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Covid-19 Response Plan

The following Covid-19 Response Plan has been developed in line with the Work Safely Protocols and additional advice / guidelines produced from the Department of Education & Skills, Health and Safety Authority (HSA), the Health Services Executive (HSE) and the Department of Health. This document lays out the measures the school continues to put in place to prevent the spread of COVID-19 in our school.

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APPROVED BY
Board of Management

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Coronavirus
COVID-19

Covid-19 Response Plan

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Covid-19 Response Plan

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1. Covid-19 Statement

Coláiste Phádraig 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 implementing 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 Lead 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: _____

Date: _____

2. Introduction



In accordance with the Work Safety Protocol, each workplace is required to have a COVID- 19 Response Plan.

The following updated 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 school's measures 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.

3. Current Covid-19 Landscape – August 2021



The challenge that we face is changing in line with variants of Covid-19 and the vaccination programme rollout.

The Irish vaccination program has been particularly successful over the summer months. A substantial percentage of the population has received their Covid-19 vaccinations and have acquired **significant vaccine protection** as a result.

These vaccinations do not mean that staff (and where applicable students) won't contract Covid-19. Covid-19 vaccines do not confer sterilizing immunity to all individuals, i.e., vaccinated individuals may still transmit SARS-CoV-2 infection to others (HPSC Guidance on the impact of vaccination and previous infection with COVID-19 on contact tracing – Version 1.2 19.07.2021).

However, they do serve us well in breaking the link between contracting Covid-19 and the likelihood of severe illness, hospitalisation or worse.

Given the proven effectiveness of these vaccines, it is expected that as the roll-out of vaccines increases (in the coming weeks and months), the incidence of infection will decrease significantly, leading to reduced transmission overall.

It is in this context, that we have revised and updated our Covid-19 Response Plan.

4. Significant Vaccine Protection



Significant vaccine protection” is defined in the HPSC’s document – “Guidance on the impact of vaccination on contact tracing” and may be subject to change. Significant vaccine protection is achieved:

- 7 days after receipt of the second Pfizer-BioNTech dose;
- 14 days after receipt of the second Moderna dose;
- 14 days after receipt of the Janssen dose (one dose vaccination course);
- 15 days after receipt of the second Astra Zeneca dose;

Covid-19 vaccines do not confer sterilizing immunity to all individuals, i.e., vaccinated individuals may still transmit SARS-CoV-2 infection to others (HPSC Guidance on the impact of vaccination and previous infection with COVID-19 on contact tracing – Version 1.2 19.07.2021).

5. 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 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.

As Coláiste Phádraig 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.

Coláiste Phádraig 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 has also been 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.

Coláiste Phádraig 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.

6. 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 CoronavirusSARS-CoV-2. Current evidence suggests that the virus is airborne and significantly more infectious than the flu that circulates every winter. Viruses can be easily spread to other people. Covid-19 may survive on surfaces for up to 28 days. A combination of good personal hygiene and management of physical distancing can protect from infection. This is at the core of this document.

This non-exhaustive document describes the steps that Coláiste Phádraig 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.

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

Symptoms 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.

These symptoms 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.
- Loss or change to your taste or smell.

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 Coláiste Phádraig, 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. Coláiste Phádraig 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 Coláiste Phádraig 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.

Coláiste Phádraig have appointed two 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.

Senior Management continue have regular and meaningful engagement with the Lead Worker Representatives, about the measures being put in place to address the occupational exposure to Covid-19 in the school. Senior Management 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.

7. Consulting, Communicating and Implementing Workplace Changes or Policies

Coláiste Phádraig shall continue to:

- Consult staff as well as 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 Lead Worker Representatives are 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 Coláiste Phádraig 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 of Covid-19.

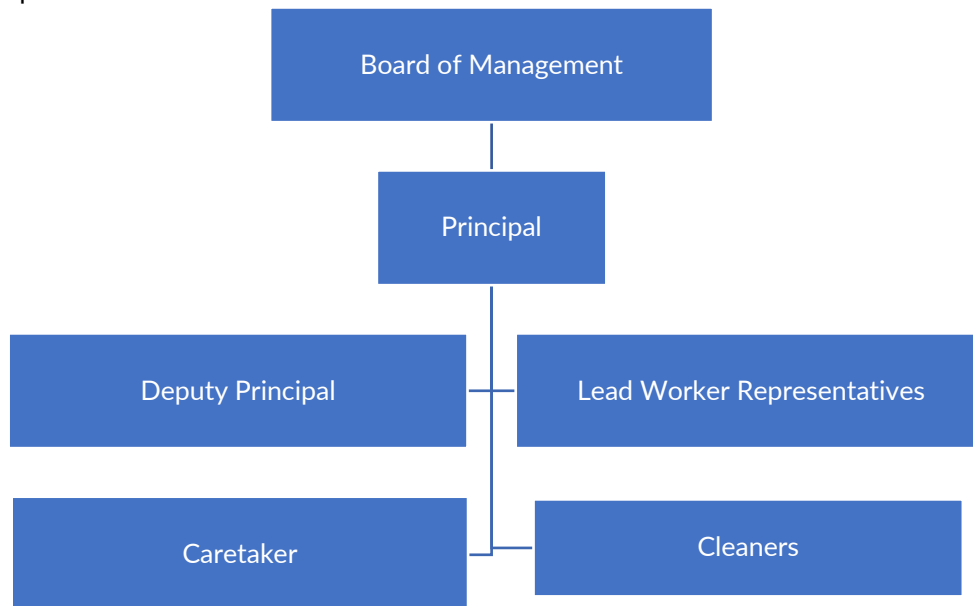
8. Health & Safety Documentation

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.

9. 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 Lead Worker Representatives are 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 physical 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 Senior Management at Coláiste Phádraig. 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.



In addition Staff shall:

- 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.
- Fully comply with the Covid-19 Response Plan. Co-operation is fundamental to ensuring that the measures are adhered to.
- Undertake the Return to School Safely (Covid-19) Induction and adhere to the measures identified.
- Complete the Covid-19 Self Declaration Form 3 days in advance of returning to school.
- Review the Covid-19 Response Plan, provide constructive input through the Lead Worker Representatives.
- Follow signage, allow for physical distancing and adhere to hygiene requirements.
- Make representations to the Principal regarding Covid-19 through the Lead Worker Representatives.
- Staff must follow the HSE advice if they are a close contact of a suspected / confirmed case of Covid-19.
- Download the HSE COVID-19 tracker app to assist Public Health for contact tracing purposes both in and out of the school setting.

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 Coláiste Phádraig. 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.



In addition students shall:

- Undertake the Return to School Safely (Covid-19) Induction and adhere to the measures identified.
- Follow signage, allow for physical distancing and adhere to hygiene requirements.
- Inform Teachers should they experience any of the symptoms of Covid-19.
- 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 must follow the HSE advice if they are a close contact of a suspected / confirmed case of Covid-19.
- **Travelling outside of Ireland:** In instances where a student has recently travelled outside of Ireland, parents/guardians are advised to consult with and follow the latest Government advice in relation to foreign travel available on [gov.ie/return to school](https://www.gov.ie/return-to-school).

Role of the Lead Worker Representatives

As noted above, Coláiste Phádraig will appoint two Lead Worker Representatives 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 persons will receive the relevant and necessary training by Coláiste Phádraig.



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 staff 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 physical distancing and use of face coverings 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 once 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.

10. 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.



Coláiste Phádraig 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 about drop off and collection times and procedures, including protocols for minimising adult to adult contact.
- Make clear to parents that they cannot gather at entrance gates or doors, 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 schools plans for opening for example, cleaning, catering, food supplies etc.
- Discuss with cleaners the additional cleaning requirements and agree hours to allow for this.

11. Stay at home if unwell Policy

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



Coláiste Phádraig have:

- A policy of “staying at home if unwell” as it applies to all staff, students and ancillary staff.
- Established 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.
- Provided for enhanced substitution arrangements for teachers for such scenarios;
- Informed 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.

Cases or Suspected Cases in the student household

- Coláiste Phádraig asks for the cooperation of all parents/guardians to report any cases (or suspected cases) of COVID-19 that occur in your household.
- If your child has symptoms of COVID- 19 it is important to keep them at home and to inform the school.
- In instances where advice has been given by the HSE and/or your GP this should be followed at all times.
- Students are required to cooperate with any public health officials and the school for contact tracing purposes and follow any public health advice in the event of a case or outbreak in the school.

