

# COVID-19 Response Plan for Athea National School

Coronavirus  
**COVID-19**



Coronavirus  
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Public Health  
Advice

August 2021

## COVID-19 Policy Statement

Athea National School is a primary school providing primary education from Junior Infants to Sixth Class. We are 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. The plan was developed in accordance with *COVID-19 Response Plan for Primary and Special Schools August 2021*, Circular 0045/2020 *COVID-19 Operational Supports for the Full Return to School*, Circular 0049/2020 *Coronavirus (COVID-19) Arrangements for Teachers and Special Needs Assistants employed in recognised Primary and Post Primary Schools*, publications including *COVID-19 Response Plan for the Safe and Sustainable Reopening of Primary and Special Schools*, *Supporting the Wellbeing of School Communities as Schools Reopen: Guidance for schools*, *Guidance for Primary Schools & Special Schools on PPE, Consumables and Equipment*, *Returning to School Curriculum Guidance for Primary School Leaders and Teachers*, *Illustrative SEN Classroom layouts as referenced in the Roadmap for the Full Return to School*, and *Illustrative Primary Classroom Layouts*.

It was updated in accordance with *COVID-19 Response Plan for Primary and Special Schools August 2021 (sections 5.1 and 5.5 amendments have been noted and added to our policy)*, the *Framework Plan for Phased Return of Primary School Education*, *Summary of additions to COVID-19 Response Plan required by Work Safely Protocol*, *Practical Steps for the Deployment of Good Ventilation Practices in Schools V2 30 November 2020*, *Health Protection Surveillance Centre (HPSC) Guidance on the Re-opening of Schools*, *Reopening of Schools January 2021 with Initial Focus on Special Schools and Special Classes January 2021*, with Circular 0049/2020 *Coronavirus (COVID-19): Arrangements for Teachers and Special Needs Assistants employed in recognised Primary and Post Primary schools* and Circular 0074/2020 *Arrangements for schools to have in place appropriate contingency measures to ensure that schools are prepared to continue to support teaching and learning in the event of a partial or full closure of schools arising from Public Health advice*.

The risk assessment was reviewed during the process of updating our COVID-19 Response Plan.

1. The Board of Management has adopted and will implement fully and without modification the procedures as outlined in the above documents.
2. The Lead Worker Representative (LWR) is Margaret Ahern.
3. The Deputy Lead Worker Representative is Donna Nolan.
4. The Board of Management recognises that health and safety of all permeates all aspects of school life and must be reflected in the school's policies, procedures, practices and activities. The school will adhere to the following principles of best practice:

The school 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
- 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 Department of Education
- keep a contact log to help with contact tracing
- ensure staff engage with the induction / familiarisation briefing provided by the Department of Education
- 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 advice
- the Lead Worker Representative (LWR) is Margaret Ahern.
- the Deputy Lead Worker Representative is Donna Nolan.

5. The following procedures / measures are in place:

- Induction training completed by staff
- Return to work form completed by staff
- Daily log / record for staff to be kept in folder along with any sick notes
- Lead Worker Representatives appointed
- Signage, alterations to school / classroom layouts
- Limitation of visitors with all visitors required to fill in log
- Control measures as per section 5 of *COVID-19 Response Plan for the Safe and Sustainable Reopening of Primary and Special Schools*
- Awareness of impact on certain school activities and procedures in place as per section 6 of *COVID-19 Response Plan for the Safe and Sustainable Reopening of Primary and Special Schools*
- Increased cleaning of school as per section 7 of *COVID-19 Response Plan for the Safe and Sustainable Reopening of Primary and Special Schools*
- Procedure in place for dealing with a suspected case of COVID-19

6. This statement has been published on the school's website and has been provided to all members of school personnel. It has been brought to the attention of staff, pupils, parents and others. It is readily accessible to parents and guardians on request.

7. This plan will be reviewed regularly and as soon as practicable after there has been any material change in any matter to which this statement refers.
8. 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), who will be supported in line with the agreement between the Department and education partners.

This COVID-19 Statement was adopted by the Board of Management on 20/08/20.

It was updated and amended on 19/02/21 and again on 20/08/21.

Signed: *Marie Gleeson*

Chairperson of the Board of Management

Date: 20/08/21

Signed: *Margaret Watters*

Principal/Secretary to the Board of Management

Date: 20/08/21

## COVID-19 Risk Assessment

Written Assessment of Risk for Athea National School in accordance with COVID-19 Response Plan for Safe Reopening of Primary and Special Schools [Appendix 4]. This was reviewed in August 2021.

