

**Glasnevin Educate Together National School,
Griffith Avenue, Glasnevin, Dublin 11
Roll: 20168D**



Covid-19 School Response Plan

Updated August 2021

All schools are required to have a Covid Response Plan in line with guidance from the Department of Education and from Public Health.

This is working document, as it is reviewed regularly according to up-to-date guidance as circumstances change.

Nb. This too shall pass!!!

1. Introduction & what is a School Covid Response Plan?

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 GETNS.

The Covid-19 Response Plan details the policies and practices necessary for a school to meet the Government's *Work Safely Protocol*, and to prevent the spread of Covid-19 in the school environment. The plan incorporates current advice about measures to reduce the spread of Covid-19 in the community issued by the National Public Health Emergency Team (NPHE) and the Department of Education Response Plan V4 August 21.

It is important that the reopening of school facilities comply with the protocol to minimise the risk to students, staff and others. As the advice issued by NPHE 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. Introduction & What is a School Covid-19 Response Plan
2. COVID-19 School Policy
3. Planning and a Preparing the Return to School
 - 3.1 School Buildings
 - 3.2 Signage
 - 3.3 Lead Worker Representative(s)
 - 3.4 Procedure for Returning to Work (RTW)
 - 3.5 Updated Safety Statement and Risk Assessment
 - 3.6 Access to the School and Contact Log
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 - 4.1 Know the Symptoms
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6. Hygiene and Cleaning
7. Dealing with a suspected case of Covid-19
8. Special Educational Needs
9. Staff Duties
10. Covid related absence management
11. Employee Assistance and Wellbeing Programme
12. Confirmed Case plan & return to Remote Learning Plan

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. The plan is a live working document and may be reviewed and amended to take into account new guidance from www.Gov.ie, www.dbei.ie www.hse.ie, www.hpssc.ie, www.hsa.ie; www.education.ie;

2. GETNS COVID-19 Policy

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

COVID 19 Policy Statement

GETNS is committed to providing a safe and healthy workplace for all our staff and a safe learning environment for all our pupils. To ensure that, we have developed the following COVID- 19 Response Plan. The BOM and all school staff are responsible for the implementation of this plan and a combined effort will help contain the spread of the virus. We will:

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

All school staff will be consulted on an ongoing basis and feedback is encouraged on any concerns, issues or suggestions.

This can be done through the Lead Worker Representative(s)LWR: Colm Campbell, Deputy LWR: Lisa Madden

They will be supported by the voluntary Covid working group

Signed: _____

Date: _____

3. Planning and Preparing for Return to School

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

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

People at very high risk and high risk:

For current public health guidelines on risk categories [click here](#)

For Department of Education updates on leave [click here](#)

3.1 School Buildings

Before re-opening school the following has been done:

- The water system has been flushed at outlets following low usage to prevent Legionella disease;
- School equipment and mechanical ventilation been checked for signs of deterioration or damage before being used again;
- Bin collections and other essential services resumed;
- Deep clean has been carried out Aug 2021

3.2 Signage

GETNS has displayed signage outlining the signs and symptoms of COVID-19 and to support good hand and respiratory hygiene, displayed in prominent areas such as offices, corridors, staffroom area, classrooms and toilets. Click [here](#)

3.3 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 role of the Lead Worker Representative (LWR) is to ensure that Covid-19 measures are adhere 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 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.

Name(s) of Lead Worker representative:	Contact details
Colm Campbell	colm.getns@gmail.com

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.

3.4 Procedure for Returning to Work (RTW)

Staff and pupils are advised not to return to or attend school if they:

- have COVID symptoms
- are awaiting results of a COVID test
- are identified by the HSE as a close contact of a confirmed case of COVID-19 or if they live with someone who has symptoms of the virus.

If travelled outside of Ireland, consult and follow latest Government advice in relation to foreign travel There is different advice if you have arrived in Ireland from a high-risk country. [Click here](#)

Parents of children returning in this phase will be asked by the school to complete the declaration form sent through Aladdin. This form is to be used when children are returning to the setting after any absence. A letter explaining this and all relevant information will be sent the week ahead of return.

