**St Brigid’s J.N.S.**

**School Covid-19 Response Plan**

This document has been updated on 24th August 2021 with public health advice and other information for schools with regard to the reopening of schools.

**Introduction**

This *Covid-19 Response Plan* is designed to support the staff and Board of Management (BOM) in putting measures in place that will prevent the spread of Covid-19 in St Brigid’s J.N.S. The Covid-19 Response Plan details the policies and practices necessary for a school to meet the Government’s ‘*Return to Work Safely Protocol’*, the Department of Education and Skills Plan for School Re-opening and to prevent the spread of Covid-19 in the school environment. The plan incorporates current advice about measures to reduce the spread of Covid-19 in the community issued by the National Public Health Emergency Team (NPHET).

It is important that any proposals and recommendations in relation to the resumption of school based teaching and learning and the reopening of school facilities comply with the protocol and to minimise the risk to students, staff and others. As the advice issued by NPHET continues to evolve, this protocol and the measures management and staff need to address may also change.

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

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

This document aims to provide details of:

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

The assistance and cooperation of all staff, pupils, parents/guardians, contractors and visitors is critical to the success of the plan.

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

**Note:** The plan is a live working document and may be reviewed and amended to take into account new guidance from[www.Gov.ie](http://www.Gov.ie), [www.dbei.ie](http://www.dbei.ie) [www.hse.ie](http://www.hse.ie), [www.hpsc.ie](http://www.hpsc.ie), [www.hsa.ie](http://www.hsa.ie); [www.education.ie](http://www.education.ie);

1. **St Brigid’s J.N.S. COVID-19 Policy – See** [**www.stbrigidsbrookfield.ie**](http://www.stbrigidsbrookfield.ie)
2. **Planning and Preparing for Return to School**

The Board of Management aims to facilitate the resumption of school based teaching and learning and the return to the workplace of staff. The return to work must be done safely and in strict adherence to the advice and instructions of public health authorities and the Government.

Details for the reopening of the school facility and the applicable restrictions and controls are outlined in this document.

**Signage**

Schools are required to display signage outlining the signs and symptoms of COVID-19 and to support good hand and respiratory hygiene.

**Procedure for Returning to Work (RTW)**

***In order to return to the workplace, staff must complete a Return to Work (RTW) form, which is available electronically or from the Principal. Schools should request staff (verbally or in writing) to confirm that the details in the pre-return to work form remain unchanged following subsequent periods of closure such as school holidays.***

A RTW form should only be completed **at least 3 days** prior to any proposed date of return to the workplace.

1. **Return to work safely and Lead Worker Representative**

Responsibility for the development and implementation of the Covid-19 Response Plan and the associated control measures lies primarily with the Board of Management and the School Leadership.

The Return to Work Safely protocol provides for an agreed procedure between management and staff to appoint a Lead Worker Representative to carry out a specific role.

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

|  |  |
| --- | --- |
| Name(s): | Contact details |
| Elizabeth Conlon | lconlon@stbrigidsbrookfield.ie |

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

Work collaboratively with the employer to ensure, so far as is reasonably practicable, the safety, health and welfare of employees in relation to COVID-19.

• Promote good hygiene practices such as washing hands regularly and maintaining good respiratory etiquette along with maintaining social distancing in accordance with public health advice.

• Assist with the implementation of measures to suppress COVID-19 in the workplace.

• Monitor adherence to measures put in place to prevent the spread of COVID-19.

• Consult with colleagues on matters relating to COVID-19 in the workplace.

• Make representations on behalf of their colleagues on matters relating to COVID-19 in the workplace.

If a staff member has any concerns or observations in relation to the Covid-19 Response Plan and control measures or the adherence to such control measures by staff, parents/guardians, contractors or visitors, he/she should contact the lead worker(s) who will engage with the Principal/BOM.

1. **Safety Statement and Risk Assessment**

COVID-19 represents a hazard in the context of health and safety in the school environment. Our risk assessment to identify the control measures required to mitigate the risk of COVID-19 is available on our website – www.stbrigidsbrookfield.ie

1. **General advice to prevent the spread of the virus**

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

This can be achieved through the following measures:

• Promote awareness of COVID-19 and its symptoms amongst staff, pupils, parents and visitors.