Cases or Suspected Cases in staff households

- Coláiste Phádraig asks for the cooperation of all staff to report any cases (or suspected cases) of COVID-19 that occur in your household.
- If staff have symptoms of Covid-19 they shall not attend work. In instances where advice has been given by the HSE and/or your GP this should be followed at all times.
- Staff are required to cooperate with any public health officials and the school for contact tracing purposes and follow any public health advice in the event of a case or outbreak in the school.

12. Vaccinations



- Coláiste Phádraig will facilitate staff attending Covid-19 vaccination appointments during school hours.
- The absence of teachers or SNAs in order to attend a Covid-19 vaccination appointment during school hours will be treated in the same manner as other medical appointments in accordance with the relevant Sick Leave Scheme.

13. Pregnant Staff



- Coláiste Phádraig will follow the DES Circular 0042/2021 in respect of Teachers and SNAs.
- The risk categorisation of Very High-Risk employees with significant vaccine protection will reduce to High Risk.
- The risk categorisation of High-Risk employees with significant vaccine protection will reduce to Normal Risk.
- It should be noted, however, that the above adjustments to risk categorisation do not apply to those specified in the Immunisation Guidelines as having a suboptimal response to vaccination.

14. Staff over 70



- Any employee who is over 70 years of age will also submit a COVID-19 Risk Assessment Questionnaire to the OHS, before they can attend the workplace.
- Risk Assessments will be conducted, and arrangements will be established to safeguard these employees.

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

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



- The school will follow guidance from the DES i.e. *Guidance on the Continuity of Learning* guidelines (April 2020) and the *Continuity of schooling: Supporting post primary students who are at very high risk to COVID-19* (September 2020).
- At Risk / Vulnerable students should seek the advice of their GP / Consultant regarding their return / continued attendance at school.

16. Return to School Requirements



In advance of Coláiste Phádraig reopening, we have considered the following, in conjunction with communications and briefings that will be required:

- Updates to the school's Covid-19 Response Plan, 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.
 - Any other sector specific advice that is relevant.

17. Covid-19 Self Declarations – Return to Work Form



Return to Work Form

All persons returning to school must complete a Covid-19 Return to Work 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.

Staff shall:

- Inform the Principal immediately where he/she has tested positive for COVID-19. In this situation, *Circular Letter 0021/2021* will be followed.
- Complete and return the Covid-19 Return to Work Form before they return to school after each school closure period.
- Inform Coláiste Phádraig 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 school.
- 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 Covid-19 related training provided by Coláiste Phádraig on their return to the school.

18. Online / Blended Learning



Coláiste Phádraig recognises that in the event of another surge of the virus, that an online / blended learning approach may have to be re-introduced (at a school, region or national level).

The school will follow guidance from the DES i.e. *Guidance on the Continuity of Learning* guidelines (April 2020) and the *Continuity of schooling: Supporting post primary students who are at very high risk to COVID-19* (September 2020).

The school has implemented G-Suite for Education & E-Portal / Advanced Learning and these technologies will be core to the delivery of blended learning should the need arise.

Coláiste Phádraig will:

- Follow 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.
- Support the readiness of the teachers to work in new ways and to use technology in lesson preparation and delivery.
- Support access to technology in the school and home where reasonable.
- Provide further guidance to parents.
- Provide training and support programmes for teachers in the use of digital technologies.

19. Contact Tracing

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



Coláiste Phádraig shall:

- Maintain contact tracing logs for the purposes of tracing the whereabouts of staff / students in any given week for the specific purpose of contact tracing.
- Seating plans will be maintained by staff also for each class now that the school has adopted Teacher based classrooms.
- 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 contract tracing log will also be used for the purposes of contact tracing.
- The sign in / sign out book will also be utilised for tracing students.

20. 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.



- Water storage tanks are checked and cleaned, any build-up 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;

21. Mental Health & Wellbeing



Coláiste Phádraig will support our staff and students who may be suffering from anxiety or stress. The following publicly available sources of support and advice should be noted.

- **Employee Assistance and Wellbeing Programme (EAWP) (Staff only)** - The EAS provides advice to employees on a range of issues including wellbeing, legal, financial, bereavement, conflict, mediation etc. The EAS also provides advice and support to managers and delivers interventions to help them deal with health and wellbeing issues in the workplace."

For further information:

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

Freephone Helpline 1800 411 057 or text 'Hi' to 087 3690010

- **Aware**
Depression & Bipolar Disorder Support
www.aware.ie | Tel: 1800 80 48 48 | Email: supportmail@aware.ie
- **Pieta House**
Free therapeutic support to people who are in suicidal distress and those who engage in self-harm. T: 1800 247 247 | W: www.pieta.ie
- **Turn2me**
They offer self-help, peer support and professional support through an online platform for those who are experiencing poor mental health.
www.Turn2Me.org
- **Parentline**
The national helpline for parents
www.parentline.ie | Helpline: 1890 92 72 77 | or 01 873 3500
- **Childline**
The national helpline for young persons
www.childline.ie
Helpline: 1800 666 666

22. Environmental Hygiene



- Cleaning Staff are in place from 09.30 to 20.00 each day (staggered start times).
- 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.
 - Printers & Photocopying Equipment
 - 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.
- There's an increase in the number of waste collection points and we will ensure these are emptied regularly throughout each day.
- Non-essential items, clutter, equipment shall be removed to facilitate cleaning and maximise physical distancing.

In addition to this, staff shall:

- Clean workstations, desktops, tables and any other equipment before and after use, including any meeting rooms and shared spaces.
- Clean down their table after break times.
- Staff are provided with essential cleaning materials to keep their own workspace clean (for example sanitising spray and waste bins/bags).

Students shall:

- Clean workstations, computers, tables and any other equipment before and after use.
- Clean down their table at the start and end of each class.
- 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 Protocols:

- 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

23. Ventilation

Four rooms had mechanical ventilation installed in Summer 2018. Four further rooms have had mechanical ventilation installed in line with current standards and in response to the COVID pandemic.

Poor ventilation in indoor spaces is associated with an increased risk of COVID-19 transmission. Ensuring adequate and appropriate ventilation mitigates some of this risk.

Ventilation of indoor spaces is a key control measure in tackling Covid-19. Ventilation is the movement of outdoor air into a building, and the circulation of that air within the building, through mechanical or natural means.

Some circumstances increase the risk of infection:

- Being indoors rather than outdoors, particularly in indoor environments where ventilation with outside air is inadequate.
- Activities that increase the emission of respiratory fluids, such as speaking loudly, singing, or exercising.
- Prolonged time of exposure.
- Crowded spaces, particularly if face coverings are inconsistently or improperly worn.



Signs of Poor Ventilation:

The following (non-exhaustive) items are indicators of poor ventilation.

- Build-up of condensation on the window glass, sometimes referred to as 'crying windows'.
- Stuffy/musty smell when you enter the room.
- Moisture on surfaces.
- Excessively dusty.
- Mould growth.



In line with public health guidelines the following practical measures have been adopted by Coláiste Phádraig in order to ensure the deployment of good ventilation practices in the school building.

- The overall approach the school is taking is to have windows open as fully as possible when classrooms are not in use and partially open when classrooms are in use.
- Rooms will be well ventilated before occupancy each day. This will be achieved by ensuring that at the start and end of the school day, the windows in each room are left fully open for at least 15 minutes to ventilate the room fully.
- Internal doors into classrooms are to be kept open for periods of time during the day to assist with ventilation.
- Corridors with no identifiable ventilation systems and which rely on air infiltration from adjoining spaces will be ventilated before and after break times by opening doors etc.
- Corridors with windows will maintain partially opened windows to keep the corridors fresh and prevent stuffiness and condensations etc.



Carbon Dioxide (CO₂) Monitors

In the context of Covid-19 transmission, CO₂ measurements are not a reliable proxy of risk to airborne exposure to the virus.

CO₂ monitors (where available) provide a useful general indication that areas/rooms may not be adequately ventilated and enable staff to take appropriate actions. This is because CO₂ exhaled by occupants of a poorly ventilated room will result in a high CO₂ concentration reading on these monitors.

The Department has stated that they are in the process of supplying schools with portable units (based on the size of each school).

Measurements

- Measurements should be made over a minimum of 1 hour to allow the readings to reach a steady state and to collect a representative sample of data (Air Infiltration and Ventilation Centre, 2020).
- Short term/spot measurements are unreliable and should not be used.
- Measurements should be made at least 0.5 metres away from people.
- Similarly, as outdoor air contains approximately 400 – 480 ppm of CO₂, indoor measurements should not be made near windows or ventilation grilles (where sample data may not be accurate).
- CO₂ concentrations above 1400 – 1500 ppm are likely to indicate poor ventilation (CIBSE, 2020, AIVC, 2021).