In order to return to the workplace, staff must complete amended, Return to Work (RTW) form. Staff will receive a link for this questionnaire to be completed the day ahead of return. 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.

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

On receipt of the completed form, staff will complete the relevant **Induction Training** prior to the return to the workplace, developed by the Department in consultation with stakeholders.

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

- Latest up to-date advice and guidance on public health
- Covid-19 symptoms
- What to do if a staff member or pupil develops symptoms of Covid-19 while at school
- Outline of the Covid-19 response plan

Staff will be kept fully informed of the control measures in place in the school and 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.

3.5 Update Safety and Risk Assessment

Details of any additional health and safety measures in place in the school to facilitate the staff member's return to the school have been discussed, ahead of return.

COVID-19 represents a hazard in the context of health and safety in the school environment. An updated risk assessment to identify the control measures required to mitigate the risk of COVID-19 in school settings is attached at **Appendix 2**.

The school has reviewed emergency procedures involving, fire safety, first aid, accidents and dangerous occurrences to consider any new risks that arise due to the school's COVID-19 Response Plan. Any changes to the schools existing emergency procedures are included in this document.

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

3.6 Access to the School and Contact Log

Limiting the number of people entering the school to those essential to provide the service is advised to reduce the risk of introduction of the virus.

An updated Contact Log system is established. A form requesting additional information is situated in the foyer for any additional visitors to the school.

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

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

Staff should be alert for any signs of illness that suggest that they, a pupil, or a colleague may have COVID-19 on arrival for school and throughout the day.

Staff are advised to download the Covid tracker app.

4. 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.

4.1 Know the Symptoms

In order to prevent the spread of COVID-19 it is important to know and recognise the symptoms. They are:

- ✓ High temperature(38.0⁰C or higher without another medical reason e.g. chickenpox/UTI)
- ✓ Cough – this can be any kind of cough, not just dry
- ✓ Shortness of breath or breathing difficulties (worsening of an existing breathing problem)
- ✓ Loss of smell, of taste or distortion of taste. Things smell or taste different.
- ✓ Fatigue, aches and pains.
- ✓ Other uncommon symptoms include: sore throat, headaches, runny or stuffy noses, feeling sick and vomiting and diarrhoea,
- ✓ Other minor breathing or chest problems

For up-to-date isolation quick guide [click link](#)

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

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

Updated advice from the HSE is available on its website [click here](#)

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

4.2 Respiratory Hygiene

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

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 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.

4.3 Hand Hygiene

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

Guidance documentation and Information posters are available at various locations within the school facility. Information posters are 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 in each classroom.

Hand Hygiene & Sanitisers

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

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

This facility will be available at each entry and exit point, and staff will support further with hand held pumps., where needed.

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.

Hand / Respiratory Hygiene

Staff and pupils need to wash their hands or use hand sanitiser:

- When entering and exiting vehicle
- When entering and exiting school buildings

4.4 Physical Distancing

Children will be collected from taxi/car by staff. No other adults are required to leave vehicles.

The most important measures to reduce the risk of spread are doing all that is practical to limit the degree to which different groups of people within the education/training setting mix and interact with other groups. This is especially the case indoors.

- To the greatest degree that is practical in the context of the educational and care needs of the pupils groups/classes will avoid mixing with other groups particularly indoors.
- SNAs will support the smallest number of pupils that is practical and move between pupils as little as is practical to do so recognising that flexibility is sometime essential to manage absence due to leave or illness.
- There will be limited movement between classes on any given day for SNAS.
- Members of discrete pods/classes will not assemble in one area for activities, maintaining as much distance as is practical between the pods/classes and managing entry and exit to reduce interaction between members of different pods/classes as much as is practical

Physical distancing measures already in place for whole school, to reduce the spread of infection in the workplace