The school has identified the following risks in Athea National School	The school has the following procedures in place to address the risks identified in this assessment
<ul style="list-style-type: none"> <li>➤ Too many pupils / parents gathering at school, in mornings, after pre-school and in the evenings</li> <li>➤ Parents congregating before 09:10 in the yard</li> </ul>	<ul style="list-style-type: none"> <li>➤ School is open at 09:10</li> <li>➤ Staff to meet parents and child in the mornings</li> <li>➤ Pupils and staff encouraged to walk / cycle to school</li> <li>➤ Lower gate open for preschool to access back door</li> <li>➤ Middle door open to facilitate special classes</li> <li>➤ Bins removed to facilitate entry points</li> <li>➤ Classes exit one by one in the evening</li> <li>➤ Communication made to any parent who arrives early and congregates in yard</li> <li>➤ One way system clearly marked in corridors</li> <li>➤ Side gates for rooms 2 and 3</li> </ul>
<ul style="list-style-type: none"> <li>➤ Cleaning of the school</li> </ul>	<ul style="list-style-type: none"> <li>➤ Cleaning increased by increasing number and frequency of cleaners.</li> <li>➤ Deep clean before return to school.</li> <li>➤ Daily cleaning by cleaners</li> </ul>

	<ul style="list-style-type: none"> <li>➤ Teachers / SNAs clean own work station and any equipment used (computer etc.)</li> </ul>
<ul style="list-style-type: none"> <li>➤ Visitors to school</li> </ul>	<ul style="list-style-type: none"> <li>➤ Strictly limited unless absolutely necessary</li> <li>➤ Front door is locked no later than 09:40</li> <li>➤ Visitors must have pre appointment made</li> <li>➤ Contact log must be filled in by all visitors to school</li> <li>➤ Designated point for meeting visitors at front door</li> <li>➤ Parents collecting preschool children need to do so outside</li> <li>➤ Preschool staff to meet and collect children outside</li> <li>➤ Parents contact school by email / phone and homework journal</li> <li>➤ 4 emergency numbers to be given per child</li> <li>➤ Pupils who visit doctor / dentist during day encouraged to stay at home</li> </ul>
<ul style="list-style-type: none"> <li>➤ Vulnerable pupils in the school</li> </ul>	<ul style="list-style-type: none"> <li>➤ Limited contact / distance learning</li> </ul>
<ul style="list-style-type: none"> <li>➤ Movement of children from Special Classes to different bubbles</li> </ul>	<ul style="list-style-type: none"> <li>➤ Children from the Special Classes will continue to integrate with their mainstream peers in a structured class in the mainstream setting. Safety measures and risk assessment will be on going.</li> </ul>
<ul style="list-style-type: none"> <li>➤ Protection of staff</li> </ul>	<ul style="list-style-type: none"> <li>➤ Appropriate PPE in school</li> <li>➤ SNAs and SETs provided FFP3 masks</li> <li>➤ Daily cleaning by cleaners increased</li> </ul>

	<ul style="list-style-type: none"> <li>➤ Provision of extra bins</li> <li>➤ SET teachers have curtailed movement between classes</li> </ul>
<ul style="list-style-type: none"> <li>➤ Hand washing</li> </ul>	<ul style="list-style-type: none"> <li>➤ Hot water, soap dispensers, paper towels, sanitising stations are situated throughout the school, especially at entrances and exits</li> <li>➤ Routines- morning, before eating/ drinking, after the toilet, after PE, before home time</li> </ul>
<ul style="list-style-type: none"> <li>➤ Socialising at break time</li> </ul>	<ul style="list-style-type: none"> <li>➤ Break times are staggered and only mixing within class bubbles. Areas will be split to facilitate this</li> <li>➤ Rooms 1 and 2 : 10:45 - 10:55 and 12:00 - 12:30</li> <li>➤ Rooms 3 and 4 : 11:00- 11:10 and 12:35- 13:05</li> <li>➤ Rooms 5 and 6: 11:15-11:25 and 13:10-13:40</li> </ul>
<ul style="list-style-type: none"> <li>➤ Fire alarm</li> </ul>	<ul style="list-style-type: none"> <li>➤ Revision of fire drill procedure with clear markings on yard</li> </ul>
<ul style="list-style-type: none"> <li>➤ Sick children being sent to school</li> </ul>	<ul style="list-style-type: none"> <li>➤ Communicate with parents the importance of checking for symptoms and if symptoms are present that the child does not come to school and must contact their GP</li> </ul>
<ul style="list-style-type: none"> <li>➤ Respiratory hygiene</li> </ul>	<ul style="list-style-type: none"> <li>➤ Extra tissues and bins in the school</li> </ul>
<ul style="list-style-type: none"> <li>➤ Sharing of l-pads</li> </ul>	<ul style="list-style-type: none"> <li>➤ Hand hygiene implemented and devices / covers wiped down</li> </ul>
<ul style="list-style-type: none"> <li>➤ Staffroom size</li> </ul>	<ul style="list-style-type: none"> <li>➤ Any staff meetings to be held remotely by Zoom or to be held in larger room.</li> </ul>