What to do in the event of a high reading

The best way to reduce indoor CO₂ (an indicator of poor ventilation) is to dilute the room with fresh air. If a room feels stuffy, open a window to release any excess carbon dioxide in addition to the measures as outlined above.

24. Physical Distancing – In school

Physical distancing is a key control measure to reduce the spread of infection. The current recommended distance to be maintained to minimise risk of transmission is 2 metres. In classrooms where 2 metre physical distancing cannot be achieved, at least 1 metre shall be maintained between desks or individual students and staff.



Protocols:

- 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 will in particular be avoided.
- The teacher’s desk will be placed at least 1 metre and where possible 2 metres from student’s desks.
- Student Lockers will not be available– Junior cycle & TY will have storage boxes in base classrooms for books. Senior cycle students may bring their own electronic device to school to view downloaded digital books.
- Base classrooms are now in operation for Junior Cycle and TY. This will further reduce the numbers using corridors during the school day.
- 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.
- Social distancing of 2 metres must be maintained on corridors. Suitable floor signage will be laid down. Those on Supervision at break times should monitor the use of the one way system. Those not adhering to the measures will be subject to the school’s disciplinary policy.
- Breaks are organised in such a way as to ensure physical distancing i.e. Break 1: 12.30 – 13.10 & Break 2: 13.10 – 13.50.
- 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 Zoom.
- 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.

25. Physical Distancing – Outside school



Protocols:

- Parents / students are advised to bring with them, on any given day, all items that are required.
- Should parents come to the school door, they should ring the office, and someone will come out to collect the forgotten items. 2 metre physical distancing must be adhered to at all times.
- Persons should not congregate outside the school as this will make it very difficult to observe physical distancing
- Interaction on arrival and departure, on the external areas must be limited.

26. Hand Hygiene

Regular hand washing with soap and water is very effective in tackling Covid-19. Coláiste Phádraig shall ensure that appropriate hygiene facilities are in place to accommodate staff and students in adhering to hand hygiene measures. The following link should be used for staff and students to familiarise themselves - <https://www2.hse.ie/wellbeing/how-to-wash-your-hands.html>.

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 coughing and sneezing;
 - Before and after eating;
 - 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;
 - When hands are dirty;
 - After toilet use;
 - Avoid touching their eyes, mouth, or nose.
- 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.
- Adhere to a no hand shaking policy;

27. Use of Sanitisers



Hand 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.
- In each classroom – to be used regularly.

Sanitising spray / paper roll will be 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 practical rooms – i.e. labs, computer room etc. and should be used to wipe down equipment both before and after class.
- In all meeting areas – used before meetings when handling paperwork.

Choosing a Hand Sanitiser

Hand sanitising gels are biocides and fall under the Biocidal Products Regulation (BPR) – Regulation (EU) 528/2012. The Pesticide Registration and Control Division (PRCD) of the Department of Agriculture, Food and the Marine (DAFM) is the competent authority for biocides in Ireland. Only biocidal products listed on the DAFM biocide product register are legal to market and use in Ireland. Schools should ensure that all sanitisers and disinfectants they have carry a PCS 9xxxx, PCS 1xxxxx, IE/BPA 7xxxx or an EU-000xxx-xx registration number on the label. Each product registered by DAFM will carry a unique registration number specific to that particular product.

If the product label does not contain any of these number formats, Schools should not purchase or use the product. To confirm the biocide can be used on the Irish market, Schools can check the registers of products online at [Biocidal Product Registers](#).

Further information from DAFM on Sanitisers and Disinfectants is available by contacting them at biocide-enforcement@agriculture.gov.ie or at the [Department of Agriculture, Food and the Marine](#) website.

Hand sanitisers for use against COVID-19 must contain a minimum of 60% alcohol. Non-alcohol-based hand sanitiser may also be used. However, in choosing a hand sanitiser, it is important to ensure that it is effective against Coronavirus.

28. Respiratory Hygiene

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/physical 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 post primary schools wear a face mask when a physical distance of 2m from other staff or students cannot be maintained.

In certain situations, the use of clear visors should be considered, for example staff interacting with students with hearing difficulties or learning difficulties.



Protocols:

- Staff should familiarise themselves now with the proper use, removal, and washing of cloth face coverings - <https://www.youtube.com/watch?v=T6ZqdpLfSqw>.
- Wearing a face covering reduces the spread of Covid-19 in the school. It helps to reduce the spread of respiratory droplets from people infected with Covid-19. This helps to stop people who do not know they have the virus from spreading it to others.
- A cloth face covering will be worn by all staff and students and:
 - Should cover the nose and go under the chin;
 - Fit snugly but comfortably against the side of the face;
 - Be secured with ties or ear loops;
 - Include at least 2 layers of fabric;
 - Allow for breathing without restriction;
- Staff and students are required to wear face coverings when on the school premises.
- Students will not be allowed to enter the school building without a face covering. Parent(s)/guardian(s) will be contacted to bring a face covering to the school.
- Situations that require people to sit or stand in direct physical contact with other people should in particular be avoided.
- The school will have a supply of face coverings for emergency situations only.
- Staff and students must adopt good respiratory hygiene and cough etiquette i.e. using a tissue or a bent elbow even when wearing a face covering.
- Those who fail to practice good respiratory hygiene practices i.e. coughing, sneezing or spitting at another person in the school will be subject to the school's code of behaviour.
- Situations that require people to sit or stand in direct physical contact with other people will in particular be avoided.

29. 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.



Protocols:

- Each morning and directly before school ends, entrances will be open to allow for the free flow of staff / students from the school building.
- Staff and students must:
 - 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.
 - Adhere to a no hand shaking policy;
- When using the photocopiers the following protocols apply:
 - Equipment to be sanitised by cleaning staff as part of their daily routine.
 - Staff will sanitise hands.
 - Wipe down equipment before and after use with sanitiser.
 - 2 metre floor markings will be established to avoid congregation in this area - staff must adhere to 2 metre distancing between them and colleagues at all times.
- 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 sanitising equipment provided.
- Water Fountains / Dispensers continue to be disconnected.
- Students studying practical room subjects, to the greatest extent possible, will not be permitted to share equipment.
- Students will be required to bring with them each day, clearly labelled items of equipment, tools, water bottles etc.
- 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.

30. Administration Offices

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



Protocols:

- 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.
- Parents / students will be advised to ensure that they bring all items that are needed for a given school day.

31. Toilet Blocks



Protocols:

- 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).
- 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 waste paper are provided with regular removal and disposal.

32. Visitors to the school i.e. Parents, Guardians etc.



Protocols:

- School Entrance will be restricted 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 and submit a self-declaration form 3 days in advance of coming to the school for an appointment.
- Advice on Covid-19 measures will be visible to ensure that visitors are also adhering to the latest public health guidelines.
- All visitors will be directed to call reception using the intercom.
- Once the person whom the visitor is meeting 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 doors (where practicable) to be kept open to ensure good ventilation into the meeting area.
- 2 metre physical distancing must be maintained throughout the meeting.

33. 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.



Protocols:

- Zoom 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. G-Suite for Education.
 - Windows should be opened to ensure good ventilation.
 - Meeting room tables, projectors etc. should be cleaned down before and after use with sanitiser.
 - 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.
 - Face coverings to be worn where 2 metre distancing cannot be maintained.
- Where face to face meetings take place in the Guidance Counsellor's Room or SEN Room – appropriate Perspex Screening will be installed.

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



Protocols:

- Only school business deliveries will be accepted.
- 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.

35. Classrooms

The potential for cross contamination is high in classrooms.