- Tables will be set up with teacher's desk at least 1 m and where possible 2m from pupil desks
- Pupils will be 1 m away from each other, *as much as possible*. Please note it is acknowledged and accepted that this is not practical for some children
- Each class grouping/ bubble will stay apart from other classes as much as possible e.g. on yard 2 classes will share a yard space at one time, and a line will divide space in two. WHILE OUTDOORS CHILDREN CAN PLAY WITH EVERYONE IN THEIR CLASS.
- There will be 3 staggered yard breaks with the same staff supervising the same groups
- Within each bubble, we will have smaller groups Pods.
- As much as possible, individuals within Pods will maintain 1 m distance & between Pods 1 m distance – this is not always possible at the Junior end (JI-2) or for children with SEN
- We will limit contact and sharing of common facilities between people in different bubbles and Pods, as much as possible

- We will encourage everyone to walk/cycle etc, as much as possible
- At arrival and departure times, we will use 8 different entry points, including infant rooms, all to be monitored by teachers/SNAs

4.5 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' Version 3. 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 all other times more than one window open partially. It is recommended that internal classroom doors and external (if available) are open periodically and as required.

See updated Department's guidance to achieve good ventilation May 2021: [click here](#)

CO2 monitors

The Department will provide CO2 monitors which will support the monitoring of air flow, and also act as a reminder to uphold good ventilation practices.

4.5 Use Personal Protective Equipment (PPE)

Staff

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

PPE will also need to be used at certain work activities or work areas. 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
- Administering first aid Where staff provide healthcare to children with medical needs in the school environment they should apply standard precautions as per usual practice.

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

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

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

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

Information is provided here on the proper use, removal, and washing of cloth face coverings [click here](#)

Cloth face coverings should be washed after every day of use and/or before being used again, or if visibly soiled. Face coverings should not be worn if they are wet. A wet cloth face covering may make it difficult to breathe.

See further advice from the HPSC on the use of face coverings in educational settings was received on the 6th August 2020.

Whilst staff may wish to utilise their own face covering on a day-to-day basis, additional disposable masks and face visors, are available for staff in case a back-up face covering is needed throughout the day or where required on an ongoing basis.

Medical Grade Masks Schools are provided (in the EN14683 category) to all SNAs and teachers in special classes and those staff by necessity that need to be in close and continued proximity with pupils with intimate care needs including School Bus Escorts.

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

Gloves

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

Aprons

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

Pupils

It is not recommended that children attending primary school wear face-coverings.

However, children who choose to wear a face covering may do so, adhering to safe practice as much as possible

- Pupils with additional care needs who are 13 years or older should not be required to wear a face covering if the face covering causes distress or is a barrier to their education and care needs.

4.6 Promoting Key-Behaviours that Reduces risk of Person to Person Spread

- Hand hygiene for staff and pupils particularly on boarding a taxi; on arrival at the school each day; prior to departure; before meals and after any contact with the pupil that is likely to have resulted in contact with oral or nasal fluid.
- There is ready access to hand sanitiser in GETNS with due regard in relation to placement to avoid the risk of ingestion by pupils. Please note also that alcohol based hand rub is flammable and needs to be kept away from naked flame.
- Additional 500ml pumps of hand sanitiser are available for 3rd to 6th class teachers/SNAs to give to children on arrival when they line up in the school yard prior to entering the building. An additional wall mounted sanitiser pump has been setup opposite the existing one at the fire escape entrance from the yard for the 3rd and 4th classes.
- Personal pocket size dispensers of alcohol hand gel are available for staff members and may be useful, particularly if wall mounted dispensers are not a safe option in a particular context and also for use during outdoor activities.
- Promotion of respiratory hygiene and cough etiquette to the greatest extent possible.
- Support in performing hand hygiene should be provided to pupils who need assistance.
- Limited sharing of items between members of the pod in so far as is practical especially with respect to items that pupils may put in their mouth.

Supporting children's understanding

- Make sure to listen to children's concerns and answer their questions in an age-appropriate manner; don't overwhelm them with too much information.
- Encourage them to express and communicate their feelings. Discuss the different reactions they may experience and explain that these are normal reactions to an abnormal situation.
- Emphasise that children can do a lot to keep themselves and others safe.
- Explain the concept of social distancing (standing further away from friends, avoiding large crowds, not touching people if you don't need to, etc.).
- Focus on good health behaviours, such as covering coughs and sneezes with the elbow and washing hands

Help children understand the basic concepts of disease prevention and control. Use exercises that demonstrate how germs can spread.