• Advise staff and parents of pupils who have symptoms of COVID-19 or are unwell not to attend school, to phone their GP to arrange a test and follow the HSE guidance on self-isolation.

• Advise staff and parents of pupils who have been identified by the HSE as contact of a person with COVID-19 to follow HSE advice.

**• Staff are advised to consult and follow latest Government advice in relation to foreign travel.**

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

• Ensure that staff and pupils know what to do if they develop symptoms at school.

• Everyone entering the school building should be required to perform hand hygiene with hand sanitiser.

• Visitors to school during the day should be by prior arrangement and should be received at a specific contact point.

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

Updated advice from the HSE is available on its website – <https://www2.hse.ie/coronavirus/>

The Department of Education and Skills will ensure all updated advice is circulated to schools. The DES will arrange for this advice to be circulated to staff, pupils and visitors in a timely manner.

The Department has been working closely with the HSE and the Health Protection Surveillance Centre (HPSC) to develop health advice which has been tailored to the needs of schools in order to support schools in planning for reopening in autumn. The advice will continue to be updated in line with public health advice generally and will inform the development of more detailed guidance for schools by the Department of Education. https://www.education.ie

**Managing the risk of the spread of Covid 19**

**Wash your hands frequently**

Regular hand washing with soap and water is effective for the removal of COVID-19.

Follow the HSE guidelines on handwashing:

For advice from HSE on how to wash your hands the following link will be helpful: <https://www2.hse.ie/wellbeing/how-to-wash-your-hands.html>

**Hand Hygiene and Hand Sanitisers**

Teachers will regularly practise good handwashing technique with the children and will adhere to a regime of handwashing/sanitising which will include but not be limited to:

* On arrival at school
* Before eating or drinking
* After using toilets
* After being outdoors
* When hands appear dirty
* When a child coughs/sneezes into hands

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

Hand sanitisers are more readily deployed in school settings to avoid disruption to teaching and learning and to avoid congestion of staff and pupils waiting to use hand washing facilities.

They will be available at entry and exit points and in each classroom.

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

**Avoid touching eyes, nose and mouth**

Why? Hands touch many surfaces and can pick up viruses. Once contaminated, hands can transfer the virus to your eyes, nose or mouth.

**Physical distancing**

Physical distancing is recommended to reduce the spread of infection in the workplace.

Principle of distancing can apply in schools but must be applied in a practical way recognising the nature of a learning environment.

Staff, *where possible*, should maintain a minimum of 1 metre distance, if possible 2 metres’ distance.

For children with special educational needs maintaining physical distancing in many instances will not be practical or reasonable to implement.

**Ventilation**

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

**Practice respiratory hygiene**

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

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

Good hygiene practices and washing your hands properly and regularly can help stop the spread of the virus. It is, therefore, crucial that all staff adhere to this advice and adopt the following practices as strictly as possible.

**Do**

* Wash your hands properly and often
* Cover your mouth and nose with a tissue or your sleeve when you cough and sneeze
* Put used tissues into a bin and wash your hands
* Clean and disinfect frequently touched objects and surfaces.

**Do Not**

* Touch your eyes, nose or mouth if your hands are not clean
* Share objects that touch your mouth – for example, bottles, cups, cutlery, etc.

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

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

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

* are over 70 years of age - even if you're fit and well
* have had an organ transplant
* are undergoing active chemotherapy for [cancer](https://www2.hse.ie/conditions/coronavirus/cancer-patients.html)
* are having radical radiotherapy for lung cancer
* have cancers of the blood or bone marrow such as leukaemia, lymphoma or myeloma who are at any stage of treatment
* are having immunotherapy or other continuing antibody treatments for cancer
* are having other targeted cancer treatments which can affect the immune system, such as protein kinase inhibitors or PARP inhibitors
* have had bone marrow or stem cell transplants in the last 6 months, or who are still taking immunosuppression drugs
* severe respiratory conditions including cystic fibrosis, [severe asthma](https://www2.hse.ie/conditions/coronavirus/asthma.html), pulmonary fibrosis, lung fibrosis, interstitial lung disease and [severe COPD](https://www2.hse.ie/conditions/coronavirus/copd.html)
* have a condition that means you have a very high risk of getting infections (such as SCID, homozygous sickle cell)
* are [taking medicine that makes you much more likely to get infections](https://www2.hse.ie/conditions/coronavirus/weak-immune-system.html) (such as high doses of steroids or immunosuppression therapies)
* have a serious heart condition and you are pregnant