Protocols:

- Student based classrooms are in operation for Junior cycle and TY i.e. Teachers will now travel between classes to minimise interaction and increase separation of students so far as is reasonably practicable.
- Teachers will be responsible for coordinating / staggering those students leaving classrooms in areas that may lead to unnecessary congestion.
- Dedicated waiting area is now in operation in the canteen for students attending classes in Lab 1, Lab 2, Lab 3, Room 11 & Computer Room i.e. students will line up here before the teacher will “collect” and bring the class into the classroom.
- Rooms will be maintained throughout the year to maximise the available space for physical distancing i.e. all non-essential equipment, furniture, and other items removed.
- Seating plans/contact tracing logs have been established and will be maintained.
- The class space has been configured 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”*.
- The teacher’s desk will be placed at least 1 metre and where possible 2 metres from student’s desks (Dependent on the seating layout).
- 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.
- Staff / students are asked to clean down table tops, desks, computers, shared laptops, practical room equipment etc. using the sanitising spray provided. This should be done at the start and end of each class.
- Sharing of items, pens etc. should be avoided to the greatest extent possible. Where equipment is shared between students, then this should be sanitised before and after use.
- SNAs will be accommodated in classrooms where space is available, and the Covid-19 control measures can be implemented.
- Windows to be kept open to ensure good ventilation into the classroom i.e. multiple windows partially open is more effective than one window wide open.
- Face coverings will be worn at all times during practical classes.
- Common contact surfaces in classrooms, are cleaned at least once daily by cleaning staff.
- Sanitising Dispensers are in position in each classroom and should be used accordingly.
- Good respiratory etiquette should be observed by staff and students throughout the class i.e. coughing /sneezing into a tissue or the back of the elbow.
- All rubbish to be disposed in a suitable bin.

36. Specialist / Practical Rooms

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



Protocols:

- Practical Room Subject Teachers shall follow the “Return to School Guidance for Practical Subjects in Post-Primary Schools and Centres for Education” published August 2020 and further supporting guidance as issued by the DES.
- Distances between equipment and machinery in the Metalwork, Construction, Engineering Rooms will be modified to ensure 1 metre physical distancing.
- Perspex screens have also been installed in Science & Practical Rooms where existing benches cannot be split and therefore dedicated desks nor social distancing can be achieved for students.
- All rooms have been cleared to maximise the available space for physical distancing i.e. non-essential equipment and items have been removed.
- Multiple sanitising stations are in position throughout these rooms.
- Where students are moving between classrooms and practical rooms, they will sit with their base classroom cohort to the greatest extent possible in assigned seating plans.
- 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.
- Non-fixed tables and benches have been reorganised to ensure a minimum of 1 metre physical distancing between students during a class.
- Situations that require students or staff to sit or stand in direct physical contact with other people should in particular be avoided.
- 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 equipment / PPE for Art and Science where at all possible.
- Group work cannot take place where 1 metre physical distancing cannot be maintained.
- Teachers and students should avoid sharing of personal items such as tools, pens and other writing materials, tablets and phones to the greatest extent possible.
- Where equipment must be shared (this should be kept to the absolute minimum) Staff / students are asked to clean down shared equipment etc. using the sanitising spray or wipes 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.
- SNA’s will be accommodated in classrooms where space is available.

37. Technology Rooms

Practical Room Subject Teachers shall follow the “Return to School Guidance for Practical Subjects in Post-Primary Schools and Centres for Education” published August 2020 and further supporting guidance as issued by the DES.



Protocols:

- All rooms will be set out to maximise the available space for social distancing.
- Non-fixed tables / benches will be reorganised to ensure a minimum of 1 metre physical distancing between students during class.
- Where students are moving to specialist classrooms, to the greatest extent possible they should sit with their base classroom classmates.
- Face coverings will be worn at all times during practical classes.
- Teachers will wear gloves when preparing / handling materials but not when operating equipment / machinery. Gloves to be disposed of afterwards.
- Where students need to move within the classroom to perform activities (for example to access to shared equipment) the teacher will be responsible for organising the room to minimise congregation around the point of access to the shared resource.
- All large equipment, machines, and hand tools are to be cleaned / sanitised before and after each class.
- For each individual lesson, the cleaning (with sanitising wipes) of machines and tools that are used should be undertaken by the students and built into the typical housekeeping procedures that are the norm in practical classrooms such as cleaning down work areas.
- Where practical, students should only use the hand tools assigned to them and not interchange these with other students. For example, in a Wood Technology lesson, students should only use their assigned chisels, mallet and marking-out equipment. Where hand tools such as measuring tapes and vernier callipers have to be shared, these should be sanitised between each use.
- For the preparation and handling of student material such as metal, Perspex, paper and timber, teachers should wear gloves to avoid direct contact, where it is safe to do so. A similar approach should be used when handing out this material to students. Where practical, designated storage space within the classroom should be made available for each individual class group to store their materials between lessons in order to reduce the risk of other students coming into contact with the materials.
- All students studying the Technology subjects should have their own safety goggles for using equipment such as the bandsaw or scroll saw. These should be kept and stored safely by each student and cleaned at home each evening. If a student is studying more than one of the practical subjects (including Science), one set of goggles is adequate.
- For practical demonstrations, digital technology such as the visualiser could be used to reduce the need for students to group together. Many visualisers also have the capability to record demonstrations so this will provide an additional support for students.
- It is important that face coverings are worn during lessons and unnecessary movement around the room should be avoided.

**Protocols:**

- Classrooms / Practice Areas to be laid out to ensure physical distancing as per public health guidance of 2 metres.
- 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.
- Due to the extra cleaning of equipment required, time must be allocated for this at the start and end of lessons; the measures here are more suitable to double or one-hour lessons rather than to single lessons.

38. Science Rooms

**Protocols:**

- All rooms will be cleared out to maximise the available space for physical distancing i.e. all non-essential equipment, furniture, and other items will be removed. Non-fixed tables / benches will be reorganised to ensure a minimum of 1 metre physical distancing between students during class.
- Where students are moving to specialist classrooms, to the greatest extent possible they should sit with their base classroom classmates.
- Face coverings will be worn at all times during practical classes.
- The teacher's desk will be placed at least 1 metre and where possible 2 metres from student's desks. Teachers shall maintain a minimum of 1m distance and where possible 2m from others in the class.
- Where students need to move within the classroom to perform activities (for example to access to shared equipment) the teacher will be responsible for organising the room to minimise congregation around the point of access to the shared resource.
- Group sizes for practical work should be kept as small as resources and space allow and students should work in discrete groups where possible.
- The application of enhanced cleaning regimes within laboratories and the need for students to take personal responsibility will be key to successfully keeping the laboratories operational.
- For practical demonstrations, students shall work separately at assigned locations but may work in pairs if physical distancing of at least 1 metre) is adhered to at all times.
- Non-alcohol-based hand sanitiser or skin friendly disinfectant wipes should be used in the laboratories.
- Students should use sanitising wipes to clean their bench area and chair/stool on entering the room and before leaving.
- Each student to have their own labelled set of eye protection which they store safely and clean each evening. Safety glasses should not be shared between students. Each member of staff should have his/her own personal eye protection also.
- Shared lab coats should not be used unless they can be laundered between each use. If necessary, students could wear an old shirt as protection over their clothes.
- Sharing laboratory resources between groups should be avoided / minimised to the greatest extent possible.
- Where the sharing of laboratory equipment between students cannot be avoided, each piece of shared equipment should be cleaned/wiped between each use.
- Glassware should be cleaned after use by washing by hand in hot, soapy water using a bactericidal detergent and dried with a paper towel. Other equipment such as mains- powered electrical equipment, gas taps and sockets should be wiped thoroughly, paying particular attention to touch surfaces such as switches.
- Priority should be given to senior cycle students in relation to the use of microscopes. In doing so, students should use their safety glasses and the lens and focus wheels should be cleaned between each use.

**Protocols (continued):**

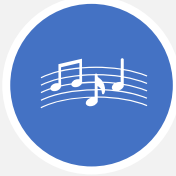
- Science departments should revise risk assessments of investigations in line with current public health guidelines. Activities involving saliva, such as cheek cell sampling, the use of saliva as a source of amylase or the use of straws (for example, blowing into limewater or collecting small organisms using a pooter) should be avoided at present. If students are investigating the effect of exercise on breathing or pulse rate this could be carried out at home and results discussed in class.
- Where an activity requires the use of equipment that is difficult to clean, the activity may instead need to be carried out as a teacher demonstration or virtual demonstration. In order to reduce the need for students grouping together during a teacher demonstration, a visualiser or mobile phone camera could be connected to a data projector. Recording the demonstration would allow students to access it at home for revision.
- Due to the extra cleaning of equipment required, time must be allocated for this at the start and end of lessons; the measures here are more suitable to double or one-hour lessons rather than to single lessons.

