



Scoil Dara, Kilcock

Covid-19 Response Plan for the safe and sustainable reopening of Post Primary Schools August 2020 Policy Statement 2020-21

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The content of this document are live and subject to amendment in line with guidance from www.gov.ie, www.hse.ie, www.hpsc.ie, www.hsa.ie, www.education.ie or agreements with education partners as appropriate for our sector.

1. Introduction:

The Minister for Education published the “roadmap for the full return to school” on July 27th, 2020 setting out the framework for the operation of schools as well as the supports available to schools in the current COVID-19 context. In addition to being places of learning our schools are places of work and as such the aforementioned document is in compliance with the Return-to-work Protocols developed collectively by the DBEI, the DH and the HAS.

Clear and practical guidance has been addressed to all schools as centres of learning and workplaces facilitating the safe operation of these communities through the prevention, the early detection and control of spread of COVID-19. It provides key guidance to minimise the risk of COVID-19 for staff, students, families and the wider community while recognising the core value of education and the operation of schools for the health and wellbeing of students and society.

This document focuses on the practical steps recommended to all post-primary schools in minimising the risk of infection while recognising that no interpersonal interaction is without risk of transmission of infection at any time. All documentation and templates included in this publication are supported by the public health advice provided by the HSPC for the safe and sustainable reopening of our schools and educational facilities.

<https://www.gov.ie/en/publication/532b6-health-advice-provided-by-the-health-protection-surveillance-centre-hpsc-for-the-safe-reopening-of-schools-and-educational-facilities/>

Scoil Dara is committed to providing a safe and healthy workplace for all our staff and a safe learning environment for all our students. One of the key challenges in our progress toward reopening is to find a practical and sustainable balance between minimising risk and generating a supporting environment for teaching and learning. Scoil Dara’s response plan follows the guidance presented through the Roadmap document toward avoiding the introduction of COVID-19 into the school as well as the steps that can be taken to reduce the likelihood of the spread within the school itself, if COVID-19 is introduced into the school environment from outside.

The DES has worked intensively with the Health Advisory agencies and the Education partners to develop consistent plans, protocols, advice and guidance for schools, including the School COVID-19 Response Plan. There is a comprehensive raft of documentation available to schools guiding their safe reopening, including guidance on learning, wellbeing, school programmes and subject specification for the academic year 2020/2021. All these documents will be available at www.gov.ie/backtoschool

It is important that the relevant information is made available for all education partners to access with particular focus on the availability of such information for students, parents and guardians through trusted media channels, school correspondence and www.gov.ie

2. A COVID-19 Response Plan:

A schools COVID-19 response Plan is designed to support school staff and the BOM in developing and investing in measures which aim to prevent the spread of COVID-19 in the school environment.

This plan details the policies and practices necessary to meet the guidelines set out in the Governments Return to Work Safely document, The DES Roadmap for the safe and sustainable reopening of schools and aims to prevent the introduction and spread of COVID-19 in the school environment. The resumption of school-based teaching and learning and the re-opening of schools must comply with the public health advice

documents published by the DES, minimising the risk to staff and students. The Response Plan supports the sustainable reopening of our schools with the overriding objective is to protect the health of staff and students regarding the introduction and spread of COVID-19 while supporting and promoting the educational and developmental need of the students in our school. The Response plan is a living document and is subject to amendment in line with up-to-date public health advice and any relevant agreement with education partners as appropriate for post primary schools.

In line with the Return to Work Safely Protocol, the key to a safe and sustainable return to work and reopening of schools is clear and regular communication and a shared and collaborative approach between the BOM, staff, students and parents.

Every effort is made to ensure the current accuracy of the information provided in this document. However, should errors or omissions be identified please notify us so the appropriate measures may be taken in a timely manner to rectify same.

A COVID-19 Response Plan outlines the commitment of the school to implement a plan and help prevent the spread of the virus. The Plan will be presented to the BOM and signed and dated by the Chairperson of the Board and the Principal of Scoil Dara. The Plan will be shared with the staff, parents and students at the school. A template for the COVID-19 Response Plan - Appendix 1

The Scoil Dara BOM and all school staff are responsible for the implementation of the plan and a combined and supportive community effort will help safeguard and protect members of that community and help contain the spread of the virus.

We will:

- Access and review the most up-to-date information provided by the HSE, DES, Gov.ie to school communities.
- Continue to monitor our COVID-19 response and amend the plan in consultation with our staff
- Provide up to date information to our staff and students on the Public Health advice issued by the HSE, DES, Gov.ie
- Display key information on the signs and symptoms of COVID-19, respiratory etiquette and correct hand washing techniques
- Agree with staff, a representative who is easily identifiable to carry out the role outlined in this plan
- Inform staff and students of essential hygiene and respiratory etiquette and physical distancing requirements
- Inform staff and students on the proper use of face covering/face mask/visor
- Adapt the school to facilitate physical distancing as appropriate in line with the public health guidance and direction of the DES
- Keep **contact log** to help with contact tracing
- Ensure staff and students engage with the induction briefing provided by the DES
- Implement the agreed procedures to be followed in the event of someone within the school community 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 the school day
- Implement cleaning in line with the DES advice

All staff will be consulted on an on-going basis and feedback regarding and concerns, issues or suggestions will be facilitated openly. This can be done through consultation with the Lead Worker Representative, who will be supported in line with the agreement between the DES and education partners.

Signed: _____

Date: _____

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

3.Planning and Preparing for the Sustainable Return to School

The BOM aims to facilitate the resumption of school-based teaching and learning for all students and the return to the workplace for all staff. The return to the workplace must be done safely and in strict adherence to the public health advice and the guidelines issued by the DES.

Details for the safe reopening of schools and the applicable controls are detailed in this plan

Before re-opening the schools for the 20/21 academic year each school will need to have processes in place to include the following:

- Means of keeping up to date with public health advice, changes/developments to Government guidelines for the safe and sustainable re-opening of society and DES updates regarding schools.
- Means of passing on this information to staff, students, parents, and relevant others.
- Ensure that staff have reviewed the training materials made available by the DES (see Note A)
- Provided staff with access to the Return-to-Work form - RTW (see Note B)
- Identified the Lead Worker Representative - LWR (see Note C)
- Displayed posters and other signage to inform on the prevention of the introduction of COVID-19 (see Note D)
- Made the necessary changes to the school layout and supported the redesign of classrooms to support physical distancing (see Note E)
- Removed unnecessary clutter to support physical distancing and the enhanced cleaning of the school while taking into account the importance of having educational materials to create a stimulating learning environment.
- Update the Health and Safety Risk Assessment (see Note F)
- Made necessary arrangements to restrict access to the school and maintain records of contacts to the school (see Note G)
- Reviewed the school building to check and address the following:
 - Does the water system need flushing following low usage to prevent Legionella disease?
 - Has school equipment and mechanical ventilation been checked for signs of damage or deterioration before being used again.
 - Have adequate bin collections and other essential services resumed.
- There are checklists in place to assist schools regarding the detail of what is needed for these arrangements in the appendices of this plan.

a) Induction Training and Return to Work Forms

All Staff will undertake and complete COVID19 training prior to returning to school and reviewed training materials provided by the DES. Available on www.gov.ie

The aim of the training is to ensure that staff have full knowledge and understanding of the following

- COVID-19 symptoms

- Latest health and safety advice
- What to do if a staff member or student develops symptoms of COVID-19 while at school
- Outline of the COVID-19 response plan

Staff will be kept fully informed of the control measures in place in the school and of their duties and responsibilities in preventing the spread of COVID-19 and will be up-dated regarding any changes to the control measures and school protocols and/or guidance available for the public health authorities and DES.

