Staff

- **Out of an abundance of caution, the Board of Management set forth new measures designed to minimise of risk of Covid-19 in the school.**
  - **Covid-19 Response Plan is available to all staff** and has been developed to address the risk of Covid-19. It outlines the measures Presentation Secondary School are committed to implementing in addressing these risks.
  - **Symptoms of Covid-19 include but are not limited to: Fever or Chills, Cough, Shortness of breath, Fatigue, Aches and Pains**
  - **Lead Worker Representative** will monitor the application of the "Covid-19 Response Plan" to ensure the measures identified are implemented. The Health & Safety post will take up this role.
  - **Contact Tracing Log** – is in operation for the detection and isolation of close contacts of a suspected / confirmed case of Covid-19. VS Ware will be the primary tool used for retrospectively tracing movements of staff and students. Meeting organisers will be responsible for taking attendance at meetings for the purposes of contact tracing.
  - **"Stay at home if unwell" Policy is in operation at the school. This means that if staff feel unwell / displaying symptoms of Covid-19 you should stay at home.**
  - **Social Distancing - You should maintain a minimum of 1m distance and where possible 2m. You should take measures to avoid close contact at face-to-face level such as remaining standing rather than sitting beside/crouching down.**
  - **Classrooms** - Student based classrooms are in operation i.e., Teachers will now travel between classes to minimise student interactions. Where students are moving to specialist classrooms, to the greatest extent possible they should sit with their base classroom classmates.
  - **Blended Learning Plan** – as the Covid-19 crisis continues to evolve, Presentation Secondary School will follow public health advice. This may see a return to a blended learning environment using Microsoft 365.
  - **Only authorised personnel allowed in the building** i.e., those who have filled out the Covid-19 Self Declaration Form. Visitors to the school are now by appointment only.
  - **PPE Packs** – will be available in each classroom comprising of Hand Sanitiser, Disposable Gloves & Face Masks (for those presenting with symptoms). It is the responsibility of each member of staff to notify the Principal should stocks run low.
  - **Cleaning** - Presentation Secondary School will see increased cleaning schedules from the start of the new school year. Cleaners will now start earlier in the day and will focus on sanitising touch points around the school i.e. handrails, door handles, photocopiers etc. in addition to our normal schedule of cleaning.
  - **Hand Sanitising Stations are located as follows** - Student & Staff entrances, outside each toilet block, Outside the staff room door, Inside the staff room at wash areas, At each desk in each classroom, In all meeting areas, Additional drums of sanitising wipes to be located in the practical rooms i.e. to ensure desks, tables, equipment etc. are cleaned down at the start and end of each class. Additional drums of sanitising wipes to be placed with the laptop trolleys. To be used thoroughly and out of an abundance of caution.
  - **Hygiene** – Staff are expected to wash hands thoroughly for 20 seconds using hot water and soap at various points throughout the school day. Staff are reminded to cover their nose and mouth when sneezing / coughing. Used tissues should be discarded immediately in the nearest available waste bin. Cups, bottles, cutlery & pens are not to be shared.
  - **Staff Room** – Staff are encouraged to adhere to a "shared personal responsibility" in the use of the staffroom
  - **Meeting Rooms** – Each meeting room is now marked with signage indicating the maximum number of occupants per meeting and the safety measures that need to be adopted by each attendee. Other measures include washing / sanitising hands, opening windows, ensuring physical distancing of 2 metres at all times and a time limit to conclude meetings.
  - **Use of PPE** – we will follow the Public Health Advice regarding use of Face Masks in Presentation Secondary School.
  - **If you or a student develops Covid-19 Symptoms in school the procedure is as follows:**
  - Provide the suspected case with a mask and disposable gloves from the PPE Pack in each classroom. Suspected Case shall wear the mask at all times up until they leave the school premises.
  - Accompany the suspected case to the Old Reception Area (the primary isolation room), keeping at least 2 metres distance at all times.
  - Arrange transport home or to hospital for medical assessment. Public transport of any kind should not be used.
  - Suspected Case shall avoid touching people, surfaces and objects so far as is reasonably possible.
  - Suspected Case should cover their mouth and nose with disposable tissue provided when they cough or sneeze and put the tissue in the waste bag provided.
  - Once the suspected case has left the premises, appropriate cleaning of the isolation area and classrooms will take place.
- Presentation Secondary School will provide assistance if contacted by the HSE.