	<p>2m distance must be maintained</p> <ul style="list-style-type: none"> <li>➤ Staggered break times of staff</li> </ul>
<ul style="list-style-type: none"> <li>➤ PE equipment</li> </ul>	<ul style="list-style-type: none"> <li>➤ Limited sharing of equipment</li> <li>➤ Equipment to be cleaned after lesson</li> <li>➤ Children wash hands after PE lesson</li> <li>➤ 2 sets of PE gear in school. Each set to be split between 3 classes, not to be swapped</li> <li>➤ Purchase of extra PE equipment</li> </ul>
<ul style="list-style-type: none"> <li>➤ Choir / tin whistle</li> </ul>	<ul style="list-style-type: none"> <li>➤ Classes practice individually within their own class bubble</li> <li>➤ No sharing tin whistles</li> <li>➤ Rooms well ventilated</li> </ul>
<ul style="list-style-type: none"> <li>➤ Toys</li> </ul>	<ul style="list-style-type: none"> <li>➤ Sharing of toys only between pods</li> <li>➤ No sharing pencils etc</li> <li>➤ No bringing toys from home</li> <li>➤ Toys to be cleaned daily</li> </ul>
<ul style="list-style-type: none"> <li>➤ Levelled readers</li> </ul>	<ul style="list-style-type: none"> <li>➤ Books covered for sanitisation</li> <li>➤ Books given on Monday, collected Thursday or 2 week basis</li> <li>➤ Online e readers encouraged</li> </ul>
<ul style="list-style-type: none"> <li>➤ Isolation area</li> </ul>	<ul style="list-style-type: none"> <li>➤ 2 rooms to be made available and fully equipped in the event of a suspected case</li> <li>➤ Contact details sent with child</li> <li>➤ Teachers / SNAs who stay with child to</li> </ul>



	be named
➤ Parents	➤ Clear communication of procedures and protocols so everyone is familiar with policy and statement
➤ Mixed books / copy piles	➤ Pupils keep books on own desk ➤ Baskets placed under desks for storage and storage boxes used
➤ Pupils returning from holidays	➤ Pupils returning from non- green list countries are asked to isolate for 2 weeks prior to attending school.
➤ Pupils congregating at coats / hooks	➤ Each child has individual peg and one at a time get coat / coats stored in school bags or chairs

In undertaking this risk assessment, the Board of Management has endeavoured to identify as far as possible the risks that are relevant to this school and to ensure that adequate procedures are in place to manage all risks identified. While it is not possible to foresee and remove all risk of harm, the school has in place the procedures listed in this risk assessment to manage and reduce risk to the greatest possible extent.

This risk assessment has been completed by the Board of Management on 19/02/21. It will be reviewed regularly in line with HSE and gov.ie updates.

Signed: *Marie Gleeson*

Date: 20/08/21

Chairperson, Board of Management











Signed: *Margaret Watters*

Date: 20/08/21

Principal / Secretary to the Board of Management











## Planning and Preparing for Return to Athea National School

The B.O.M. and staff of Athea National School have undertaken comprehensive and extensive arrangements to ensure necessary processes are in place. These are outlined in the form of checklists which support the planning and preparation, control measures and induction needed to support a safe return to school for pupils, staff, parents and others.

Planning and Systems		Insert  
1	Is there a system in place to keep up to date with the latest advice from Government and Department of Education, to ensure that advice is made available in a timely manner to staff and pupils and to adjust your plans and procedures in line with that advice?	
2	Have you prepared a school COVID-19 response plan and made it available to staff and pupils?	
3	Have you a system in place to provide staff and pupils with information and guidance on the measures that have been put in place to help prevent the spread of the virus and what is expected of them?	
4	Have you displayed the COVID-19 posters in suitable locations highlighting the signs and symptoms of COVID-19?	
5	Have you told staff of the purpose of the COVID-19 contact log?	
6	Have you a COVID-19 contact log in place to support HSE tracing efforts if required? ( <b>Contact log template attached</b> ).	
7	Have you informed staff on the measures and provided a system for them to raise issues or concerns and to have them responded to?	
8	Have you reviewed and updated risk assessments in line with DES advice to take account of any controls to help prevent the spread of COVID-19? ( <b>Risk</b>	

	<b>template attached)</b>	
9	Have you updated emergency plans, if necessary to take account of the COVID-19 response plan?	✓
<b>Staff</b>		Insert ✗ ✓
10	Have you made available to each staff member a COVID-19 return-to-work form to be completed and returned 3 days before they return to the workplace? <b>(New updated template attached)</b> School request staff verbally to confirm that the details in the pre-return to work form remain unchanged following subsequent periods of closure such as school holidays.	✓
11	Are you aware of staff members who are at very high risk under the HSE guidance on people most at risk ( <a href="#">HSE guidance on people most at-risk</a> ) and advised them of the DES agreed arrangements for management of those staff?	✓
12	Have you advised staff and pupils they must stay at home if sick or if they have any <a href="#">symptoms of COVID-19</a> ?  In order to prevent the spread of COVID-19 it is important to know and recognise the symptoms of coronavirus (which includes the DELTA variant). Common symptoms of coronavirus include: <ul style="list-style-type: none"> <li>• a fever (high temperature - 38 degrees Celsius or above).</li> <li>• a new cough - this can be any kind of cough, not just dry.</li> <li>• shortness of breath or breathing difficulties.</li> <li>• loss or change in your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal</li> <li>• Fatigue</li> <li>• Aches and Pains</li> </ul> Other uncommon symptoms of coronavirus include: <ul style="list-style-type: none"> <li>• sore throat</li> <li>• headaches</li> <li>• runny or stuffy noses</li> <li>• feeling sick or vomiting</li> <li>• diarrhoea</li> </ul>	✓