If a staff member is unsure about any aspect of the CRP, the associated control measures and/or his/her duties, he/she should immediately seek clarification from the Principal who is supported in this role by the BOM.

<https://www.gov.ie/en/publication/b264b-roadmap-for-the-full-return-to-school/>

Management will keep up to date with public health advice, changes to any Government plans for the safe and sustained return to work and DES updates. This information will be passed on in a timely manner to staff, students, parents, and others as required.

Pre-return to Work Questionnaire COVID-19

https://www.hsa.ie/eng/topics/covid-19/return_to_work_safely_templates_checklists_and_posters/return_to_work_form.pdf

- Principal provided detail of Induction Training for completion by staff prior to the return to the workplace as well as relevant details regarding control measures, health, and safety procedure to support the safe return to school/work.
- Online 'Return to Work' training is provided for all members of school staff, with separate components for teaching staff, SNAs, administrative and cleaning staff.
- All induction training now available on www.gov.ie and must be completed before returning to work at school.
- On-line MS Forms Questionnaire/Survey: Return to Work Form completed by all staff, 3 days in advance of return.
- On receipt of the completed return to work questionnaire and Induction training the principal will detail any further additional health and safety measures/procedures in place in the school to facilitate the staff member's/student's safe return to the school facility.
- Current public health guidelines identify those people who may present in very high-risk categories and who may not be able to return to work (see above)
- In addition to the guidance on supporting wellbeing in schools on returning, a suite of supports for school staff will also be provided to schools by the National Educational Psychological Service in conjunction with the Department's support services and with the HSE and Tusla Education Support Service.

Some school staff may be unable to return to work. Current public health guidelines have identified these people as being in a grouping defined as exceedingly elevated risk:

Very High-Risk Category (extremely vulnerable)

Includes people who:

- Over 70 years of age - even if fit and well
- Have had an organ transplant
- Are undergoing active chemotherapy for cancer
- Are having radical radiotherapy for lung cancer
- have cancers of the blood or bone marrow such as leukaemia, lymphoma or myeloma who are at any stage of treatment
- are having immunotherapy or other continuing antibody treatments for cancer

- are having other targeted cancer treatments which can affect the immune system, such as protein kinase inhibitors or PARP inhibitors
 - have had bone marrow or stem cell transplants in the last 6 months, or who are still taking immunosuppression drugs
 - are on dialysis
 - severe respiratory conditions including cystic fibrosis, Alpha-1 antitrypsin deficiency, severe asthma, pulmonary fibrosis, lung fibrosis, interstitial lung disease and severe COPD
 - have a condition that means you have an exceedingly elevated risk of getting infections (such as SCID, homozygous sickle cell)
 - are taking medicine that makes you much more likely to get infections (such as high doses of steroids or immunosuppression therapies)
 - have a serious heart condition and you are pregnant
- <https://www2.hse.ie/conditions/coronavirus/people-at-higher-risk.html#very-high-risk>

Advice for this group is available from the HSE. Details for the arrangements that will apply for staff in this category, in accordance with those applying for the public service in general, will be updated by the DES following consultation with management bodies and unions and a circular will issue to all schools.

b) Lead Worker Representative C-19: LWR

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

In Summary, the Role of the LWR is to:

- Represent all staff in the workplace regardless of role, and be aware of specific issues that may arise in respect of different staff cohorts
- Work collaboratively with school management to ensure, as far as is reasonably practicable, the safety, health and welfare of employees in relation to COVID-19
- Keep up to date with the latest COVID-19 public health advice
- In conjunction with school management, promote good hygiene practices such as washing hands regularly and maintaining good respiratory etiquette along with maintaining social distancing in accordance with public health advice
- Assist school management with the implementation of measures to suppress COVID-19 in the workplace in line with the Return to Work Safely Protocol and current public health advice
- In conjunction with school management, monitor adherence to measures put in place to prevent the spread of COVID-19
- Conduct regular reviews of safety measures
- Report any issues of concern immediately to school management and keep records of such issues and actions taken to rectify them
- Consult with the school management on the school's COVID-19 Response Plan in the event of someone developing COVID-19 while in school including the location of an isolation area and a safe route to that area
- Following any incident, assess with the school management any follow up action that is required
- Consult with colleagues on matters relating to COVID-19 in the workplace
- Make representations to school management on behalf of their colleagues on matters relating to COVID-19 in the workplace.

Every school will appoint one Lead Worker Representative.

Staff members with any observations or concerns in relation to the C-19 Response Plan, control measures or the adherence to such procedures and measures by staff, students and/or others should contact the LWR who will engage with the Principal/BOM.

Scoil Dara Lead Worker Representative (LWR) - Ms. E. Mc Auliffe

d) Changes to the School/Class lay-out/Schedule

The physical reconfiguration of the school environment is necessary to maintain physical distancing, to minimise interaction and congregating while on the school campus.

Zones associated with each year group have been allocated inside the school building and in the outside spaces. Classrooms within these zones are associated with these base class groups. Each year group has a designated entrance and exit point(s)

1) Entrances and Exits for Students, Staff and Visitors

1st Years: Zone 1

Entrance: Front Door

Exits: Front Door: Rooms 1,2,8

Room 4: Rooms 4 & 7

Room 6: Room 6

2nd years: Zone 2

Entrance: At G1 New Building

Exits: At G1: F1, F2, F3, F4

At Music Room (tennis court exit): F5, F6, F8 – Down stair well (middle of new building)

3rd years: Zone 3

Entrance: New Building - Door at G8 (water tank door)

Exits: At G8: Rooms G9, F9, F10

At corridor exit (at Woodwork room): G1, G3, G5,

TY's: Zone 4

Entrance: Rm 23 – PE Hall/Gym doors (assessing walkway)

G6 – At rear of G6

P6 – At P6 door

Rm 13 – Enter at Oratory doors

Exits: Rm 23 – PE Hall/Gym doors

Rm13 – Oratory doors

G6 – Rear of G6

P6 – At P6 door

5th years: Zone 5

Entrance: Beside Room 11/14

Exits: Beside Room 11/14

6th years: Zone 6

Entrance: Beside Room 17

Exit: Beside Room 17

Staff Door: New designated entry at exit - at side of staff room/Metalwork room

All visitors to the school must have made an approved appointment and clear guidelines and correspondence regarding protocols associated with access to the site will be shared ahead of all approved visits/site access. All visitors are required to complete the visitors log recording details required for contact tracing purposes