39. Home Economics

**Protocols:**

- All rooms will be set out to maximise the available space for social distancing.
- Non-fixed tables / benches will be reorganised to ensure a minimum of 1 metre physical distancing between students during class.
- Where students are moving to specialist classrooms, to the greatest extent possible they should sit with their base classroom classmates.
- Face coverings will be worn at all times during practical classes.
- The teacher's desk will be placed at least 1 metre and where possible 2 metres from student's desks. Teachers shall maintain a minimum of 1m distance and where possible 2m from others in the class.
- Where students need to move within the classroom to perform activities (for example to access to shared equipment) the teacher will be responsible for organising the room to minimise congregation around the point of access to the shared resource.
- To ensure good hand and kitchen hygiene, students will wash their hands thoroughly before starting to cook. The work bench and draining board should be sanitised at the beginning of each class. Before washing up, each students will again wash their hands before washing all cooking equipment using hot water and disinfectant washing-up liquid.
- Before drying equipment/utensils, students should sanitise their hands. When drying dishes, students should use a clean tea towel and place items in work stations/presses. At the end of each lesson, students shall use sanitising wipes/sprays to wipe down all work surfaces used and contact points such as press handles.
- When completing practical textiles work, students should use their own sewing equipment only to the greatest extent possible.
- Where equipment must be shared (this should be kept to the absolute minimum) Staff / students are asked to clean down shared equipment etc. using the sanitising spray or wipes before and after use.
- For practical cookery classes, students shall work separately at assigned locations but may work in pairs if social distancing is adhered to.
- To reduce risk of cross-contamination, all students will be required to have their own clean and labelled apron, dish cloth, small towel, (small face cloth is perfect), tea towel and oven gloves These need to be brought to and from school in a suitable bag and laundered at home after each practical class.
- Each student will bring in their own ingredients which need to be packed in clearly identifiable suitable containers. Perishables can be stored in the fridge once the container is sanitised before doing so.
- Students will have a suitable container to take home their cooked food as well as their own cutlery for tasting. Teachers and other students are not permitted to taste food of other students.
- Due to the extra cleaning of equipment required, time must be allocated for this at the start and end of lessons; the measures here are more suitable to double or one-hour lessons rather than to single lessons.

40. Music



Protocols

- For the moment, singing and the playing of wind and brass instruments will not take place due to the additional risk of infection.
- Where such activities need to occur, a risk assessment on the size of the space, the ventilation levels within the space, and the positioning of singers/players with extended social distancing should be conducted.
- Any classroom performing should take place in a well-ventilated space with social distancing observed. Such activity should be for a maximum of 10 minutes with the space being aired appropriately afterwards. Student positioning should be back to back or side to side. Avoid singing and playing face to face.
- The sharing of classroom instruments such as smaller percussion instruments should be avoided to the greatest extent possible. It may be necessary to allocate instruments to specific students; these instruments should be sanitised before and after use. If students have their own instruments, they should bring those, ensuring they are appropriately sanitised and not shared with others.
- Before playing keyboards, pianos and other classroom instruments, all players should wash or sanitise their hands. Piano keys should be sanitised before and after being played.
- Social distancing of 2 metres between the pianist and other performers and between all performers should be observed.
- Audio equipment, music stands and other devices in use should all be sanitised at the start and end of each class.
- It will be important to follow the manufacturer's instructions in relation to the cleaning and disinfecting of electronic keyboards and other electronic devices.
- Larger extra-curricular school groups such as choirs, and wind and brass ensembles should be avoided at present.
- Sanitising stations are in position in each classroom and should be used by all when entering and exiting.
- All rooms will be cleared out to maximise the available space for social distancing i.e. all non-essential equipment, furniture, and other items.
- Classrooms / Practice Areas to be laid out to ensure physical distancing as per public health guidance of 2 metres.
- 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.
- Where teachers are using a room not normally their own, they are asked to clean down table tops, desks before use.
- Spectators / audiences will not be permitted.

41. Art Room



Protocols:

- All rooms will be cleared out to maximise the available space for physical distancing i.e. all non-essential equipment, furniture, and other items will be removed. Non-fixed tables / benches will be reorganised to ensure a minimum of 1 metre physical distancing between students during class.
- Where students are moving to specialist classrooms, to the greatest extent possible they should sit with their base classroom classmates.
- Face coverings will be worn at all times during practical classes.
- The teacher's desk will be placed at least 1 metre and where possible 2 metres from student's desks. Teachers shall maintain a minimum of 1m distance and where possible 2m from others in the class.
- Teachers will wear gloves when preparing / handling materials. Gloves to be disposed of afterwards.
- Where students need to move within the classroom to perform activities (for example to access to shared equipment) the teacher will be responsible for organising the room to minimise congregation around the point of access to the shared resource.
- All large equipment, machines, and hand tools are to be cleaned / sanitised before and after each class.
- For each individual lesson, the cleaning (with sanitising wipes) of machines and tools that are used should be undertaken by the students and built into the typical housekeeping procedures that are the norm in practical classrooms such as cleaning down work areas and drawing boards, sweeping floors and general clean-up. For example, if a student uses a printing press, sanitising spray / wipes shall be available beside the press and students shall clean any contact areas after each use.
- Students shall use sanitising wipes to clean desks and drawing boards (where they are used) at the end of each lesson.
- Where possible, students shall have individual art-packs with everyday tools and materials such as pencils, paint brushes, paints, coloured pencils, pastels, charcoal, measuring equipment, mixing tray, sketchpad/notebook, eraser, sharpener, scissors.
- Where practical, students should only use the tools/equipment assigned to them and should not share these with other students. For example, in a lino printing lesson, students should only use their assigned cutting tool, baren and bench hook equipment.
- Class groups shall be assigned individual tools for the duration of the project/unit of learning, and these should be stored in named ziplock bags (or similar) between lessons. Where equipment such as ink tubes and rollers have to be shared, these should be wiped clean and sanitised before and after each use.
- Students should wash their own pallet and brush at the end of a lesson. Teachers should stagger students' use of sinks to ensure physical distancing is adhered to. Students should wash their hands thoroughly after using the sink. Taps and sinks should be wiped down with sanitising wipes at the end of the lesson.

**Protocols (continued):**

- To avoid crowding around storage areas, students should leave wet work on their desks at the end of a lesson for teachers to place on drying racks. Teachers should distribute students' work-in-progress at the beginning of lessons, taking appropriate steps to avoid direct contact.
- Drawings/paintings that can be stored in sketchbooks should be prioritised. Art room storage should be reserved for larger scale works as necessary.
- When planning units of learning, teachers should consider how equipment will be assigned to class groups for the duration of a project/unit, in order to avoid cross contamination. All members of the art department should plan collaboratively to minimise overlap of use of equipment by rotating areas of learning where possible. For example, where 'class group A' is using ceramic equipment, other classes could, where practical, avoid using the same equipment until 'class group A' has finished their project and all equipment has been sanitised. This is particularly important where teachers share classrooms and/or tools and equipment.
- Layout of practical art rooms should follow the general physical distancing health and safety advice provided. It is important that face coverings are worn during lessons.
- For practical demonstrations, digital technology such as the visualiser could be used to reduce the need for students to group together. Many visualisers also have the capability to record demonstrations so this will provide an additional support for students.

42. TY

**Protocols:**

- TY will continue to operate as per the other arrangements and protocols identified in this plan i.e. Physical Distancing, Hand Hygiene, Face coverings etc.
- TY Coordinator should plan for alternative school-based activities / online activities to replace offsite activities which may be cancelled at short notice.
- Those students involved in mini company should explore opportunities to develop digital products and services as opposed to physical products i.e. subscription services, digital books, online classes etc.
- Programme should focus on developing digital skills i.e. online sales and marketing as opposed to in person sales.
- Use an interdisciplinary, cross-curricular approach to design activities that draw on students' interests and experiences of learning, wellbeing, social interaction over recent months
- Work experience will be subject to the latest Public Health Guidelines and issued circulars from the DES. The school will plan for school provision of alternative equivalent learning. This could include:
 - The non-experiential aspects of work experience such as careers investigations;
 - Modules in employment skills including, for example, online courses/modules on Health and Safety in work;
 - Virtual tours of workplaces, businesses and companies;
 - Organising virtual talks / seminars with local business people;
- Where local trips take place, these will also be subject to the latest Public Health Guidelines and issued circulars from the DES. It is unlikely that TY trips will take place in the remainder of 2021.