	<p>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 up to 14 days for symptoms to show. They can be similar to symptoms of cold and flu.</p> <p>Advise staff and pupils 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</p> <p>Advise staff and pupils not to return to or attend school in the event of the following:</p> <ul style="list-style-type: none"> <li>➤ if they are identified by the HSE as a close contact of a confirmed case of COVID-19</li> <li>➤ if they live with someone who has symptoms of the virus</li> <li>➤ If they have travelled outside of Ireland; in such instances staff are advised to consult and follow latest Government advice in relation to foreign travel.</li> <li>➤ 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</li> <li>➤ Undergo any COVID-19 testing that may be required as part of mass or serial testing as advised by Public Health</li> </ul>	
13	Have you told staff and pupils what to do and what to expect if they start to develop symptoms of COVID-19 in school, including where the isolation area is?	✓
14	Have you advised staff of the availability of the supports of the occupational health and wellbeing programme through Spectrum Life?	✓
15	Has a lead worker representative been identified (in line with the process agreed with the DES and education partners) and detailed at Section 4.3 of this plan to help advise staff and to monitor compliance with COVID-19 control measures in the school and taken measures to ensure all staff know who the representative is?	✓

<b>Training and Induction</b>		Insert  
16	Have you advised staff to view the Department of Education's training materials which are available online?	
17	Have you taken the necessary steps to update your school induction / familiarisation training to include any additional information relating to COVID-19 for your school? Is first aid training being updated?	
18	Have first aiders, if available, been given updated training on infection prevention and control re: hand hygiene and use of PPE as appropriate? <i>(It is intended that training will be provided as part of the Department's online training programme).</i>	
<b>Buildings / Equipment</b>		Insert  
19	If you have mechanical ventilation does it need cleaning or maintenance before the school reopens?	N/A
20	Has your water system been flushed at outlets following low usage to prevent Legionnaire's Disease?	
21	Have you visually checked, or had someone check, all equipment in the school for signs of deterioration or damage before being used again?	
22	Have you arranged for the school, including all equipment, desks, benches, doors and frequent touched surfaces points, to be cleaned before reopening	
<b><u>Control Measures in place</u></b>		Insert






Hand / respiratory hygiene		✗ ✓
23	Have you accessed supplies of hand sanitisers and any necessary PPE equipment in line with the interim HPSC health guidance relating to the reopening of schools, from the national framework provided by the Department? (RFI published and framework available from early August).	✓
24	Are there hand washing/hand sanitising stations in place to accommodate staff, pupils and visitors adhering to hand hygiene measures in accordance with Department guidance?	✓
25	Have arrangements been made for staff and pupils to have regular access to hand-washing/hand sanitising facilities as appropriate?	✓
26	Are hand sanitisers easily available and accessible for all staff, pupils and visitors – e.g. in each classroom and at entry and exit points to school buildings?	✓
27	Have you made arrangements to ensure hand hygiene facilities are regularly checked and well-stocked?  Alcohol-based sanitiser must not be stored or used near heat or naked flame	✓
28	Does the alcohol-based hand sanitiser have at least 60% ethanol or 70% isopropanol as the active ingredient?	✓
29	Have you informed staff about the importance of hand washing?	✓
30	Have you arranged for staff to view <a href="#">how to wash their hands</a> (with soap and water for at least 20 seconds) and dry them correctly through the use of the HSE video resource?	✓
31	Have you shown staff and pupils how to use hand sanitiser correctly and where hand-sanitising stations are located?	✓

32	Have you <a href="#">displayed posters</a> on how to wash hands correctly in appropriate locations?	✓
33	<p>Have you told staff and pupils when they need to wash their hands or use hand sanitiser? This includes:</p> <ul style="list-style-type: none"> <li>➤ before and after eating and preparing food</li> <li>➤ after coughing or sneezing</li> <li>➤ after using the toilet</li> <li>➤ where hands are dirty</li> <li>➤ before and after wearing gloves</li> <li>➤ before and after being on public transport</li> <li>➤ before leaving home</li> <li>➤ when arriving/leaving the school /other sites</li> <li>➤ after touching potentially contaminated surfaces</li> <li>➤ if in contact with someone displaying any COVID-19 symptoms</li> <li>➤ When entering and exiting vehicles</li> <li>➤ When entering and exiting school buildings</li> </ul>	✓
34	<p>Has you told staff and pupils of the importance of good respiratory measures to limit the spread of the virus?</p> <ul style="list-style-type: none"> <li>➤ avoid touching the face, eyes, nose and mouth</li> <li>➤ cover coughs and sneezes with an elbow or a tissue</li> <li>➤ dispose of tissues in a bin</li> </ul>	✓
<b>Physical Distancing</b>		Insert ✗ ✓
35	Have you identified all available school space to be used to maximise physical distancing?	✓
36	Have you reviewed the templates provided by the Department of Education which show options for revised layout of school rooms to meet physical distancing requirements?	✓
37	Have you arranged to revise the layout of the rooms and furniture as per the Department guidelines if necessary?	✓
38	Have you arranged in each room that the teacher's desk should be at least 1m and where possible 2m away from pupil desks?	✓