2) Students Zones:

1st Yr.: Zone 1 - Rooms: 1,2,4,6,7,8 and 1st Year Social Area (as required)

2nd Yr.: Zone 2 - Rooms: F1, F2, F3, G4, F5, F8(double doors at F8 will remain closed over) and 2nd Year Social Area (as required)

3rd Yr.: Zone 3 - Rooms: G1, G3, G5, G9, F9, F10 and 3rd Year Social Area (as required)

4th Yr.: Zone 4 - Rooms P6, Rm13, Rm23, G6 and Gym (as required)

5th Yr.: Zone 5 - Rooms: 9,10, 11, Lib,12, Oratory and 5th Year/ LCA1 Social Area (as required)

LCA1 – Base room: F11 and 5th Year/LCA1 Social Area (as required)

6th Yr.: Zone 6 - Rooms:14,15, 16,17, P3, P4, P5 and 6th Year/LCA2 Social Area (as required)

LCA2 – Base room: Rm 20 and 6th Year/ LCA2 Social Area (as required)

3) Display Signage and Posters

The school is required to display signage outlining the signs and symptoms of Covid 19 and to support good hand hygiene and respiratory etiquette and to support physical distancing measures.

The Department will provide printed posters to schools, with age-appropriate key health messages – hand washing, sneeze and cough etiquette etc.

Schools should arrange to display the posters and additional signage in prominent areas such as offices, corridors, staffroom area, classrooms and toilets.

Signage supports and clearly emphasises to all the COVID-19 Response Plan guidelines and procedures operating in the school currently

Note: Signage is under development by the Department. This will be made available to all schools and staff in advance of school reopening. As this is published to schools it will be displayed where relevant.

4) Sanitising Stations

Section 5.1 of the Public Health Advice stresses the importance of regular and good hand hygiene as a key control measure to minimise the risk of spread of COVID-19. As noted in the Public Health Advice “Hand hygiene can be achieved by hand washing or use of a sanitiser (when hands look clean)”.

Correct hand washing and hand sanitising practices are supported through the induction presentation to students, school signage and the daily routine of hand sanitisation on entering or leaving a school building and/or classroom.

Hand sanitising stations are located at all exit and entry points of the school and outside individual classrooms and offices. As part of the COVID-19 procedures at Scoil Dara students have also been advised to carry a pocket-sized container of hand sanitiser with them/in their school bags.

5) School Routine

A. Morning Routine

Doors and windows in all classrooms will be opened prior to 8:30am every morning for improved ventilation in all rooms. Windows should remain open during the school day. Classroom doors should remain open for the free flow of students/staff.

Students are encouraged to move onto the school grounds from the street on arrival each morning and avoid congregating outside and around shops. The support of parents is welcome in encouraging students to avoid congregation points.

Students are required to wear face coverings – masks (ear-looped) on entering the school premises

The school building will be open from 8.30am (letter issued to parents). Upon arrival through the designated entrance students should proceed directly to their base class/ outdoor area assigned to the year group.

Students remaining outside the school building should observe social distancing guidelines and/or wear their face covering - mask (ear-looped)

Students should sanitise their hands on entering the building

On entering the designated base class students should sit in their appointed seat.

Social distancing must be observed at all times.

Supervision will take place in the social areas/corridors surrounding the base classes from 8.30am and at the designated toilets for each year group.

B. Class Routines

Seating plans are required for all classes. Students are required to adhere to this seating plan. Seating plans must be drawn up for all classes (base/option/practical). Tutors and option teachers share seating plan design with relevant Year Head.

For option subjects students must be seated with students from their base class/class-team (class teachers will arrange these seating plans)

Antibacterial/sanitising wipes will be available in all classrooms. Students/ teachers will use these at the end of class to sanitise their work area: desk/chair/workstation and where relevant keyboard/mouse/tools/equipment etc. carefully. Used wipes will be disposed of into the bin in the classroom on the way out.

Teachers will spray/wipe down their own desk, chair, and projector remote, keyboard with the spray/wipes provided.

All students and staff are required to wear a face covering throughout class-time and while moving to classrooms within the school building.

Desks in each classroom are laid out to optimise physical distancing. Our COVID-19 aides have been working on maximising the use of the whole classroom space to reach the distancing requirements needed. Markings are on the floor to show where all desks should be located. No item of furniture should be moved or removed from its designated space. Spacing and placement markings have been taped to classroom floors.

C. Change of Classes

As teachers are moving and most students remaining classroom doors must be left open. Teachers are required to address any issues they encounter regarding student behaviour as they move from class to class. Students are not permitted to access bathrooms without teacher permission during scheduled class time.

Teachers will arrive to the scheduled class promptly. It is best practice for movement from one building to another to happen via an outdoor route (weather permitting) and entry to the required building should be made at the closest entry point to the room required.

<https://www.gov.ie/en/publication/7acad-reopening-our-post-primary-schools/>

D. Breaktime/Lunchtimes

Weather permitting all students are required to move outdoors to the year-group designated outdoor area.

Students will eat outdoors and are required to have a container/bag to bring home waste food/packaging etc. Access to the school building during break times will only be for the use of bathroom facilities.

During inclement weather students will remain in their base classes at break and lunch times/to eat their lunch. Again, students are required to bring home all waste food/packaging following break/lunch times. Students will have supervised access to bathroom facilities.

A roster of student access to the social area will be provided by year heads and managed during inclement weather. This will facilitate a group of students from the same base class to move out to the social area (on rotation) creating space and movement and supporting sustained physical distancing during mask breaks for eating/drinking.

E. End of Day

Signage will remind students of the exit points for all year groups. Teachers and supervisors will encourage and support students in accessing sanitising stations and adhering to the movement system within the school accessing the relevant exit/entry points.

Students will sanitise their workspace/chair before leaving the school and dispose of the sanitising wipes in the bins provided.

Students sanitise their hands at the point of exit – outside classroom/at exit door.

Students retain their face coverings – masks(ear-looped) until in the open air and adequately socially spaced from other.

F. PE

Students will wear the required PE gear to school on days they are timetabled to have PE and remain in it for the day. PE activities will be encouraged to take place outdoors as much as is possible.

During inclement weather and for health and safety reasons - due to demands on our gym, classes may be assigned a classroom for PE theory classes: physiology, nutrition, health, and fitness, etc.

G. Student Outings/Events

The Department will work with stakeholders to provide more detailed advice on certain schools' activities in advance of school reopening.

Sport Activities

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

Choir/Music Performance

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

Art

Where possible pupils should be encouraged to have their own individual art and equipment supplies.

Electronics

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

Musical Equipment/Instruments

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

Library Policy

Where practical pupils should have their own books. Textbooks/Novels that are being passed on after use should be covered in a plastic, wipe-down covering and should be thoroughly cleaned down using a suitable household cleaning agent between uses. Pupils should be encouraged to perform hand hygiene after using any shared item.

Shared Sports Equipment

Minimise equipment sharing and clean shared equipment between uses by different people.