- For example, by putting coloured water in a spray bottle and spraying over a piece of white paper. Observe how far the droplets travel.-
- Demonstrate why it is important to wash hands for 20 seconds with soap and water-Put a small amount of glitter in students' hands and have them wash them with just water, notice how much glitter remains, then have them wash for 20 seconds with soap and water
- Have students analyse scenarios to identify high risk behaviours and suggest modifying behaviours-For example, a teacher comes to school with a cold. He sneezes and covers it with his hand. He shakes hands with a colleague. He wipes his hands after with a handkerchief then goes to class to teach. What did the teacher do that was right? How could it have been done differently?

6. Impact of Covid-19 on certain school activities

First Aid/emergency procedure

The standard First Aid/Emergency procedure shall continue to apply in GETNS.

In an emergency or in case of a serious incident, we will 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. School Eircode is D11A2YT.

Please note that in an effort to maintain safety for all, we are currently (and temporarily) making some significant changes such as:

- Fire Drills are carried out as usual, once children have arrived at Assembly point, they socially distance as per markers now in situ.
- First Aiders have been updated on infection prevention and control measures, including use of PPE when administering First Aid. A designated outdoor space has been allocated as the area for administration of First Aid.
- New system for entry/exit to school with staggered times and designated areas – see below for details
- New systems in place for shared resources PE/ICT rota basis; Maths/science – sign out, sanitise, keep for the week, sanitise, sign back in; SET rooms, computers, children hand sanitise before and after use, teacher/SNA wipes keyboard before and after use; computers in classrooms for use by designated children only. Children hand sanitise before and after use, teacher/SNA wipes keyboard before and after use
- Staff breaks – see below
- Minimise visitors into the school
- Not taking part in our usual swimming lessons
- Not participating in extracurricular activities which involve mixing with anyone outside bubbles
- ECAs, etc are on hold

Staff Break times

Staff must bring in their own equipment and utensils (cup, cutlery, plate, tea/coffee etc.) and bring same home for cleaning. Staff will limit sharing of any equipment, and wipe after each use. The fridge has a section per

staff pod.

Staff breaks will be taken outdoors, as much as possible, within pods. If raining a pod can split between the staffroom and the library. Max number in the staffroom is 3.

A system for keeping up to date on advice, discussing impact of Covid on school activities, and reviewing agreed approach will take place during regular whole staff meetings; additionally, LRW is available for raising concerns.

Entry/Exit to school

Remember, 'If it's not to far, leave the car!' (One of our Green School Codes)

We encourage children to walk, cycle, scoot, park 'n'stride. Rather than parking on both sides of the road near the school, please park further up along Griffith Avenue.

Access to the school facility will be in line with agreed school procedures, as follows:

Staff:

As per previous return to work form – sign in, and hand sanitise.

ALL:

Unless you are in a car, use:

- **Pedestrian gate for entering school premises only**
- **Car gate for exiting school premises**

All children will hand sanitise on entry/exit of building.

Parents of Junior Infants can drop and collect at classroom door, as before. We encourage Senior Infants to come in independently, however, parents are welcome to drop their child to the classroom door; Senior Infants are dismissed at the gate by the teacher, when parents do not need to come in. Children from all other classes can make their own way to their area where staff are ready to meet them.

Class	Start Time	Finish Time
ALC Green	8.40	1.20/ 2.20
ALC Blue	8.40	2.20
Junior Infants	9.00	12/1.20
Senior Infants	8.40	1.20
1 st	8.40	2.15
2 nd	8.45	2.20
3 rd	8.50	2.20
4 th	8.50	2.22
5 th & 6 th	8.50	2.22

7. Hygiene and Cleaning

The school has undergone a deep clean during August.

Arrangements for more regular and thorough cleaning of areas and surfaces within the school have been made. A written cleaning schedule has been made available to cleaning staff. Certain areas are fogged daily, all areas in the ALC; infant classes; isolation areas if applicable.