39	Have you arranged in each room that pupils would be at least 1m away from each other?	✓
40	Have you allocated work stations consistently to the same staff and children rather than having spaces that are shared?	✓
41	Have you structured pupils and their teachers into Class Bubbles (i.e. a class grouping which stays apart from other classes as much as possible) and discrete groups or “Pods” within those class bubbles to the extent that this is practical?	✓
42	If you have divided a class into Pods, have you arranged at least 1m distance between individual Pods within the class bubble and between individuals in the pod, whenever possible?	✓
43	Have you taken steps to limit contact and sharing of common facilities between people in different Class Bubbles (and Pods within those class bubbles) as much as possible?	✓
44	Have you arranged Pod sizes to be as small as it is likely to be reasonably practical in the specific classroom context? Is 6 the greatest number in pod?	✓
45	Have you arranged to the greatest extent possible for pupils and teaching staff to be consistently in the same Class Bubbles acknowledging that this will not be possible at all times?	✓
46	Have you arranged where possible that different class bubbles to have separate breaks and meal times or separate areas at break or meal times?	✓
47	Have you made arrangements to limit interaction on arrival and departure from school and in other shared areas?	✓



48	Have you encouraged walking or cycling to school as much as possible?	✓
49	Have you made arrangements, in so far as practicable, to open additional access points to school to reduce congestion?	✓
50	Can you provide a one system for entering and exiting the school, where practical?	✓
51	Have you arranged for staff meetings to be held remotely or in small groups or in large spaces to facilitate physical distancing?	✓
52	Have you a system to regularly remind staff and pupils to maintain physical distancing	✓
53	Have you advised staff not to shake hands and to avoid any physical contact?	✓
<b>NEW</b>	<p><b>Ventilation</b></p> <p>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.</p>	
<b>NEW</b>	<b>Air monitors will be placed and checked in the classrooms</b>	
<b>NEW</b>	<b>The Department of Education has clarified that the public health guidance in respect of mask wearing has not changed regarding primary school children. It is not the case that this precludes any parent deciding that their primary school child should wear a face covering.</b>	



Visitors to Schools		Insert  
54	Have you identified the activities that involve interacting with essential visitors to the school, made arrangements to minimise the number of such visitors and put in place measures to prevent physical contact, as far as possible?	
55	Are there arrangements in place to inform essential visitors to the school of the measures to help prevent the spread of infection?	
56	Have you a system in place for all visitors who do need to come to the school to make appointment, arrange to contact a central point and to record their visit using the contact tracing log?	

### Checklist for dealing with a suspected case of COVID-19

Isolation area		Insert  
1	Have you identified a place that can be used as an isolation area, preferably with a door that can close?	
2	The isolation area does not have to be a separate room but if it is not a room it should be 2m away from others in the room.	
3	Is the isolation area accessible, including to staff and pupils with disabilities?	
4	Is the route to the isolation area accessible?	
5	Have you a contingency plan for dealing with more than one suspected case	












	of COVID-19?	✓
6	<p>Are the following available in the isolation area(s)?</p> <ul style="list-style-type: none"> <li>➤ Tissues</li> <li>➤ Hand sanitiser</li> <li>➤ Disinfectant/wipes</li> <li>➤ Gloves/Masks</li> <li>➤ Waste Bags</li> <li>➤ Bins</li> </ul>	✓
NEW	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.	
Isolating a Person		Insert ✗ ✓
7	Are procedures in place to accompany the infected person to the isolation area, along the isolation route with physical distancing from them?	✓
8	<p>Are staff familiar with this procedure?</p> <p><b><u>Procedure for escorting a suspected affected case to Isolation Room in Athea NS:</u></b></p> <ul style="list-style-type: none"> <li>• Child has presented with one or more symptoms of COVID-19. <b>NOTE: Any temperature taking is to be <i>discreetly</i> undertaken in the hallway away from the view of the other children</b></li> <li>• Class teacher notifies 1. Mrs.Watters 2. Their allocated SET teacher By <b>phone call.</b></li> <li>• Mrs. Watters contacts parent /guardian to inform them that child is unwell and requires collection</li> </ul>	✓

	<ul style="list-style-type: none"> <li>• Mrs. Watters puts on PPE and meets child outside classroom door maintaining a 2m distance at all times</li> <li>• SET teacher walks to isolation room <b>ahead</b> of child and Mrs. Watters to ensure that the hallway is clear and windows are open in isolation room.</li> <li>• Child comes down hallway followed by Mrs. Watters</li> <li>• Child is guided to isolation room and given mask</li> <li>• Mrs. Watters will discuss the template in isolation room with child and parent / guardian</li> </ul>	
9	Have others been advised to maintain a distance of at least 2m from the affected person at all times? <i>(it is intended that this will be dealt with as part of the Department's online training)</i>	✓
10	Is there a disposable mask to wear for the affected person while in the common area and when exiting the building?	✓
<b>Arranging for the affected person to leave the school</b>  <b>[Templates are in isolation rooms with the following information Ckecklist to be ticked as teacher goes through procedure with suspect affected case]</b>		Insert ✗ ✓
11	Staff – have you established by asking them if the staff members feel well enough to travel home?	
12	Pupil – have you immediately contacted their parents/guardians and arranged for them to collect their pupil? Under no circumstances can a pupil use public or school transport to travel home if they are a suspected case of COVID-19.	