43. P.E. & Extra Curricular

**Protocols:**

- Latest Public Health Guidance from Government / Sporting Bodies will be followed.
- Weather permitting, PE will take place outside.
- Changing Rooms will not be available for use.
- Sanitising stations are in position at entrance/exits as well as in and around the Sports Facilities and each person shall be directed to sanitise their hands.
- Students should arrive to school changed and 'ready for PE' and not require the use of a changing area prior to the class commencement.
- Where group work is being undertaken, students should stay in the same group for the duration of the lesson. As with all physical group activities, it is important to be mindful that with more vigorous exercise the area of spread of respiratory droplets is greater and so a larger area should be allowed between participants where possible and in keeping with public health advice.
- Common contact surfaces to be cleaned at least once daily by cleaning staff.
- Sharing of water bottles is not permitted. Each student should bring their own water bottle and towel clearly labelled with their own name. The sharing of items that are difficult to clean or disinfect should be discouraged.
- The sharing of towels, clothing, or other items used to wipe faces or hands should not be allowed. Students should bring in their own training gear. School sets of jerseys or bibs should not be used unless completely necessary. In such cases, they should be washed at the highest temperature after every use.
- Whistles should not be used indoors.
- Physical guides, such as signs or markings on floors, should be displayed to make sure that teachers and students are aware of physical distancing requirements. Distance between students should be created when explaining drills or the rules of a game.
- Where practical demonstrations are required, the teacher may have to repeat the demonstration to a number of smaller groups. This will help to prevent all students grouping together. Unnecessary physical contact, such as high fives, handshakes, or hugs should be discouraged. Alternative ways of celebration or greetings that do not involve contact should be used.
- Clean and disinfect shared equipment between uses by different people. For each individual lesson, the cleaning (with antibacterial wipes) of equipment should be done by the students after they use them.
- For items that may be difficult to decontaminate such as helmets, students must, where possible, provide their own.
- The toilet areas will need regular disinfecting to maintain appropriate hygiene standards.

44. Rental of School Facilities

The potential for cross contamination is higher when third parties are renting the school facilities.



Arrangements for those renting School Facilities:

- Each organisation will be required to submit their Covid-19 Response Plan in line with their Sporting / National Body's Protocols. 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 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 to observe good 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. at exits.
- 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.

45. Student Break Times



Student Considerations:

- Breaks are organised in such a way as to ensure physical distancing i.e. Break 1: 12.30 – 13.10 & Break 2: 13.10 – 13.50.
- Kitchen will facilitate where possible the delivery of lunches to classrooms to avoid gatherings in and around the canteen.
- Where this is not possible a small group of students may be accommodated in the student canteen where the following measures will apply:
 - No more than 50 persons seated for a service whilst observing 2 metre social distancing.
 - Hand Sanitiser located at the entrance / exits to the area.
 - Floor markings in place to ensure good social distancing is maintained at 2 metres for those queuing.
 - Serving area is safeguarded by an additional Perspex screen.
 - Floor markings are in situ on the floor for social distancing when queuing for meals and must be observed.
 - Tables and chairs will be laid out to ensure 2 metre physical distancing is maintained.
 - Appropriate Covid-19 signage posted in the area.
 - Water fountains will be disconnected.
 - Disposable items for single-use should be used where possible i.e. paper napkins, individually wrapped condiments, butter, jam, ketchup and salt and pepper sachets.
 - Those eating in the area will be required to clear their table and wipe it down with a sanitising wipe having finished their meal.
 - Common contact surfaces in this area are cleaned at least twice daily by cleaning staff.

Kitchen Staff Considerations:

- All Kitchen Staff will need to fill out a self-declaration form in advance of coming back to school.
- Sanitising stations are in position at all entrance/exits as well and should be used.
- Common contact surfaces are cleaned throughout the day by staff.
- Contactless Deliveries to the school only.
- All persons entering the kitchen shall be directed to sanitise their hands and additional hand washing stations shall be provided where possible.
- Good Respiratory Etiquette to be observed throughout the day.
- PPE including Face masks, nitrile gloves and face shields worn by all staff where 2 metre social distancing is not practicable.
- Kitchen staff are also subject to the stay at home if unwell policy.
- No Sharing of food, tools, equipment, or supplies by kitchen staff.
- Ensure adequate supplies of equipment to minimize sharing of high-touch materials (e.g., serving spoons) to the greatest extent possible;
- Use touchless payment options as much as possible, if available.
- Clean and disinfect frequently touched surfaces such as pens, counters, or hard surfaces between service.
- Use disposable food service items (e.g., utensils, dishes, napkins, tablecloths).

46. Staff Room



Protocols:

- The staff room has been reconfigured to ensure so far as is reasonably practicable, that 2 metre physical distancing can be observed.
- Staff are encouraged to use their classrooms as much as possible. Those using the staff room should continue to adhere to the current physical distancing guidance of 2 metres from each other.
- An overflow staff room is available in the Work Room.
- Hand sanitiser dispensers will be located at the exit / entrances to the staff room - All staff must use hand sanitiser on entry and exit.
- In these break areas, multiple windows should be kept open to ensure good ventilation through the area throughout the day.
- Those using these break areas should practice good respiratory etiquette at all times i.e., coughing / sneezing into a tissue or the back of the elbow.
- Those attending the staff room are advised to bring a packed lunch and flask as there will be a minimal provision of kitchen equipment available to staff.
- Those using staff room equipment should:
 - Sanitise hands on entry to the staffroom.
 - Wipe down equipment before and after use.
 - Adhere to 2 metre distancing between them and colleagues at all times.
 - Continue to use face coverings until seated in a location that is 2 metres from your nearest colleague.
 - Perishables may be stored in the fridge once the container is sanitised.
 - Containers can be used in the microwave once the container is sanitised before doing so.
- Staff are advised to bring their own cutlery to school each day. Disposal plates and cutlery will be made available in the staffroom.
- Staff are required to clean/sanitise tables and equipment used during the break with the supplied sanitising equipment.
- Tables should be cleared when finished eating. All rubbish shall be disposed in a suitable bin.

47. Evacuation Procedures

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



Protocols:

- Assembly Point Signage will be spaced out to minimise the congregation of students in one fixed area i.e. Purple / Yellow / Orange / Turquoise Zone attend the Senior Yard, Green / Red / Blue Zones attend the Field, Pink Zone attend the Junior Yard, 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 each term.

48. After School Study



Protocols:

- After school study (should it resume) will be subject to the following protocols.
 - All rooms used for after school study will be cleared out to maximise the available space for physical distancing i.e. all non-essential equipment, furniture, and other items will be removed.
 - The class space has been configured 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”*.
 - Contact Tracing Logs / Student Seating Plans will be maintained for all after school study.
 - Students will sit with their base classroom cohort / year group to the greatest extent possible in assigned seating plans.
 - 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. Teachers should take measures to avoid close contact at face-to-face level such as remaining standing rather than sitting beside/crouching down.
 - Teachers and students should avoid sharing of personal items such as tools, pens and other writing materials, tablets and phones to the greatest extent possible.
 - Windows to be kept open to ensure good ventilation into the classroom.
 - Good respiratory etiquette should be observed throughout the classroom i.e. coughing / sneezing into a tissue or the back of the elbow.

49. 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).



Protocols:

- Arrangements around student travel on buses will be subject to DES circulars and the latest public health advice.
- Where staff are travelling for a work-related event the use of the same vehicles by multiple staff is not encouraged.
- Staff are advised to consider travelling alone if using their personal cars to travel to work or at a maximum be accompanied by one passenger who shall be seated in adherence with physical distancing guidance.
- **Travelling outside of Ireland:** In instances where staff / student has recently travelled outside of Ireland parents/guardians are advised to consult with and follow the latest Government advice in relation to foreign travel available on <https://www.gov.ie/en/campaigns/75d92-covid-19-travel-advice/>.

50. Contractors on site

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



Protocols:

- 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 Work Safely Protocol.
- All contractors will sign the “Visitor Self Declaration Form”.
- A system for recording visits to the school(s) by contractors is in place i.e. Visitor Contact Tracing Logs.
- The school's measures i.e. physical distancing, hand hygiene and respiratory etiquette must be maintained by all contractors in the school.

51. 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 of our plan is therefore 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.



Protocols:

- SEN support will be facilitated during the school year where the physical space is available in the classroom and the fundamental control measures can be maintained.
- 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.
- Staff, such as SNAs who may be in closer and continued proximity to students, will be provided with and use medical face masks of EN Standard 14683:2019. These masks are available on the PPE framework.
- 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.
- Staff will where possible work with the same students throughout the week and will avoid moving between pods to the greatest extent possible.
- The sharing of food, tools, equipment, or supplies between students is not permitted.

52. 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 are mandatory. 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.

The Department has published “Guidance to Post Primary Schools on PPE consumables and equipment” on gov.ie/backtoschool. This provides schools with the information needed on the appropriate quantities of PPE consumables and equipment to support the safe and sustainable operations of schools.