Specific risk assessments will be carried out in the planning of school trips/outings/off-campus events in line with DES and HSA (Health & Safety) guidelines

<https://www.gov.ie/en/publication/744f4-appendices-checklists-and-policies-that-schools-must-follow-covid-19-response-plan-for-safe-reopening-of-schools/#risk-assessment>

Appendix 4 Risk Assessment

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

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H=High M=Medium L=Low	Controls (When all controls are in place risk will be reduced)	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date when action completed
Covid-19	N	Illness	H	School Covid19 Response Plan in place in line with Department of Education guidance and the Return to Work Safely Protocol and public health advice		<p><i>Examples of Actions</i></p> <p>Follow public health guidance from HSE re hygiene and respiratory etiquette</p> <p>Complete School COVID-19 Policy Statement</p> <p>Return to Work Forms received and reviewed</p> <p>Undertake Induction Training</p> <p>Maintain log of staff, student and visitors</p> <p>Complete checklists as required: School Management How to deal with a suspected case Physical distancing requirements Other school specific checklist</p>	Name of staff member	

If there is one or more High Risk (H) actions needed, then the risk of injury could be high and immediate action should be taken. Medium Risk (M) actions should be dealt with as soon as possible. Low Risk (L) actions should be dealt with as soon as practicable.
Risk Assessment carried out by: _____

Date: / /

At Scoil Dara, all extracurricular activities (unless they can take place online) are currently ceased.

There will be no afterschool gatherings – study, detentions etc.

Students are encouraged to have their own materials and the sharing of materials is not in line with best practice.

H. Expectations of Scoil Dara Student Body.

Full student co-operation in the following areas is expected to support the required safety measures for everyone in the Scoil Dara Community at this time.

- Students should avoid congregating in the corridors and confined spaces. Physical distancing measures should be adhered to and students will be encouraged to use outdoor space during break times.
- Observe respiratory hygiene – coughing and sneezing into your elbow.
- Follow the one-way system to assist with physical distancing. Students will always be expected to co-operate with this, and it will be clearly outlined.
- Students should regularly wash and sanitise their hands.
- Masks are now mandatory on school premises and must be worn at all times. Masks may be removed, temporarily, while eating or drinking but must be worn at all times where a 2meter physical distance cannot be maintained.
- Students should bring a clean, spare mask and hand towel.
- Students should bring their own sanitiser/tissues every day.
- You must eat in your own designated area – outside when weather permitting.
- We aim to keep teaching and learning spaces well ventilated. This may mean that these spaces are cooler than students were used to. Students are advised to wear layers under their school uniform/wear the school jacket if required.
- Tutors/teachers will assign seats to students for every class.
- As per our school uniform policy all students are expected to wear their full school uniform to school each day and the required PE uniform on their allocated PE day.

- Full co-operation with the Bathroom Access Plan will uphold compliance with physical distancing guidelines.
- Chewing gum is not permitted
- Tampering with PPE equipment resulting in damage or wastage will be regarded as an act of vandalism.
- The following amendment to the Code of Behaviour will be formally ratified by the Board of Management:

“We expect and look forward to the co-operation of all members of the school community of Scoil Dara in complying with the COVID-19 measures and protocols that are implemented to ensure a safe and sustained re-opening of our school”

The non-compliance or failure to fully co-operate with the above student expectations and COVID-19 safeguarding measures in place for all will be dealt with through our Code of Behaviour.

I. Staff and Staff Duties

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

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

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

Staff Interactions

“The Department has accepted a recommendation from NPHE that requires the use of face coverings by all staff in both Primary and Post Primary schools. In line with our covid-19 response protocols face masks (ear-loops) are to be worn at all times on school premises

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

- If 2m cannot be maintained in staff groups, as much as distance as is possible and updated guidance on face covering should be observed.
- Physical distancing should be observed between staff members within the staff room using staggered breaks etc.
- Staff meetings should be held remotely or in small groups or in large spaces to facilitate physical distancing.
- Implement no hand shaking policy.
- Minimise gathering of school staff at the beginning or end of the school day.

J. Health and Safety Risk Assessment

<https://www.gov.ie/en/publication/99b85-planning-and-preparing-for-return-to-school-covid-19-response-plan-for-safe-reopening-of-schools/#health-and-safety-risk-assessment>

COVID-19 represents a hazard in the context of health and safety in the school environment. A template risk assessment to identify the control measures required to mitigate the risk of COVID-19 in school settings is available [A template risk assessment to identify the control measures required to mitigate the risk of COVID-19 in school settings is available here.](#)

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

Schools should also review their existing risk assessments to consider any new risks that arise due to the school's COVID-19 Response Plan. Any changes to the school's current risk assessments should also be documented and be incorporated into the school's statement.

COVID-19 represents a hazard in the context of health and safety in the school environment.

A risk assessment is under review to identify the control measures required to mitigate the risk of C19 in our school.

A review of all emergency procedures pre-existing in the school (Fire safety, First Aid, accidents) will have to consider any new risks that arise due to the schools C19 Response plan.

Reviewed procedures:

→ Movement around the school

- designated entry/exit points for each year group
- Sanitising station at each access point
- Year Group zones established
- Movement management system operating

→ Bathroom Access Plan

- Bathroom access supervised at lunch and break time
- Designated bathrooms associated with year group
- Bathroom occupancy limited to 2 persons.

→ Amendments to the Fire Drill (refer to Emergency Evacuation Procedures Document)

→ Accident Report form to include Covid-19 protocols followed (as per attached template)

Any changes to these existing procedures will have to be documented and incorporated to our School Safety Statement.

K. First Aid/emergency procedure

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

L. Access to the School and Contact log

Access to the school building will be in line with agreed school procedures and by approval of the Principal. Arrangement for necessary visitors such as contractors and parents will be restricted to essential purposes and limited to those who have obtained prior approval from the principal. The Department of Education Inspectorate may also need to visit schools and centres for education to support them as appropriate in the implementation of public health advice relating to creating a safe learning and working environment for all.

The prompt identification and isolation of potentially infectious individuals is a crucial step in restricting the spread of the virus and protecting the health and safety of the individuals themselves and other staff, contractors and visitors at the workplace.

A detailed sign in/sign out log of those entering the school facilities should be maintained. [A sample contact tracing log is available here.](#)

The Data Protection Commission has provided guidance on the data protection implications of the return to work protocols. [This advice can be found here.](#)

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

M. COVID-19 Protocols: Communication with Students and Staff

COVID-19 protocols will be detailed to students and staff before the return to school and through return to school induction with tutors and Year Heads.

Tutors will facilitate a COVID-19 Induction presentation with all students, outlining key measures, protocols and procedures initiated to safeguard the health of all staff and students

The LWR will address

The Scoil Dara website and social media platform will carry key messages to students and parents

Teachers/supervisors will remind students of best practice surrounding physical distancing and coughing/sneezing etiquette as often as possible.

A student or staff member is not to present to school/work if they are experiencing any of the symptoms of COVID-19.