13	The affected person should be advised to avoid touching other people, surfaces and objects? Has a template been given with advice?	
14	The affected person been advised to cover their mouth and nose with disposable tissue(s) when they cough or sneeze, and to put the tissue in the bin.	
15	Has transport home or to an assessment centre been arranged if the affected person has been directed to go there by their GP?	
16	Has the affected person been advised not to go to their GP's surgery or any pharmacy or hospital?	
17	Has the affected person been advised they must not use public transport?	
18	Has the affected person been advised to continue wearing the face mask until they reach home?	
<b>Follow up</b>		Insert  
19	Have you carried out an assessment of the incident to identify any follow-up actions needed? Have parents followed procedures and confirm in writing that child is fit for school? Have parents signed off that illness has not been COVID-19 related?	
20	Are you available to provide advice and assistance if contacted by the	

	HSE?	✓
<b>Cleaning</b>		Insert ✗ ✓
21	Have you taken the isolation area out-of-use until cleaned and disinfected?	✓
22	Have you made arrangements to clean and disinfect any classroom space where the staff or pupils were located?	✓
23	Have you arranged for cleaning and disinfection of the isolation area and any other areas involved, as soon as practical after the affected person has left the building?	✓
24	Have the cleaners been trained in dealing with contaminated areas and supplied with the appropriate PPE? <i>(It is intended to provide online training for cleaning staff. Appropriate PPE will be available to schools through the national procurement process which schools can access before reopening).</i>	✓

### Checklist Lead Worker Representative













Lead Worker Representative		Insert  
1	Have you agreed with your school to act as a Lead worker representative for your school? ( <i>Process for agreeing on lead worker representative/s in schools to be agreed centrally and implemented locally</i> ).	
2	Have you been provided with information and training in relation to the role of lead worker representative? ( <i>Training for this role is currently being explored with the HSA</i> ).	
3	Are you keeping up to date with the latest COVID-19 advice from Government?	
4	Are you aware of the <a href="#">signs and symptoms of COVID-19</a> ?	
5	Do you know <a href="#">how the virus is spread</a> ?	
6	Do you know how to help prevent the spread of COVID-19?	
7	Have you watched and do you understand the online Induction Training provided by the Department of Education before returning to school?	
8	Are you helping in keeping your fellow workers up to date with the latest COVID-19 advice from Government?	
9	Have you completed the COVID-19 return-to-work form and given it to your school? ( <i>Department template Return-to-Work form available</i> )	
10	Are you aware of the control measures your school has put in place to	

	minimise the risk of you and others being exposed to COVID-19? ( <i>Checklist for School Management available</i> )	✓
11	Did your school consult with you when putting control measures in place? <i>Control measures will be agreed centrally between the Department and education partners. Consultation at school level should take place on any specific local arrangements necessary to implement the protocol</i>	✓
12	Have you a means of regular communication with the person with overall responsibility for the school COVID-19 plan?	✓
13	Are you co-operating with your school to make sure these control measures are maintained?	✓
14	Have you familiarised yourself with the cleaning requirements needed to help prevent cross contamination? ( <i>Checklist for Cleaning and Disinfection available</i> )	✓
15	Have you been asked to walk around and check that the control measures are in place and are being maintained?	✓
16	Are you reporting immediately to the person with overall responsibility for the school COVID-19 plan any problems, areas of non-compliance or defects that you see?	✓
17	Are you keeping a record of any problems, areas of non-compliance or defects and what action was taken to remedy the issue?	✓
18	Are you familiar with what to do in the event of someone developing the symptoms of COVID-19 while at school?	✓
19	Are you co-operating with your school in identifying an isolation area and a safe route to that area? ( <i>Checklist for dealing with suspected case of COVID-19 available</i> )	✓
















20	Are you helping in the management of someone developing symptoms of COVID-19 while at school?	✓
21	Once the affected person has left the school, are you helping in assessing what follow-up action is needed?	✓
22	Are you helping in maintaining the contact log?	✓
23	Have you been made aware of any changes to the emergency plans or first aid procedures for your school?	✓
24	Are you making yourself available to fellow staff to listen to any COVID-19 control concerns or suggestions they may have?	✓
25	Are you raising those control concerns or suggestions with your school and feeding back the response to the worker who raised the issue?	✓
26	Are you aware of the availability of the Spectrum Life Wellbeing Together Programme?	✓