Regular and thorough cleaning of communal areas and frequently touched surfaces shall be conducted, in particular, toilets, lifts, 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. Staff should thoroughly clean and disinfect their work area before and after use each day; e.g. wiping door handles and desk tops daily. All staff routinely clean frequently touched surfaces such as desk tops.

Senior classes will be provided with disposable bacterial wipes for the children to wipe down their tables twice daily. These should be disposed of in the general waste bin in the class room.

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

Shower facilities shall not be available for use by staff due to the increased risk associated with communal shower facilities and areas. This shall be reviewed in line with government guidance.

Where possible, children will be encouraged to wipe door handles of classroom toilets before entry. A disposable towel dispenser is installed between each set of toilets in every classroom to facilitate this.

8. Suspected Case Plan

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

A designated isolation area has been identified within the school building. If more than one person is displaying signs of Covid-19, a second case will be dealt with in a separate area (if possible, outdoors). The designated isolation area is away from other staff and pupils.

A nominated member of the school management team will be responsible for ensuring that all aspects of the protocol to deal with suspected cases have been adhered to.

If a staff member/pupil displays symptoms of Covid-19 while at work in GETNS the following are the procedures to be implemented:

- Where a staff member develops symptoms, they leave the premises immediately, and contact their GP, the class will be covered by relevant teacher & SNA. Follow up as below.
- If the person with the suspected case is a pupil, firstly a message/text sent to inform principal or Deputy, and the parents/guardians should be contacted immediately
- Principal/Deputy collect and 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, available in isolation area, for use while 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 well enough to go home, 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 and determine follow-up actions
- Arrange for appropriate cleaning of the isolation area and work areas involved.

Covid testing centres (August 2021):

Fun Galaxy (formerly Bargaintown Building), North Road, Finglas, D11 K6KP Walk-in testing from 8.30 to 10.30 am Monday to Saturday and 9-11 am Sunday

Croke Park Handball Alley COVID-19 Community Testing, Sackville Avenue, D03 P6E5 Walk-in testing from 8.30 to 10.30 am Monday to Friday

TU Dublin, Croí (Block C), Blanchardstown Campus, Blanchardstown Road North, Dublin, D15 YV78 Walk in testing until Aug 29th

Citywest Hotel COVID-19 Community Testing Centre, D24 KF8A Walk-in testing from 11 to 1 everyday

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

9. Special Educational Needs Additional considerations for those with Special Educational Needs

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

Similarly staff should be aware of their responsibility not to attend work if they develop signs or symptoms of respiratory illness.

Hand hygiene

Children who are unable to wash their hands by themselves should be assisted to clean their hands using soap and water or a hand sanitiser (if their hands are visibly clean) as outlined previously.

Equipment

Some children may have care needs (physical or behavioural) which requires the use of aids and appliances and/or medical equipment for example toileting aids, moving and handling equipment, respiratory equipment. Where cleaning of aids and appliances is carried out in the school it is recommended that a cleaning schedule is provided, detailing when and how the equipment is cleaned and the cleaning products to be used in accordance with the manufacturers' instructions.

The following points can guide the development of such cleaning schedule:

- Equipment used to deliver care should be visibly clean;
- Care equipment should be cleaned in accordance with the manufacturers' instructions. Cleaning is generally achieved using a general purpose detergent and warm water.
- Equipment that is used on different children must be cleaned and, if required, disinfected immediately after use and before use by another child e.g. toileting aids;
- 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.

Use of PPE

PPE will need to be used according to the nature of certain work activities or work areas. The use of a face coverings is recommended where there is a concern that physical distancing cannot be maintained, there will be prolonged close contact and/or that exposure to fluid/respiratory droplets is likely.

Wearing of Gloves

While the use of disposable gloves in the school setting by pupils or staff is generally not appropriate (see above) there may however be exceptions.