The advice for this group is available from the HSE. Staff who are in this group should self-declare on the Return to Work form if they believe that they are at very high risk. Details of the leave arrangements that will apply will be updated by the Department of Education and Skills.

If the Board/Principal is unsure whether or not staff fall into the very high-risk category, advice will be sought from the Occupational Health Service.

**Control Measures**

A range of essential control measures have been implemented to reduce the risk of the spread of Covid-19 virus and to protect the safety, health and welfare of staff, pupils, parents/guardians and visitors as far as possible within the school .

These control measures are outlined in this document.

The control measures shall continue to be reviewed and updated as required on an ongoing basis.

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

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

The following control measures have been put in place:

1. **Return to Work Form**

Staff will be required to complete a RTW form at least 3 days prior to any return to the school facility (see section 2 above). The purpose of the RTW form is to get confirmation from staff that, to the best of his/her knowledge, he/she has no symptoms of Covid-19 and is not self-isolating or cocooning or awaiting the results of a Covid-19 test.

1. **Induction Training**

Staff will be kept fully informed of the control measures in place in the school and their duties and responsibilities in preventing the spread of Covid-19 and with any changes to the control measures or guidance available from the public health authorities.

If a staff member is unsure about any aspect of the Covid-19 Response Plan, the associated control measures, or his/her duties, he/she should immediately seek guidance from the Principal.

1. **Hygiene and Respiratory Etiquette**

It is crucial that all staff, pupils, parents/guardians, contractors and visitors are familiar with, and adopt, good hand and respiratory hygiene practices.

Guidance documentation and Information posters will be available at various locations within the school facility. Information posters will be prominently displayed at appropriate locations within the school facility including offices, corridors, staffroom area, classrooms and toilet areas. Such are intended to inform but also remind everyone about the importance of hygiene in preventing the spread of Covid-19 virus and protecting health and safety.

Handwashing facilities and/or hand sanitisers are available at multiple locations within the school facility and should be available in each classroom.

1. **Use of Personal Protective Equipment (PPE)**

PPE will not be required to be worn within the school facility according to current occupational and public health guidance. However, for a limited number of staff, PPE will need to be used occasionally or constantly due to the nature of certain work activities or work areas.

Such include roles where:

* Performing intimate care
* Where a suspected case of Covid-19 is identified while the school is in operation

Appropriate PPE will be available for dealing with suspected COVID-19 cases, intimate care needs and for first aid. This will be updated in line with advice from the HPSC (Health Protection Surveillance Centre)

Where staff provide healthcare to children with medical needs in the school environment they should apply standard precautions as per usual practice.

It is not recommended that children attending primary school or preschool/childcare settings wear face-coverings. It is recommended that teachers and staff in primary schools wear a face-covering when a physical distance of 2 meters from other staff or children 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.

Cloth face coverings should not be worn by any of the following groups:

• Primary school or pre-school children

• Any person with difficulty breathing

• Any person who is unconscious or incapacitated

• Any person who is unable to remove the face-covering without assistance

• Any person who has special needs and who may feel upset or very uncomfortable wearing the face covering, for example persons with intellectual or developmental disabilities, mental health conditions, sensory concerns or tactile sensitivity.

**Wearing of Gloves:**

The use of disposable gloves in the school setting by pupils or staff is not appropriate. It does not protect the wearer and may expose others to risk from contaminated gloves. Routine use of disposable gloves is not a substitute for hand hygiene.