### Checklist for Cleaning

Checklist for Cleaning		Insert  
1	Have you a system in place for checking and keeping up to date with the latest public health advice from Government and the Department of Education, to ensure that advice is made available in a timely manner in order to adjust your cleaning procedures in line with that advice?	
2	Have you reviewed the HPSC interim health advice for the safe reopening of schools, in particular <b>Section 5.6 Environmental Hygiene</b> ?	
3	Have you explained the need for the enhanced cleaning regime to staff?	
4	Are you aware that cleaning is best achieved using a general purpose detergent and warm water, clean cloths, mops and the mechanical action of wiping and cleaning, following by rinsing and drying?	
5	Have you sufficient cleaning materials in place to support the enhanced cleaning regime?	
6	Have you provided training for cleaning staff on the enhanced cleaning regime? ( <i>Department of Education intends to provide online training for cleaning staff</i> )	
7	Have you made arrangements for the regular and safe emptying of bins?	
8	Are you familiar with the cleaning options for school settings set out in the interim HPSC health advice for schools for surfaces, toilets, cleaning equipment, PPE and waste management?	
9	Are you aware that each school setting should be cleaned once per day?	
10	Have you provided cleaning materials to staff so that they can clean their own desk or immediate workspace?	

11	Have you advised staff that they are responsible for cleaning personal items that have been brought to work and are likely to be handled at work or during breaks (for example, mobile phone and laptops) and to avoid leaving them down on communal surfaces or they will need to clean the surface after the personal item is removed?	✓
12	Have you advised staff and pupils to avoid sharing items such as cups, bottles, cutlery, and pens?	✓
13	Have you put in place a written cleaning schedule to be made available to cleaning staff including: <ul style="list-style-type: none"> <li>➤ Items and areas to be cleaned</li> <li>➤ Frequency of cleaning</li> <li>➤ Cleaning materials to be used</li> <li>➤ Equipment to be used and method of operation?</li> </ul>	✓
14	Details of how to clean following a suspected case of COVID-19 are at <b>Section 7 of the Plan above</b>	✓
15	If disinfection of contaminated surfaces is required, is a system in place to do this following cleaning?	✓
16	If cleaning staff have been instructed to wear gloves when cleaning are they aware of the need to wash their hands thoroughly with soap and water, both before and after wearing gloves?	✓
17	Have you a system in place for the disposable of cleaning cloths and used wipes in a rubbish bag? <i>Current HSE guidance recommends waste such as cleaning waste, tissues etc. from a person suspected of having COVID-19 should be double bagged and stored in a secure area for 72 hours before being presented for general waste collection.</i>	✓
18	Have you ensured there is a system in place to make sure reusable cleaning equipment including mop heads and non-disposable cloths are clean before re-use?	✓
19	Have you ensured there is a system in place to ensure that equipment such as buckets are emptied and cleaned with a fresh solution of disinfectant before re-use?	✓

**Checklist specific to Athea National School following collaboration between staff and  
B.O.M.**

<b>Checklist for Athea N.S.</b>		Insert  
1	Has the school provided separate entry for special classes by removing bins and reopening entrance?	
2	Has the preschool facility a separate entrance to the primary school / special classes?	
3	Has the main school clear entry points for rooms 1 to 6? Can other double doors be used?	
4	Has a one way system been clearly marked for use in corridors in Athea N.S.?	
5	Have Special Education Teachers been allocated specific and minimal classes to curtail movement between groups?	
6	Have class readers been assigned to individual classes / pods to alleviate sharing between classes? Will books be given out on a Monday and returned on a Friday to be disinfected? Will e-books be encouraged?	
7	Have storage bins under desks been purchased to accommodate storage of books?	
8	Does each class have adequate P.E. equipment in own class?	
9	Have wipes been placed beside i-pads (or wipeable covers provided with wipes)?	
10	Is each child to provide own facecloth to be used for drying hands (to be washed / sanitised daily)?	
11	Are the older children (3 <sup>rd</sup> class upwards) permitted or requested to use their own personal hand sanitiser?	
12	Will children who return from countries not on the green list be asked to	

	isolate for 2 weeks and not allowed entry to school until this time has passed?	✓
13	Will children be directed to wash hands before school starts, before eating food or drinking, after using the toilet, when they cough or sneeze, when their hands are physically dirty and after playing or P.E. and before going home?	✓
14	Will children and staff near the village be encouraged to cycle or walk to Athea N.S.?	✓
15	Will deep cleaning be carried out on a regular basis with daily cleaning times increased?	✓
16	Will a box be left outside the door for forgotten lunch boxes, school money etc. hence alleviate visitors into the school?	✓
17	Will the front door remain locked and personnel admitted only on prior agreement?	✓
18	Is there a designated point of admission for visitors?	✓
19	Has the yard / path been marked out with marks 2 metres apart to promote social distancing while parents / children wait?	✓
20	Have pupils with very high risk been considered for limited contact or distance learning?	✓
21	Has appropriate PPE been provided to relevant staff?	✓
22	Has hot water been provided in toilets?	✓
23	Have paper towels been placed in toilets?	✓
24	Are sanitising stations available on entry / exit points and in classrooms?	✓
25	Has signage been erected which clearly shows entry points for <ul style="list-style-type: none"> <li>➤ Pre-school</li> <li>➤ Special classes</li> </ul>	✓