The updated advice from the HPSC to the Department of Education has recommended that face coverings should be worn by staff members where it is not possible to maintain a physical distance of 2 metres from other staff, parents, essential visitors, or students.

The Department has accepted this recommendation. Accordingly, it is now a requirement for face coverings to be worn by staff members where it is not possible to maintain a physical distance of 2 metres from other staff, parents, essential visitors, or students. Please see note re medical grade masks on page 20.

Workers should be trained in the proper use, donning/doffing, cleaning, storing and disposal of PPE. The HPSC has produced posters and videos on the correct donning and doffing of PPE available on the HPSC and HSA websites https://www.hsa.ie/eng/topics/covid-19_coronavirus_information_and_resources/covid-19_business_supports/business_supports/hse-hpsc_posters_and_videos/



Classroom PPE Stations will comprise of:

- Alcohol based hand sanitiser – 70% or greater (General Classrooms plus CPU Room).
- 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.

53. 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 Waiting Room (Primary Isolation Room) or Careers Library (Secondary Isolation 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 a number of masks available at the main office 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.
- Coláiste Phádraig shall replenish PPE stock as appropriate.

54. Covid-19 Suspect / Confirmed Cases

Suspect Covid-19 Case in Coláiste Phádraig

The Principal / Deputy Principal where available, will be responsible for the management of a suspected case of Covid-19. Staff / students with symptoms will be isolated initially in the Waiting Room. 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 i.e. the teacher will accompany the individual to the designated isolation area – this will be the Waiting Room, keeping at least 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 instruct the student to wear a mask or provide a mask for the person presenting with symptoms (where they are not already wearing one).
3. The Principal / Deputy Principal will be called and shall attend the primary isolation room ensuring that they too wear the required PPE.
4. 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.
5. 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.
6. 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.
7. 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.
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.

Cooperating with the HSE

The school will be contacted by the HSE to discuss the case and identify people who have been in contact with the confirmed 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 the 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 Coláiste Phádraig

If a confirmed case is identified in Coláiste Phádraig, 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.

Staff and students must follow the HSE guidance if they are identified as a close contact.



Staff / student(s) who have not had close contact with the original confirmed case do not need to take any precautions and can continue to attend school. Note: Close contact is defined by the HSE as spending more than 15 minutes face-to-face contact within 2 metres of an infected person / living in the same house or shared accommodation as an infected person.

55. Reporting Requirements Under Occupational Health And Safety Legislation

There is no requirement for Coláiste Phádraig 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.

56. Cleaning Spaces with Suspected / Confirmed Cases

- 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 bathrooms, grab-rails in corridors and stairwells and door handles.
- 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.



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, door handles, 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.

57. Return To School Process



In the event of a member of staff / student either being a suspected/confirmed case of Covid-19 or a known "close contact" with a confirmed or suspected case, the Principal will follow advice from the HSE / Public Health as needed.

58. Student Covid-19 Training

Coronavirus COVID-19		STUDENT COVID-19 TRAINING
GENERAL		
Name: _____		Class: _____
<ul style="list-style-type: none"> • Out of an abundance of caution, the Board of Management at Coláiste Phádraig continues to maintain control measures to minimise of risk of Covid-19 transmission in the school. • The updated Covid-19 Response Plan is available to all parents / guardians from the school website and addresses address the risk of Covid-19. It outlines the measures we are implementing to address the risk of Covid-19. • Parents / Guardians / Students should familiarise themselves with the Symptoms of Covid-19 i.e. Fever or Chills, Cough, Shortness of breath, Loss of sense of taste / smell. Students should immediately inform their Teacher should they experience any of these symptoms. • “Stay at home if unwell” Policy is in operation at Coláiste Phádraig. This means that if any student displays symptoms of Covid-19 they should stay at home. • Physical Distancing – 2 metre physical distancing must continue to be observed by all students. Note 1 metre physical distancing is in place in each classroom and must be observed. • Face Coverings – are required in all school settings where 2 metre physical distancing cannot be maintained. Wearing a face covering reduces the spread of Covid-19 in the school. • Ventilation – is a key control measure in our Covid-19 Response Plan. Windows will be kept open throughout the school day to ensure good ventilation into each classroom. In the colder months, we advise that students wear additional layers of clothing to offset the potential drop in classroom temperatures. • Hygiene – Students are expected to wash hands thoroughly for 20 seconds using water and soap. Hand sanitiser will be in place around the school for students to use throughout the school day i.e. before and after each break. • 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. • Student based classrooms will resume from the start of the school year for Junior cycle and TY i.e. Teachers will now travel between these classes to minimise interaction and increase separation of students. • Physical Distancing - Students are reminded to maintain physical distancing of 2 metres on corridors. Corridors should only be used for travel and never accommodation. The school will maintain a one way system on the corridors. Suitable signage is in place. • Student Breaks – Breaks are organised in such a way as to ensure physical distancing i.e. Break 1: 12.30 – 13.10 & Break 2: 13.10 – 13.50. 2 metre distancing will be maintained at all times. • Student Canteen will resume from September 2021. Queuing system is in operation. All students must ensure physical distancing is maintained at 2 metres when queuing. • Student Lockers will not be available. This measure is designed to decrease integration, increase segregation and avoid congregation of students before, during and after school. • Contact Tracing Log – is in operation for the detection and isolation of close contacts of a suspected / confirmed case of Covid-19. • Only authorised personnel allowed in the building i.e. those who have filled out the Covid-19 Self Declaration Form. Visitors to the school will continue by appointment only. • Visitors to the school will be by appointment only i.e. main entrance will be locked during class times. Parents / students are advised to ensure that they bring all items that are needed for a given school day. • Water Dispensers / Fountains continue to be 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 –Coláiste Phádraig continues to maintain our IT resources should they be required at some stage in the school year. This may see a return to distance learning / blended learning environment using G-Suite for Education and other technologies. We will provide more information if / when this is likely in the school. • Cooperation with Public Health – Parents / Guardians / Students are asked for to cooperate with any public health officials and the school for contact tracing purposes and to follow any public health advice in the event of a case. • If a student develops Covid-19 Symptoms in school the procedure is as follows: <ul style="list-style-type: none"> ○ The suspected case shall be accompanied case to Waiting Room (the primary isolation room) or where already occupied the Careers Library (the secondary isolation room) keeping at least 2 metres distance at all times. ○ The school will arrange transport home. Public transport of any kind will not be used. ○ The student shall avoid touching people, surfaces and objects so far as is reasonably possible. ○ The student 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 student has left the premises, appropriate cleaning of the isolation area and classrooms will take place. ○ Coláiste Phádraig will provide assistance if contacted by the HSE. 		
SIGNATURE:		DATE COMPLETED:



59. Signage Boards & Locations

Coronavirus COVID-19		SIGANGE BOARDS
<p>Name in Pack: Sign #1 Location: Entrance / Reception Area / Toilets / Canteen</p>	<p>Name in Pack: Sign #2 Location: Entrance / Reception Area / Toilets / Canteen</p>	<p>Name in Pack: Sign #3 Location: Reception Area / Toilets / Canteen</p>
<p>Coronavirus COVID-19</p> <p>Know the signs</p> <ul style="list-style-type: none"> High Temperature Shortness of Breath Breathing Difficulties Cough <p>For 8 out of 10 people, rest and over the counter medication can help you feel better.</p> <p>If you have symptoms, self-isolate to protect others and phone your GP. Visit hse.ie for updated factual information and advice or call 1850 24 1850.</p> <p>Protection from coronavirus. It's in our hands.</p> 	<p>Coronavirus COVID-19</p> <p>Help prevent coronavirus</p> <ul style="list-style-type: none"> Wash your hands Cover mouth if coughing or sneezing Avoid touching your face Keep surfaces clean Stop shaking hands and hugging Keep a safe distance <p>The virus spreads in sneeze and cough droplets, so regularly taking the above measures helps reduce the chance of it spreading.</p> <p>Visit HSE.ie For updated factual information and advice Or call 1850 24 1850</p> <p>Protection from coronavirus. It's in our hands.</p> 	<p>Protect yourself and others from getting sick</p> <p>Wash your hands</p> <ul style="list-style-type: none"> after coughing or sneezing when caring for the sick before and after you prepare food before eating after toilet use when hands are visibly dirty after touching cuts, blisters or any open sores you can use alcohol hand rub, if hands are not visibly dirty <p>RESIST www.hse.ie/handhygiene</p>  