#### 44. Return to School Safely Induction Form - Students

- Out of an abundance of caution, the Board of Management at Presentation Secondary School set forth new measures designed to minimise the risk of Covid-19 in the school. Covid-19 Response Plan is available to all parents / guardians from the school website and has been developed to address the risk of Covid-19. It outlines the measures we are committed to implementing in addressing these risks.
- Parents / Guardians / Students need to familiarise themselves with the Symptoms of Covid-19 i.e., Fever or Chills, Cough, Shortness of breath, Fatigue, Aches and Pains. Students should immediately inform their teacher should they experience any of these symptoms.
- “Stay at home if unwell” Policy is in operation at Presentation Secondary School. This means that if any student displays symptoms of Covid-19 they should stay at home. Should a student display symptoms in class, they will be immediately isolated on the school premises and the parent / guardian will be contacted to collect the student.
- Classrooms - Student based classrooms are in operation i.e., Teachers will now travel between classes to minimise student interactions. Where students are moving to specialist classrooms, they should sit with their base classroom classmates.
- Student Lockers will not be available – students are advised to bring copybooks to school.
- Cleaning – We will see increased cleaning schedules from the start of the new school year. Cleaners will now start earlier and will focus on sanitising touch points i.e., handrails, door handles, in addition to our normal schedule of cleaning.
- Hygiene – Students are expected to wash hands thoroughly for 20 seconds using hot water and soap at various points throughout the school day i.e., before and after each break.
- PPE Packs – will be available in each classroom comprising of Hand Sanitiser, Disposable Gloves & Face Masks (for those presenting with symptoms).
- Hand Sanitising Stations are located as follows – All Student Entrances, Outside each toilet block, Outside the staff room door, in each classroom, In all meeting areas, Additional drums of sanitising wipes are located in the practical rooms i.e. to ensure desks, tables, equipment etc. are cleaned down at the start and end of each class and when sharing equipment between students. They should be used throughout the day. Students are asked to bring their own sanitiser also. Students are advised to not (either intentionally or accidentally) ingest hand sanitiser.
- Respiratory Etiquette - Students are reminded to cover their nose and mouth when sneezing / coughing. Used tissues should be discarded immediately in the nearest available waste bin. Cups, bottles, pens are not to be shared.
- Contact Tracing Log – is in operation for the detection and isolation of close contacts of a suspected / confirmed case of Covid-19. VS Ware will be the primary tool used for retrospectively tracing movements of students.
- Only authorised personnel allowed in the building i.e., those who have filled out the Covid-19 Self Declaration Form. Visitors to the school are now by appointment only. Students should now bring with them what they need to school each morning.
- Collecting students from school – Parents / guardians are asked to not come to the reception when collecting a student. They should phone the school office, indicate that they are in the car park to collect the student. The secretary will sign the sign out book as confirmation and then let the student leave.
- Social Distancing is important - Maintain at least 2 metres between you and anyone else where at all possible.
- Use of PPE – we will follow the latest Public Health Advice regarding use of Face Masks in Presentation Secondary School.
- Water Dispensers / Fountains have been disconnected as a key control measure in preventing the transmission of the Covid-19 in the school. Students are expected to bring their own water to school each day.
- Blended Learning Plan – as the Covid-19 crisis continues to evolve, Presentation Secondary School will take appropriate steps to safeguard our school community. This may see a return to distance learning / blended learning environment using Microsoft 365 and other technologies. We will provide more information if / when this is likely in the school.
- If you or a student develops Covid-19 Symptoms in school the procedure is as follows:
  - Provide the suspected case with a mask and disposable gloves from the PPE Pack in each classroom. Suspected Case shall wear the mask at all times up until they leave the school premises.
  - Accompany the suspected case to the Old Reception Area (the primary isolation room) keeping at least 2 metres distance at all times.
  - Arrange transport home or to hospital for medical assessment. Public transport of any kind should not be used.
  - Suspected Case shall avoid touching people, surfaces and objects so far as is reasonably possible.
  - Suspected Case should cover their mouth and nose with disposable tissue provided when they cough or sneeze and put the tissue in the waste bag provided.
  - Once the suspected case has left the premises, appropriate cleaning of the isolation area and classrooms will take place.
  - Presentation Secondary School will provide assistance if contacted by the

*Brendan Walsh*

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

Chairperson Board of Management

Date: 30<sup>th</sup> September 2021

*Christie Kelly*

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

Principal

Date: 30<sup>th</sup> September 2021