	➤ Main school classes?	
26	Have break times been staggered to prevent class bubbles mixing?	✓
27	Will each class on break have a designated zone in the yard at playtime?	✓
27	Will each child be instructed to bring raingear- raincoat / wellies- to promote outside play and ventilation of classrooms?	✓
28	Will the fire drill procedure take into account the need for classes to enter / exit as pods and facilitate this distancing at evacuation points?	✓
29	Have extra bins and tissues been placed throughout the school?	✓
30	Have staff been encouraged to attend staff meetings via Zoom or been provided a big room for such meetings keeping with the 2 metre distancing guidelines?	✓
31	Has choir practice been limited to within single classrooms?	✓
32	Will rooms be well ventilated during choir and tin whistle practice?	✓
33	Will 2 isolation rooms be made available in the school with clear signage?	✓
34	Will each child be asked to leave pencil case at school with a home supply to remain at home?	✓
35	Will parents who drop children before supervision time be contacted to avoid children of various classes mixing?	✓
36	Will all of the above be clearly and timely communicated to all members of Athea National school community, especially parents?	✓
37	Has the school reviewed its emergency procedures involving fire safety, first aid, accidents and dangerous occurrences?	✓
38	Have changes made to the school's existing emergency procedures been documented and incorporated into the school's safety statement?	✓

## Pre-Return to Work Questionnaire COVID-19: August 2021

This questionnaire must be completed by staff in advance of returning to work.

If the answer is Yes to any of the below questions, you are advised to seek medical advice before returning to work.

Name: \_\_\_\_\_

Name of School: Athea National School

Name of Principal: Mrs. Margaret Watters

Date: \_\_\_\_\_

	Questions	YES	NO
1.	Do you have symptoms of cough, fever, high temperature (38 degrees Celsius or above), difficulty breathing, loss or change in your sense of smell or taste now or in the last 14 days?		
2.	Have you been diagnosed with confirmed or suspected COVID-19 infection in the last 14 days?		
2.	Are you awaiting the results of a COVID-19 test?		
3.	In the past 14 days, have you been in contact with a person who is a confirmed or suspected case of COVID-19?		
4.	Have you been advised by a doctor to self-isolate at this time?		
5.	Have you been advised to restrict your movements at this time?		
6.	Have you been categorised as 'Very High Risk' or 'High Risk' by the Occupational Health Service (OHS)		

I confirm, to the best of my knowledge that I have no symptoms of COVID-19, am not self-isolating or awaiting results of a COVID-19 test and have not been advised to restrict my movements.

Please note: The school is collecting this sensitive personal data for the purposes of maintaining safety within the workplace in light of the COVID-19 pandemic. The legal basis for collecting this data is based on vital public health interests and maintaining occupational health and this data will be held securely in line with our retention policy.

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

## COVID-19 Risk Assessment completed by staff and B.O.M of Athea National School

Hazards	Is the hazard present ? Y/N	What is the risk?	Risk rating H=High M=Medium L=Low	Controls (When all controls are in place risk will be reduced)	Is this control in place?	Action/ to do list/ outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date when action completed
COVID-19	N	Illness	H	School Covid19 Response Plan in place in line with Department of Education guidance and the Return to Work Safely Protocol and public health advice		Promote awareness of COVID-19 symptoms	Margaret Ahern	
						Follow public health guidance from HSE re hygiene and hand washing, sanitising and respiratory etiquette	Donna Nolan	
						Complete School COVID-19 Policy Statement		
						Return to Work Forms received and reviewed and only signed when in good health		
						Induction Training provided and completed by all staff members		
						Contact log in place with staff and pupil contacts		
						Complete checklists as required: <ul style="list-style-type: none"> <li>➤ School Management</li> <li>➤ How to deal with a suspected case</li> <li>➤ Checklist for LWR</li> <li>➤ Checklist for cleaning</li> <li>➤ Athea National School specific checklist</li> </ul>		

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

Risk Assessment carried out by: \_\_\_\_\_

Date:    /    /



## Contact Tracing Log for Athea National School

<b>Name of School</b>	Athea National School		<b>School Contact Person</b>		
<b>Address of School</b>			<b>For Queries only: Phone No</b>		
			<b>Email</b>		
<b>Name of Visitor</b>					Was the visit pre-arranged with the Principal? Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Date of Visit</b>	___ / ___ / _____	<b>Time</b>	<b>Entry to school</b> _____ am <input type="checkbox"/> pm <input type="checkbox"/>		<b>Exit from School</b> _____ am <input type="checkbox"/> pm <input type="checkbox"/>
<b>Visitor Status</b>	Contractor <input type="checkbox"/>	Parent/Guardian <input type="checkbox"/>	Other <input type="checkbox"/> Please complete: _____		
<b>Contact details of visitor</b>	Company Name (if applicable)				
	Address				
	Contact No.		Email Address		
	Reason for Visit				
<b>Who the visitor met (separate line required for each person the visitor met)</b>					
<b>Name of Person visited</b>					<b>Length of time spent with each person in the school</b>