<p>Coronavirus COVID-19</p>		<p>SIGANGE BOARDS</p>
<p>Name in Pack: Sign #4 Stay Safe Outside Location: Entrance going out / Toilets / Canteen</p>	<p>Name in Pack: Sign #5 Who is most at risk Location: Entrance / Reception Area / Toilets / Canteen</p>	<p>Name in Pack: Sign #6 Sit Apart Location: Desks / Canteen</p>
<p>Coronavirus COVID-19</p> <p>Social Distancing Outside</p> <p>Spending time outdoors is good for our health. But social responsibility is essential for ALL our health.</p> <ul style="list-style-type: none"> Avoid close contact with others Distance yourself at least 2 metres (6 feet) away from other people Small group sizes should be kept to a minimum Don't arrange to meet up with other groups Avoid an area if it looks very busy and go somewhere else for your walk <p>For Daily Updates Visit www.gov.ie/health-covid-19 www.hse.ie</p> <p><small>Ireland is supporting a policy strategy in line with WHO and ECDC advice</small></p> <p>Riailtas na hÉireann Government of Ireland</p>	<p>Coronavirus COVID-19</p> <p>Social Distancing Outside</p> <p>Spending time outdoors is good for our health. But social responsibility is essential for ALL our health.</p> <ul style="list-style-type: none"> Avoid close contact with others Distance yourself at least 2 metres (6 feet) away from other people Small group sizes should be kept to a minimum Don't arrange to meet up with other groups Avoid an area if it looks very busy and go somewhere else for your walk <p>For Daily Updates Visit www.gov.ie/health-covid-19 www.hse.ie</p> <p><small>Ireland is supporting a policy strategy in line with WHO and ECDC advice</small></p> <p>Riailtas na hÉireann Government of Ireland</p>	<p>Protect each other</p> <p>Sit apart</p> <p>2 metres</p> <p>Riailtas na hÉireann Government of Ireland</p> <p>HSE</p>

**Coronavirus
COVID-19**

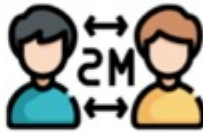
Name in Pack: Sign #7 Office Control Measures
Location: All Offices

Name in Pack:
Sign #8 Meeting Room Control Measures (3 persons)
Location: Any meeting room with 3 persons max

Name in Pack:
Sign #9 Meeting Room Control Measures (2 persons)
Location: Any meeting room with 2 persons max

**Coronavirus
COVID-19**
**OFFICE CONTROL
MEASURES**


WASH YOUR HANDS
THROUGHOUT
THE DAY



MAINTAIN 2M
PHYSICAL DISTANCING



CLEAN DOWN
EQUIPMENT TWICE DAILY



COVER YOUR NOSE AND
MOUTH WHEN
SNEEZING OR COUGHING

**Coronavirus
COVID-19**
**MEETING ROOM
CONTROL MEASURES**


NO HAND
SHAKING POLICY



MAINTAIN
PHYSICAL DISTANCING



USE HAND
SANITISER BEFORE
AND AFTER



3 PERSONS
MAX. PER
MEETING

**Coronavirus
COVID-19**
**MEETING ROOM
CONTROL MEASURES**


NO HAND
SHAKING POLICY



MAINTAIN
PHYSICAL DISTANCING



USE HAND
SANITISER BEFORE
AND AFTER



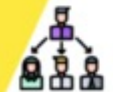
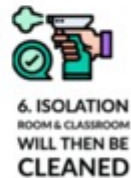
2 PERSONS
MAX. PER
MEETING

**Coronavirus
COVID-19**

Name in Pack: Sign #10 Suspected Case of Covid-19
Location: Back of Every Door in the School




Name in Pack:
Sign #11 PPE Pack
Location: Every Room in the school




Name in Pack:
Sign #12 Please Use Hand Sanitiser
Location: Above each Sanitiser in the school



**Coronavirus
COVID-19**
**SUSPECTED CASE OF COVID-19
PROCEDURE**

**Coronavirus
COVID-19**
CLASSROOM PPE PACK

**Coronavirus
COVID-19**


**PLEASE USE HAND
SANITISER**

Coronavirus COVID-19		SIGANGE BOARDS
Name in Pack: Sign #13 Primary Isolation Room Location: On the door of the Waiting Room	Name in Pack: Sign #14 Secondary Isolation Room Location: On the door of the Careers Library	Name in Pack: Sign #15 Stay at Home if unwell Location: Entrances, Exits, Classrooms, Toilet Blocks.
<p>Coronavirus COVID-19</p>  <p>PRIMARY ISOLATION ROOM</p>	<p>Coronavirus COVID-19</p>  <p>SECONDARY ISOLATION ROOM</p>	<p>Coronavirus COVID-19</p>  <p>STAY AT HOME IF UNWELL</p>

Coronavirus COVID-19		SIGANGE BOARDS
Name in Pack: Sign #16 Visitors by appointment only Location: Main Gate / Entrance to School	Name in Pack: Sign #17 One Way System in Operation Location: Along One Way Routes	Name in Pack: Sign #18 One Way System in Operation Location: Contra One Way Routes
<p>Coronavirus COVID-19</p>  <p>VISITORS BY APPOINTMENT ONLY!</p>	<p>Coronavirus COVID-19</p>  <p>ONE WAY SYSTEM IN OPERATION</p>	<p>Coronavirus COVID-19</p>  <p>NO ENTRY - ONE WAY SYSTEM IN OPERATION</p>

Coronavirus COVID-19		SIGANGE BOARDS
<p>Name in Pack: Sign #19 Not in use Location: Each seat where place will not be in use i.e. staff room between chairs, CPU Room etc.</p>	<p>Name in Pack: Sign #20 Face Covering Signage Location: Entrance going out / Toilets / Canteen</p>	
	 <p>How to use Face Coverings</p> <p>ALWAYS CLEAN YOUR HANDS BEFORE AND AFTER WEARING A FACE COVERING</p> <p>Correct Covering Medical masks should be reserved for health workers or patients in treatment. If you have been advised to wear a medical mask, always have the coloured side (showing) and the metal band at the top of your nose.</p> <p>Check Your Fit Check that the face covering is made from a fabric that you are comfortable wearing. Check that it is easy to fit and completely covers your nose and mouth, all the way down under your chin. Tighten the loops or ties so it's snug around your face, without gaps. If there are strings, tie them high on top of the head to get a good fit. Do not touch or fidget with the face covering when it is on.</p> <p>DO NOT: Wear the face covering below your nose. Leave your chin exposed. Wear it loosely with gaps on the sides. Wear it so it covers just the tip of your nose. Push it under your chin to rest on your neck.</p> <p>FOLLOW THESE TIPS TO STAY SAFE: ALWAYS wash your hands before and after handling your face covering. ALWAYS change your face covering if it is dirty, wet or damaged. Carry unused face coverings in a separate clean waterproof bag, for example, a ziplock. Carry a second similar type bag to put used face coverings in. CHILDREN under 12 should not wear face coverings. ALWAYS wash cloth face coverings on the highest temperature for cloth.</p> <p>Safe Removal Use the ties or ear loops to take the face covering off. Do not touch the front when you take it off.</p> <p>Disposing Of Single-Use Mask Always dispose of single-use masks properly in a bin. Don't forget to clean your hands and keep social distance.</p> <p>Stay safe. Protect each other.</p>	

61. Visitor Contact Tracing Log

Coronavirus COVID-19				VISITOR CONTACT TRACING LOG	
This form is to be used to assist the process of identifying persons who may have come into contact with an infected person ("contacts") and the subsequent collection of further information about these contacts. This form should be maintained throughout your visit by entering the details below.					
Name of Visitor				Was the visit pre-arranged with the Principal? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Date of Visit	____/____/____	Time	Entry to school _____ am <input type="checkbox"/> pm <input type="checkbox"/>	Exit from School _____ am <input type="checkbox"/> pm <input type="checkbox"/>	
Visitor Status	Contractor <input type="checkbox"/>	Parent/Guardian <input type="checkbox"/>	Other <input type="checkbox"/> Please complete: _____		
Contact details of visitor	Company Name (if applicable)				
	Address				
	Contact No.		Email Address		
	Reason for Visit				
Who the visitor met (separate line required for each person the visitor met)					
Name of Person visited				Length of time spent with each person in the school	

Data collected using this form will be used to fulfil the school's obligations under the Safety, Health & Welfare at Work Act 2005 & Infectious Diseases Regulations 1981. This form will be disposed of 1 month after collection.