1. **Cleaning**

Arrangements for more regular and thorough cleaning of areas and surfaces within the school will be made.

Regular and thorough cleaning of communal areas and frequently touched surfaces shall be conducted, in particular, toilets, door handles and kitchens. Cleaning will be performed regularly and whenever facilities or surfaces are visibly dirty.

All staff will have access to cleaning products and will be required to maintain cleanliness of their own work area. Under no circumstances should these cleaning materials be removed from the building.

Staff should thoroughly clean and disinfect their work area before and after use each day.

There will be regular collection of used waste disposal bags from offices and other areas within the school facility**.**

Staff must use and clean their own equipment and utensils (cup, cutlery, plate etc.).

1. **Access to the school building /contact log**

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

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

The prompt identification and isolation of potentially infectious individuals is a crucial step in restricting the spread of the virus and protecting the health and safety of the individuals themselves and other staff, contractors and visitors at the workplace. A detailed sign in/sign out log of those entering the school facilities should be maintained. The school will maintain a log of staff and students contacts.

1. **First Aid/emergency procedure**

The standard First Aid/Emergency procedure shall continue to apply in St Brigid’s J.N.S.

In an emergency or in case of a serious incident, call for an ambulance or the fire brigade on 112/999

Contact the principal or nearest first aider giving details of location and type of medical incident.

1. **Dealing with a suspected case of Covid-19**

Staff or pupils should not attend school if displaying any symptoms of Covid-19. The following outlines how St Brigid’s J.N.S. will deal with a suspected case that may arise during the course of work.

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

If a staff member/pupil displays symptoms of Covid-19 while at work in St Brigid’s J.N.S. the following are the procedures to be implemented:

* If the person with the suspected case is a pupil, the parents/guardians should be contacted immediately
* Isolate the person and have a procedure in place to accompany the individual to the designated isolation area via the isolation route, keeping at least 2 metres away from the symptomatic person and also making sure that others maintain a distance of at least 2 metres from the symptomatic person at all times
* Provide a mask for the person presenting with symptoms if one is available. He/she should wear the mask if in a common area with other people or while exiting the premises
* Assess whether the individual who is displaying symptoms can immediately be directed to go home/be brought home by parents and call their doctor and continue self-isolation at home
* Facilitate the person presenting with symptoms remaining in isolation if they cannot immediately go home and facilitate them calling their doctor. The individual should avoid touching people, surfaces and objects. Advice should be given to the person presenting with symptoms to cover their mouth and nose with the disposable tissue provided when they cough or sneeze and put the tissue in the waste bag provided
* If the person is not well enough to go home alone, arrange for them to be transported home by a family member, as soon as possible and advise them to inform their general practitioner by phone of their symptoms. Public transport of any kind should not be used
* If they are too unwell to go home or advice is required, contact 999 or 112 and inform them that the sick person is a Covid-19 suspect.
* Carry out an assessment of the incident which will form part of determining follow-up actions and recovery
* Arrange for appropriate cleaning of the isolation area and work areas involved.

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

**School staff should be encouraged to download the HSE COVID-19 tracker app to assist Public Health for contract tracing purposes both in and out of the school setting.**

***Local control measures to manage risk:***

**Class Bubbles**

Each class will be considered a bubble. Class bubbles are exclusive and should not be mixed under any circumstances. Any space used by one class bubble will need to be cleaned before another class bubble can use it. To begin with class bubbles will stay in their classrooms and will not use shared spaces other than the yard/PE hall.

Teacher’s will create a ‘safe space’ at the top of the class at least 2 metre distanced form pods.

Rooms will be properly ventilated according to latest guidance.

**Start of the day**

Assembly will happen once a week via Zoom from the office to whiteboards in the class.

The pedestrian entrance for St Aidan’s school will be used to further separate pupils from both schools. Cones outside school gates will indicate two sides and facilitate children crossing.

Children will go straight into the school when they arrive and directly into their class via separate entrances (see below). Teacher will be there to supervise movement into the school.

Junior Infants – Main entrance – parents can drop at the door

Senior Infants – New building – parents can drop at the door

First Class – First Class corridor – Parents drop at the gate

Second class – Second Class- Parents drop at the gate

No parents will enter the school building during pick up/drop off.