10 Staff Duties

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

- i. 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.
- ii. Coordinate and work with their colleagues to ensure that physical distancing is maintained.
- iii. Make themselves aware of the symptoms of Covid-19 and monitor their own wellbeing.
- iv. Self-isolate at home and contact their GP promptly for further advice if they display any symptoms of Covid-19.
- v. Not return or attend school if they have symptoms of Covid-19 under any circumstances.
- vi. If they develop any symptoms of Covid-19 whilst within the school facility, they should adhere to the procedure outlined above.
- vii. Complete the RTW form before they return to work.
- viii. 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.
- ix. Must complete Covid-19 Induction Training and any other training required prior to their return to school.
- x. Must be aware of, and adhere to, good hygiene and respiratory etiquette practice

Keep informed of the updated advice of the public 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.

12. Employee Assistance and Wellbeing Programme

Lisa will continue to lead us in nurturing our wellbeing. With thanks to Lisa and the whole wellbeing team and the wonderful work done to date, as we continue to take great personal responsibility with minding ourselves and each other in every way.

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.

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

The EAS is a self-referral service where employees have access to a dedicated free-phone confidential helpline 1800 411 057 available 24 hours a day, 365 days a year providing advice on a range of issues such as wellbeing, legal, financial, mediation, management support etc. The service is also available via SMS, WhatsApp, e-mail, live chat and call back request. All points of contact for the service are qualified, accredited and experienced mental health professionals.

Where required, short-term counselling is available to employees and their families (over the age of 18 years and living at home). The EAS also provides advice and support to managers and delivers interventions to help them deal with health and wellbeing issues in the workplace.

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

13. COVID-19 Confirmed case Plan updated August '21

In the event of a confirmed case in the school the following steps will be taken:

Immediate:

1. If our school is contacted by a member of school community about a confirmed case, we inform HSE *or* HSE may contact us about a confirmed case of Covid-19 in our school. Either way we need to inform the Department at the following email address Covid19_alert@education.gov.ie
2. Follow advice of HSE/HSE School support team –firstly establish close contacts and complete Spreadsheet and forward to HSE
3. Contact relevant members of school community with relevant advice

4. As guided, update other relevant members of school community with applicable advice
5. Contact BoM to update
6. Contact bus escorts and bus drivers to inform them of children who will not require school transport school temporarily, as relevant
7. Arrange deep clean of relevant parts of the school
8. Arrange sub cover for staff instructed to self-isolate – all eligible –there is cover for all staff instructed to self-isolate by HSE due to being a close contact
9. Plan allocation of subs

Next day/2/3 days later:

10. Establish outcome from Covid testing– ask parents & staff to inform principal of results from testing; follow up as advised by HSE/School Support team
11. Support home-based learning – subs can help with this (if succeed in obtaining)
12. Keep relevant members of school community updated throughout the period of home learning, as applicable e.g. when normal school resumes, and any further developments/advice from HSE
13. Remind staff and parents that where students are self-isolating, they are marked absent with explanation ‘instructed to self-isolate HSE’. Teacher marks the child absent selecting, ‘F unexplained’. Parent adds a note to give reason, ‘HSE instructed self-isolation.’ There is one exception to this, where a child in the very High Risk Category and there is evidence of engaging with learning from home, they can be marked present.

In-School Preparations for COVID-19 confirmed case/ongoing actions:

1. Following advice of HSE/DoES, e.g. any updates sent to relevant members of school community, as directed
2. Ongoing Hands, Face, Space campaign to reinforce safe actions required by all
3. LWR uses Checklist to monitor ongoing compliance e.g. ventilation and cleaning

Continued Learning Plan in the Event of a School Closure:

1. All teachers will be ready to prepare 2 weeks’ worth of work, for the children, in line with current topics being studied in class and in line with school plans. In the event that the teacher is unwell, this will be carried out, as much as is possible, by a sub teacher and supported by partner teacher and ISM team member.
2. Teachers & students are set up on Seesaw or Microsoft Teams online learning tool, and everyone has had the opportunity to become familiar with these during our homework trial in the month of November. This will enable the teachers to set learning tasks for each student. The student can then complete the work and submit online, and it will be available for teachers to view and provide feedback. SETs and SNAs also have access to Seesaw or Teams and will follow up with students in relation to differentiated work set/health & well-being.
3. Teachers will also be available to parents via email during school hours: 8.40am – 2.20pm Monday - Friday.