If a student begins to experience these symptoms during a class, the teacher is to request for them to step outside at the nearest exit point. The teacher is then to call a member of the senior management team, who will then escort that student to the isolation room and contact the parents/guardians.

School life goes on as normal until a positive test is recorded.

If a student starts experiencing these symptoms at break/lunchtime the same procedure applies. They move outside until they are escorted to the isolation room by a member of the senior management team.

We are amending our code of behaviour to reflect these COVID-19 protocols in Scoil Dara and expectations around student behaviour to co-operate and support them.

N. Parents

Students should not present for school if they present with/report experiencing the COVID-19 symptoms, identified by the HSE. As per the recommendations on their Website (31 August 2020)

https://www2.hse.ie/conditions/coronavirus/symptoms.html?gclid=EAlalQobChMI0Yzw6vPm6wIVh7PtCh1lpA13EAAAYASAAEgLWDPD_BwE&gclidsrc=aw.ds

If you have any common symptoms of coronavirus (COVID-19), you should self-isolate and phone your GP straight away to get a coronavirus test. Self-isolation means staying indoors and completely avoiding contact with other people. This includes other people in your household, as much as possible.

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
- loss or change to your sense of smell or taste – this means you have noticed you cannot smell or taste anything, or things smell or taste different to normal

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

In the case of a student presenting with COVID-19 related symptoms while in school, contact will be made with parents/guardians immediately requesting the prompt collection of the student from school. Contact with a GP is recommended, and the resulting medical advice should be followed. Parents should contact the relevant Year Head, via e-mail/phone to provide up-dates on students who presented in school with COVID-19 symptoms.

We rely on the support of Parents/Guardians in conversing with their sons/daughters at home, explaining elements of the response plan and encouraging students to align with and espouse the safety and control measures now in place. These measures are recommended as a means of protecting our community from the spread of the COVID-19 virus:

- Wear a (loop eared/washable/reusable) Face covering
- Adhere to the recommended etiquette regarding physical distancing within the school building and outside before school opens and on morning and lunch breaks
- Adhere to the recommended etiquette regarding hand hygiene (washing and sanitising) and cough/sneezing etiquette (into the elbow/ a tissue then safely disposed of)
- Only 2 students should access a bathroom at any one time. Students should queue outside a bathroom already occupied by 2 students and await safe access.
- Students should observe the movement management system in the corridors, at entrance and exit points and on the stairs, following left-side progress and one-way systems.
- At all times students should co-operate with the requests and guidance of staff members who are committed to preserving the safety of all community members.

We also ask that students support our new hygiene measures and specific cleaning protocols by:

- Using the sanitising bins for wipes and tissues only – No general waste
- Bringing their lunch waste – food and packaging - home for disposal (no-one should have to pick up litter cast off by another person, it is simply and seriously not safe)

Please note: Chewing gum is not allowed in school

5. Control Measures to prevent Introduction and Spread of COVID-19 in Schools.

It is the collective responsibility of staff, students, parents and visitors to adhere to the control measures in place and that there is full co-operation with all health and safety requirements.

It is a legal obligation under Section 13 of the Safety, Health and Welfare at Work Act 2005 for all staff to comply with health and safety requirements and to take reasonable care for the health and safety of oneself, one's colleagues and other parties within the workplace:

- Awareness of C19 will be actively promoted through ongoing implementation of current HPSC advice and DES guidelines.
- C19 Induction training for staff
- Advice given on hand washing/sanitisation, cough and respiratory etiquette, physical distancing protocols.
- Measures to be taken if unwell /identified as close contact of C19 case - remain at home and follow public health guidelines,
- Ensure staff/students and parents are aware of the protocols in place when a student/staff become unwell with C19 symptoms.
- C19 Case Management Procedures below:

Scoil Dara COVID-19 Case Management

COVID-19 Symptoms –

- **Fever**
- **cough**
- **Shortness of breath or breathing difficulties**
- **Loss or change to sense of smell or taste.**

If a student/staff member experiences/reports experiencing any of these symptoms, staying at home is an imperative. Contact your GP and arrange to be tested.

Stay at home if unwell or if any members of household are unwell with COVID-19 Symptoms:

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

It is critical that staff, pupils, parents and visitors are aware of, and adhere to, the control measures outlined and that they fully cooperate with all health and safety requirements.

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

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

Promote awareness of COVID-19 symptoms (as above)

- Advise staff and pupils that have symptoms not to attend school, to phone their doctor and to follow HSE guidance on self-isolation
- **Advise staff and** pupils not to attend school if they have been identified by the HSE as a contact for person with COVID-19 and to follow the HSE advice on restriction of movement
- Advise staff and pupils that develop symptoms at school to bring this to the attention of the Principal promptly

- Ensure that staff and pupils know the protocol for managing a suspected case of COVID-19 in school (details at Section 8)
- Everyone entering the school building needs to perform hand hygiene with a hand sanitiser
- Visitors to the school during the day should be by prior arrangement and should be received at a specific contact point
- Physical distancing (of 2m) should be maintained between staff and visitors where possible.

Face Covering /Mask (loop eared)

“The Department has accepted a recommendation from NPHE that requires the use of face coverings by all students in Post Primary schools and all staff in both Primary and Post Primary schools. Ear looped face masks are therefore required to be worn by all students on the school premises. It is recommended that students bring a spare, clean mask each day.

Visors can only be worn in addition to the wearing of a face mask – a visor should never be worn on its own.

*Face coverings do not have to be worn where a person provides **a medical certificate that they cannot wear a face covering of any kind**. They can continue to attend school as normal with the normal arrangements for hand hygiene etc. and no particular special arrangements regarding physical distancing are required. In circumstances where a medical certificate is not provided the person can be refused entry to school.*

5.2) Respiratory Hygiene

Make sure you, and the people around you, follow good respiratory hygiene. This means covering your mouth and nose with a tissue or your bent elbow when you cough or sneeze. Then dispose of the used tissue immediately and safely into a nearby bin.

By following good respiratory hygiene, you protect the people around you from viruses such as cold, flu and Covid-19.

5.3) Hand Hygiene

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

We recommend that students bring a small, clean hand towel each day

Schools should promote good hygiene and display posters throughout the schools on how to wash your hands. Follow the HSE guidelines on handwashing

www.hse.ie/wellbeing/how-to-wash-your-hands/oo

Hand hygiene can be achieved by hand washing or use of a hand sanitiser (when hands look clean).

Use of hand hygiene facilities including wash hand basins needs to be managed to avoid congregation of people waiting to use wash hand basins and hand sanitisers.

Posters displaying hand washing techniques and promoting hand washing should be placed on walls adjacent to washing facilities and can be laminated or placed in a plastic sleeve.

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

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

Frequency of Hand Hygiene

Pupils and staff should perform hand hygiene:

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

Staffroom and Staff Workroom

The staffroom will look different than normal. There are currently 12 tables with 24 seats laid out in the staffroom. This is the maximum number of people allowed seated in the staffroom at any given time. Furniture has been arranged to support adequate social distancing and should not be moved.