For the month of September children will have no homework and will not bring anything to school with them. After that teachers will send homework home adopting a system that minimises contact risk appropriate to their class/group.

**Hometime:**

**Junior Infants** – Leave through the main doors of the new building. Children remaining wait on floor markings according to their bubbles in the foyer of the new building. Children are collected by parents.

**Senior Infants** – Leave as usual one class at a time to lines in the yard. Children are collected by parents.

**First Class** – Walk to the line class by class – children who walk home alone go ahead – parent can collect children from the yard.

**Second class** – Children who go on their own will go straight out. Children will be collected from the door by parents to avoid crossing class bubbles in the yard.

Staff members will supervise ensuring children leave directly.

**Yards**

Each year group will have a small break and a lunch break. Instead of 12 classes being in the yards at the same time there will be six classes in separate ‘zones’ between the two yards. Classes will remain in their bubbles in the yard but pods within classes can mix outside.

There will be no option for children to stay in off the yard unless in the case of serious injury. It is really important that all children get outside during the day and the classrooms are ventilated.

**Staffroom**

There will be two staffrooms to facilitate social distancing. Kitchen facilities will be used in a very limited way.

**Meetings**

At all times staff must adhere to 2 metre distancing where at all possible during in meetings.

**Parents/Visitors**

Parents/Visitors to the school will be kept to a minimum. No parent can come to the school without prior appointment. Parents will be encouraged to make contact with concerns via phoning or emailing the school. Concerns or questions will be forwarded to teachers if necessary and the teacher will contact the parent in the most appropriate method depending on the query and/or the parent.

Parents will be directed not to approach teachers in at pick up or drop off.

**Staff Duties**

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

1. Adhere to the School Covid-19 Response Plan and the control measures outlined. The cooperation and assistance of all staff is essential to reduce the risk of spread of Covid-19 and to protect health and safety as far as possible within the school. All staff have a key role to play
2. Coordinate and work with their colleagues to ensure that physical distancing is maintained
3. Make themselves aware of the symptoms of Covid-19 and monitor their own wellbeing
4. Self-isolate at home and contact their GP promptly for further advice if they display any symptoms of Covid-19 or are unwell.
5. Not return or attend school if they have symptoms of Covid-19 under any circumstances.
6. If they develop any symptoms of Covid-19 whilst within the school facility, they should adhere to the procedure outlined above
7. Complete the RTW form before they return to work
8. Must inform the Principal if there are any other circumstances relating to Covid-19, not included in the form, which may need to be disclosed to facilitate their safe return to the workplace
9. Must be aware of, and adhere to, good hygiene and respiratory etiquette practices
10. Keep informed of the updated advice of the publ**ic** health authorities and comply with same.
11. **Covid related absence management**

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

1. **Staff Duties/Responsibilities**

• **Staff are advised to consult and follow latest Government advice in relation to foreign travel.**

**• Cooperate with any public health personnel and their school for contact tracing purposes and follow any public health advice given in the event of a case or outbreak in their school**

**• Undergo any COVID-19 testing that may be required as part of mass or serial testing as advised by Public Health**

1. **Employee Assistance and Wellbeing Programme**

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

The Board of Management aims to foster a culture and work environment that support healthy behaviours and staff wellbeing and shall continue to make health and wellbeing tools and guidance available to staff as well as organising suitable support programmes, initiatives and events.

These are challenging times for everyone. Should a staff member experience any stress or anxiety in respect of work or work arrangements, he/she should feel free to speak to the principal.

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# **Appendix 3**

**School Contact Tracing Log for Visitors**

**Name of School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address of School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Contact Person in School for queries: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Contact Phone Number/email address for queries: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **Name of Visitor** | **Time of Entry to school** | **Time of Exit from school** | **Reason for Visit** **(Contractor, Parent, Other)** | **If contractor name of company and address** | **Contact details of visitor** | **Date of Visit** | **Who the visitor met** | **Length of time spent with each person in the school**  |
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