Important Contact Numbers:

Deep Clean	(contact Mick)
HSE live	1850 24 1850

School Office	018572086/ scoilgetns@gmail.com
Department of Education	Covid19_alert@education.gov.ie
IPPN support	1890 21 22 23/ 021 4824070 info@ippn.ie . covid@ippn.ie

Reviewed Confirmed Case

School teams; contact tracing; testing in operation

Staff and pupils are advised 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 in the school. Nb contact log in place for swift follow up to any infection.

Appendix 2 List of Risks Specific to Covid 19 updated August '21

List of school activities	The school has identified the following risk of harm	The school has the following procedures in place to address the risks of harm identified in this assessment
Attendance of children	Risk of children not attending due to fear of Covid 19	<ul style="list-style-type: none"> ● Regular contact made with families by school staff ● EWO return made after 20 days ● Follow up by EWO and school staff
Safe entry and exit of school premises	Risk of transfer of infection, Covid 19	<ul style="list-style-type: none"> ● Staggered times to enter/exit ● Car gate used as exit - new signage and cones in place to mark pedestrian entrance and exit ● Only parents of infants are permitted to enter the school premises ● Adults to socially distance and use face coverings ● ALC pupils to be collected from cars by staff member
Integration of children in 2 classes (mainstream & ASD class)	Risk of transfer of Covid 19 from bubble to bubble	<ul style="list-style-type: none"> ● Under review on a case-by-case basis ● Carefully managed and monitored to minimise risk
School transport	Risk of transfer of Infection Covid 19	<ul style="list-style-type: none"> ● Adults in car wear face coverings ● Children in taxi have a designated seat. ● Appropriate cleaning is done before and after use. ● All Hand sanitise on exit and entry to cars ● Children may choose to wear masks
Yard Times	Risk of transfer of Infection Covid 19	<ul style="list-style-type: none"> ● We have 3 different yard times to allow each class has their own yard space ● There is a 5 minute gap between groups on yard to prevent crossover. ● Classes use own specified route to and from yard. ● ALC classes have separate break times and play spaces
Yard Toilet	Risk of transfer of Infection Covid 19	<ul style="list-style-type: none"> ● The yard toilet are not in use to prevent cross contamination between classes. ● Classes use the toilets in their own room. ● Children go to toilet one at a time/not in a queue
First Aid/Administration of medicine	Risk of transfer of Infection Covid 19	<ul style="list-style-type: none"> ● First Aid trained staff attended an online Covid 19 update. ● Staff wear appropriate PPE while dealing with First Aid cases.
Intimate Care Needs	Risk of transfer of Infection Covid 19	<ul style="list-style-type: none"> ● Staff wear appropriate PPE when dealing with intimate care needs.
Substitute Staff	Risk of transfer of Infection Covid 19	<ul style="list-style-type: none"> ● Substitute staff are informed of Covid related protocols in the school. ● Substitute staff sign return to work form ahead of working day
Outside Coaches	Risk of transfer of Infection Covid 19	<ul style="list-style-type: none"> ● Outside visitors severely restricted; with a view to minimising visitors, to be reviewed at midterm, including student teacher/placement pupils ● Visitors asked to: make a prior appointment before visiting; remain home if any COVID symptoms; follow agreed COVID protocols – sanitise on entry, attendance and contact

		<p>details recorded; wear PPE; sanitise on entry and exit, maintain social distancing</p> <ul style="list-style-type: none"> ● Outside coaches (GAA, IRFU) will follow the schools safety protocols and where applicable, be informed of the schools prevention measures for sport.
Unsafe behaviour in relation to Covid	Risk of transfer of Infection	<ul style="list-style-type: none"> ● Model expected behaviour ● Explicit teaching of expected behaviour ● Reward good practice ● Home support in learning expected behaviour (Social story, videos, etc)
Dealing with Challenging Behaviours	<p>Risk of transfer of Infection Covid 19</p> <p>Risk of unwanted physical contact</p>	<ul style="list-style-type: none"> ● Staff try to manage from a distance, where possible ● Staff use face coverings when in close contact. ● In some cases parents phoned immediately

Review regularly