Touchpoints have been minimised and staff are required to sanitise areas they have interacted with. All cutlery/delf will be removed, the microwaves as well. If you wish to make a cup of tea/ coffee, you will be required to bring in your own cutlery, delf etc.

Masks may be temporarily removed to eat/drink with care to the maintenance of a 2 meter physical distance at all times.

We would encourage staff to eat their lunches during their free periods as the staffroom will be quieter at these times.

Seating and table areas should be sanitised carefully after use.

Staff should utilise the hand sanitising stations in the staff room and around the school building regularly

The upstairs area of the gym has been converted into a workroom for staff. This is to be used during free periods if required but no materials such as books/bags can be stored in this room. We request that no food is stored in the fridge overnight.

Physical Distancing

The Public Health Advice sets out the

“..the principle of distancing can be usefully applied in the school setting, allowing for some flexibility when needed whilst noting that it must be applied in a practical way, recognising that the learning environment cannot be dominated by a potentially counterproductive focus on this issue”.

In terms of maintaining physical distancing, measures outlined in the Public Health Advice fall into two broad categories:

(i) Increasing separation – physical distancing

(ii) Decreasing interaction between students themselves, between students and staff and between staff when they are together

It also recognises that:

- the implementation of physical distancing will look different across the various ages and stages of learning
- care should be taken to avoid generating tension or potential conflict and some flexibility in the implementation of measures may be required at times
- staff will not always be able to maintain physical distance from their students and it is not appropriate that they would be expected to do so where this could have a detrimental impact on the student or the learning and health and safety of other students.

Dealing with a Suspected Case of COVID-19: COVID-19 response plan for safe reopening of post primary schools

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

The following outlines how a school should deal with a suspected case that may arise in a school setting:

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

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

When a student presents with or reports experiencing COVID-19 Symptoms the following are the response procedures:

- The student will be offered reassurance that they will be supported while they are unwell
- The supervising teacher/staff member should request student to gather belongings and accompany them to the classroom door.
- Once in the corridor space the teacher/supervisor/staff member will phone one of the Deputy Principals and identify the name of the student, the relevant base class and the collection point to which the student is being directed.
- Instruct student to make his/her way to the nearest exit door (collection point) where he/she will be met by the Deputy Principal.
- Deputy Principal will accompany the student to the designated Isolation Unit, observing the required protocols regarding physical distancing, designated route, mask-wearing.
- Parents will be contacted immediately, and arrangements made for the collection of the student from school as soon as possible.
- Parents will be advised to arrange contact with a GP at the earliest possible opportunity
- If a student is too unwell to go home parents will be advised to contact GP/phone 112 or 999 and advise of suspected COVID-19 case.
- PPE equipment will be available in the isolation room and utilised as per guidelines
- A DP will support the student awaiting collection/referral.
- The isolation room and workspace will be sanitised and cleaned in line with specific guidelines immediately
- carry out an assessment of the incident which will form part of determining follow-up actions and recovery
- The HSE will inform any staff/parents who have come into close contact with a diagnosed case via the contact tracing process. The HSE will contact all relevant persons where a diagnosis of COVID-19 is made. The instructions of the HSE should be followed and staff and pupil confidentiality are always essential.
- The necessary records will be prepared and filed for referral to the HSE as required

<https://www.gov.ie/en/publication/e30d9-hygiene-and-cleaning-in-schools-covid-19-response-plan-for-safe-reopening-of-schools/>

Similar procedures are followed for member of staff.

Negative result for COVID-19

A student/staff member receiving a negative result for COVID-19 may return to school/ work after 48 hours without symptoms.

Evidence of the COVID-19 result detailing outcome and date administered/results received must be presented/forwarded to the relevant Year Head via e-mail prior to accessing the school site.

Contacts can stop restricting their movements and carry on as normal.

Positive Result for COVID-19

- Follow the guidance of the HSE and GP

- Self-isolate for a minimum of 10 days from onset of symptoms, the last 5 days of which should be fever free without the use of a fever reducing medication e.g., paracetamol.
- The HSE will inform any staff/parents or students who came into close contact with a diagnosed case via the contact tracing process.
- The HSE will contact all relevant persons where a diagnosis of COVID-19 is made.

- The HSE will advise on the appropriate action, on a case-by-case basis, that should be taken vis-a-vis the operation of the school

The Use of PPE in Schools

There has been a huge investment in the purchase of PPE - Soap/Sanitiser/dispensers/pedal bins/masks/visors/aprons/gloves/cleaning detergents/antibacterial wipes/sprays/tissues.

PPE gear must be worn within schools according to current occupational and public health guidance. Increased PPE will be required under the following conditions:

Performing intimate care

Suspected case of C19

Staff member is particularly vulnerable to infection but are not on the list of those categorised as people in very high-risk groups or may be living with people who are.

It is anticipated that class groups in Scoil Dara are brought outdoors for a brief period during the day for mask breaks at teachers' discretion and under teacher supervision. Teachers must accompany and remain with students during all mask breaks

Enhanced Hygiene and Cleaning Procedures

A programme of Deep Cleaning was undertaken prior to school re-opening.

Increased resources and personnel for the cleaning of the school.

Induction training for cleaning sets out the required cleaning regime to support the school to prevent C19 infection and the enhanced cleaning needed in the event of a suspected case of C19.

Each team member will focus on a designated area in the school with a list of responsibilities to perform throughout the school day and after school hours.

One of the team will focus on frequently touched surfaces - door handles, handrails, chairs, communal areas, sinks, toilet facilities.

Bathroom facilities will be cleaned regularly but should any area require immediate attention please inform a member of staff and the Deputy Principals.

Personal responsibility lies with every staff member and student to clean their work area, desk/ chair etc after use and to dispose of used wipes in the bins provided.

All staff will have access to cleaning products and will be required to maintain cleanliness of their own work area/communal area. All surfaces that staff use e.g., classroom desk/workstation/table/chair in staff room must be cleaned down after use.

Teachers will be required to place bins outside the classroom doors if they require a switch out of bin-liner. There will be regular collection of waste disposal bags from rooms/offices throughout the day.

Staff are required to bring all their own equipment and utensils (cup, cutlery, plate etc), place in a plastic bag after use. All packaging etc. from food stuffs must be placed in a container/bag and disposed of at home. No food is to be left in the fridge at the end of the school day.

Employee Assistance and Wellbeing Programme

DES recognises the need for school staff wellbeing and collective care.

Support services such as PDST, CSL and HSE's Health Promotion Team will provide this.

An Occupational Health Strategy is in place to promote the health and wellbeing of employees with a strong focus on prevention.

It comprises the Employment Assistance Service and the Occupational Health Service. The EAS is provided by Spectrum. Life under the logo of "Wellbeing Together: Folláinne le Chéile"

Dedicated free phone confidential helpline 1800411057 available 24 hours a day, 365 days a year. Advice given on issues of wellbeing, legal, financial, mediation, management support etc.

Short term counselling is available to employees and their families (over the age of 18 and living at home)

Wellbeing portal and app also available.

Online CBT provided.

Webinars available to staff on the reopening of the school year.

Employee Assistance Service EAS

08/02/2021

The Employee Assistance Service is currently available to all school staff and provides advice on issues, including wellbeing. Short-term counselling may be appropriate. Employers benefit from support to deal with workplace health and wellbeing issues. Information available at the following link

<https://www.education.ie/en/Education-Staff/Services/Employee-Assistance-Service/employee-assistance-service.html>

Scoil Dara Key-Point Information Sheet – for Students and Parents/Guardians

**Return to School
Summary Points for
Parents and Students**

Students feeling unwell should not attend school. Students presenting unwell in school will be supported through advised protocols and must be collected by a parent/guardian in a timely manner. In this case a student must receive a confirmed negative COVID-19 test before returning to school

Classes commence at 9am for all students. From 8.30am students should arrive to their base class through their designated entrance. The wearing of face masks is required on accessing the school grounds. Students should sanitise hands on arrival to the base class

COVID-19 Symptoms:
Fever/High temperature
Cough
Shortness of breath/breathing difficulties
Loss or distortion of smell or taste

At the end of the school day students will exit the school through their designated exit points. Until further notice all after school activities are suspended.

Summary of the key measures adopted as the Scoil Dara COVID-19 plan – supporting the safety and care of staff and students

A specific Zone has been designated to year groups within the school building as well as an outside space. Movement plans are in place where options, practical and PE classes are scheduled

Cleaning staff and services are now focused on the intensive cleaning regime advised by current guidelines. To support this all bins are reserved for the disposal of sanitising wipes and tissues. Students are advised to use a lunch box or small bag to store lunch waste to be brought home daily

Students have assigned seats in their classes and when moving to practical/option classes they remain with the group of students from their base class attending that option/practical class also. Student migration is minimised and supervised

PE uniform is worn to school on the scheduled day. Full uniform should be worn throughout the rest of the week. Changing facilities are unavailable currently in line with DES guidelines

Students walk along the left side of the corridor following the one-way system and using the designated exit and entry points. Physical distancing on the corridors supports the safety of all students

Without a prior appointment, visitors cannot be admitted to the school -due to current restrictions. Correspondence with school personnel is by phone: 01-6287258 and e-mail: info@scoildara.ie

Face masks which loop behind the ears and cover both nose and mouth should be worn for the duration of the school day (apart from break-times). Masks should not display images, slogans or logos. Students are advised to carry sanitiser in their school bags

Where possible medical/dental/other appointments should be made for school holidays and outside school hours. Notification of a student leaving school early should be shared with the relevant Year Head by email in a timely manner. Parents are asked to phone reception when they arrive at school grounds to collect a student.

Shared on Twitter and Website (Sept. 2020)

Avoid the Three Cs

Be aware of different levels of risk in different settings.

There are certain places where COVID-19 spreads more easily:

1

Crowded places
with many people nearby

2

Close-contact settings
Especially where people have close-range conversations

3

Confined and enclosed spaces
with poor ventilation

The risk is higher in places where these factors overlap.
Even as restrictions are lifted, consider where you are going and #StaySafe by avoiding the Three Cs.

WHAT SHOULD YOU DO?

Avoid crowded places and limit time in enclosed spaces

Maintain at least 1m distance from others

When possible, open windows and doors for ventilation

Keep hands clean and cover coughs and sneezes

Wear a mask if requested or if physical distancing is not possible

If you are unwell, stay home unless to seek urgent medical care.

Shared on Twitter 24/02/2021

10 Step Prevention Measures

COVID-19 Community Response



Scoil Dara

10 Steps



Know the symptoms and take appropriate action



Correctly wear a clean face mask



Sanitise and wash hands regularly and carefully



Observe recommended Social distance at all times



Continue protective measures during break and lunch times



Follow school protocols regarding entry/exit points movement systems



Follow respiratory hygiene guidelines (coughing/sneezing)



Bring fresh face mask, small bottle of hand sanitiser and clean hand-towel daily



Take care when sanitising your designated desk and chair – when moving classes



Avoid touching your eyes, nose, mouth and mask. Do not share objects.

Students are advised to self-isolate or restrict their movements at home if they display any signs or symptoms of COVID-19 and contact their family doctor to arrange a test. Students should not return to nor attend school in the event of the following:

- If you are displaying any Covid-19 symptoms, contact your GP and seek advice
- If you are awaiting a Covid-19 test or the results of a test, do not attend school
- If you have been abroad in the two weeks prior to the return to school do not return to school. It is compulsory that they self-isolate on return from abroad. Follow government guidelines on length of self isolation
- If you are a close contact of a confirmed case do not attend school until they have been cleared to return to school after self-isolation for 14 days



WHAT IS IT?

The Coronavirus (COVID-19) is a new respiratory illness that has not previously been seen in humans.

KEY SYMPTOMS



FEVER
A high temperature (38 degrees Celsius or higher)



COUGHING



SHORTNESS OF BREATH



NEW LOSS OF TASTE OR SMELL

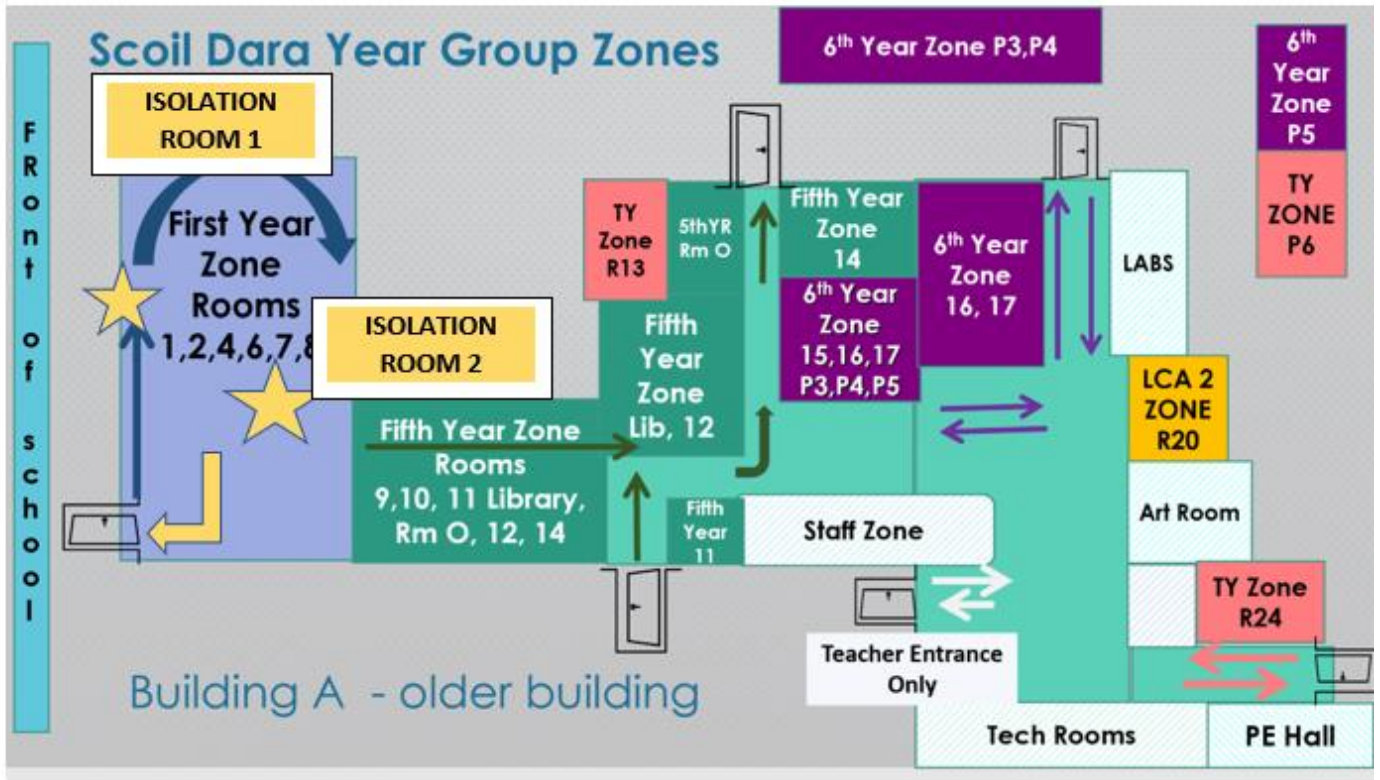


Incident of Community Member with COVID-19 Symptoms: SCOIL DARA Response form

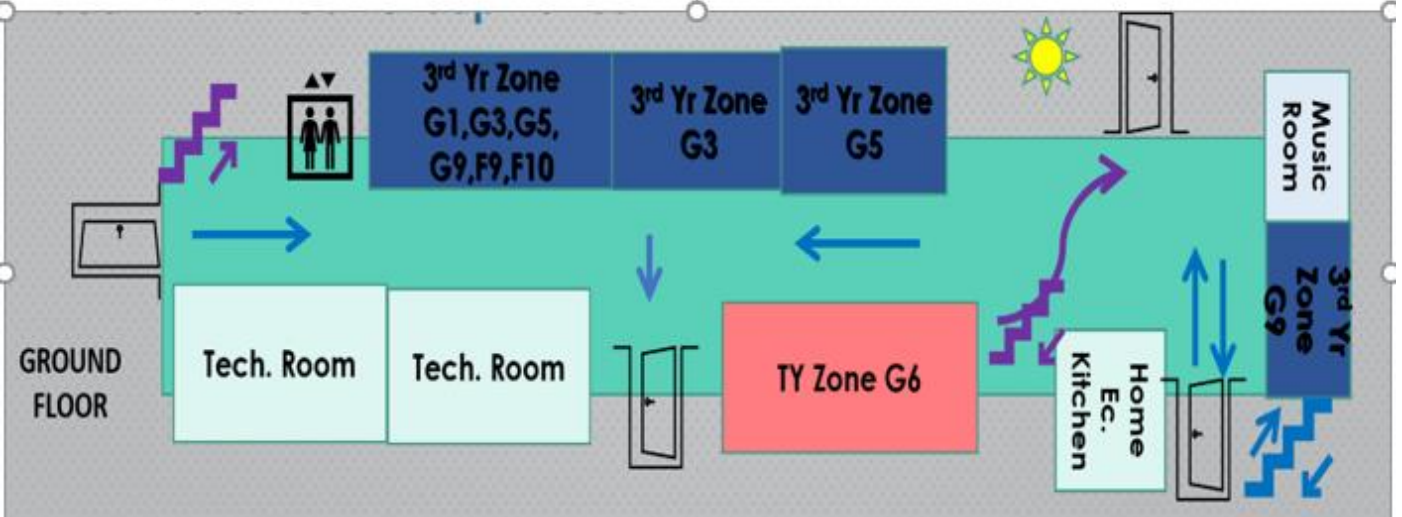
Name:	Base Class:	Time of Report:
Room Reported From:	Teacher Reporting:	DP Responded:
Collection Point:	Time of phone call to Parents:	Symptoms reported:
School Name/address No of Students and Staff	Scoil Dara, Kilcock 61691B	Staff: # Students: #
Visual layout of school (map)	Maps attached	
Visual layout of classroom and seating plan	Images attached	Seating plan attached
Breaks	Morning break: 11.20 Area: Supervisors: Access to Bathroom:	Lunch Break: 1.20 Area: Supervisors: Access to Bathroom:
Isolation Room – Present - Span of occupancy		
Route taken by pupil to isolation room		
Route taken to and from school on collection and mode of transport	Attached map	
Contact details of class Group - Excel doc.	Attached	
Students absent from Class, Day 0 <small>(the day the pupil concerned first showed symptoms)</small>		
Protocol on face covering		
Protocol on physical distancing		
Staff Details - needed for contract tracing purposes Excel doc.	Attached	

Map of Route from Classroom to Isolation Room

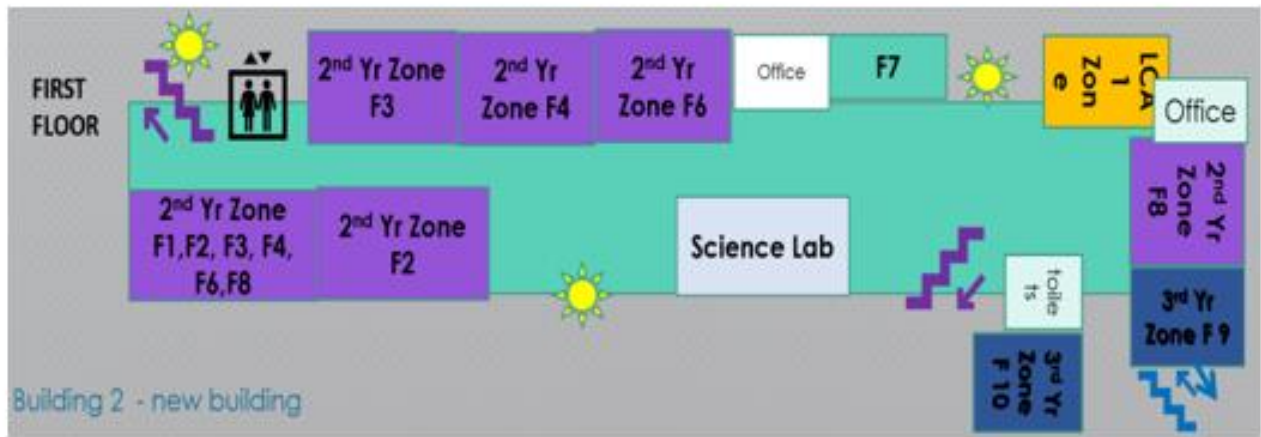
Older School Building



New Building - Ground Floor



New Building - First Floor



Route to collection point / parent/guardian collection

