

St Conleth's Community College COVID-19 Response Plan

Table of Contents:

- 1) Introduction
- 2) St. Conleth's Community College – Covid-19 Policy
- 3) Planning and Preparing for Return to School
- 4) Procedure for Returning to Work (RTW)
- 5) Return to Work Safely and Lead Worker Representative (LWR)
- 6) Health & Safety Risk Assessment
- 7) General Advice to prevent the spread of the virus

Managing the Risk of Covid-19

- 8) Control Measures
 - a) Return to Work form
 - b) Induction Training
 - c) Know the Symptoms of Covid-19
 - d) Respiratory Hygiene
 - e) Hand Hygiene
 - f) Frequency of Hand Hygiene
 - g) Physical Distancing
 - h) Good Ventilation Practices
 - i) Use of PPE in Schools
 - j) First Aide
- 9) Access to School Buildings
 - a. Contact Log
 - b. Return to School
 - c. Arrival/Dismissal
 - d. Entrance/Exit pointsStaff Movement/Logisitcs
 - e. Corridors/Stairs
 - f. Reception/Admin Office
 - g. Supervision
 - h. Staff room
 - i. Staff Meetings/Gatherings
- 10) Dealing with a suspected case of Covid-19
- 11) Staff Responsibilities
- 12) Impact of COVID-19 on certain school activities
- 13) Special Educational Needs

- 14) Hygiene and Cleaning in School
- 15) Covid – 19 related Absence Management
- 16) Employee Assistance and Wellbeing Programme

Appendices

Appendix 1 Pre-Return to Work Questionnaire COVID-19

Appendix 2 Risk Assessment

Appendix 3 School Movement Plan

Appendix 4 Arrangements for Supervision

Appendix 5 Cleaning Rota for the School Day

Appendix 6 Check List for Cleaning

1) Introduction

This COVID-19 Response Plan is designed to support the staff and Board of Management (BOM) & Kildare & Wicklow Education and Training Board (KWETB) in putting measures in place that aim to prevent the spread of COVID-19 in St Conleth's Community College.

The COVID-19 Response Plan details the policies and practices necessary for a school to meet the Government's '*Return to Work Safely Protocol*' and the Department of Education plan for school reopening that aims to prevent the introduction and spread of COVID-19 in the school environment.

It is important that the resumption of school based teaching and learning and the reopening of schools complies with the protocols to minimise the risk to students, staff and others. The response plan supports the sustainable reopening of school where the overriding objective is to protect the health of staff and students while promoting the educational and development needs of the children in the school. This COVID-19 response plan is a living document and will be updated in line with the public health advice and any other relevant agreement with education partners as appropriate for post primary schools.

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

Underlying Principles

- The school has a responsibility to make every effort to ensure the safety, health and well-being of all members of our school community – students, parents and staff. This plan has been formulated to better ensure that the school can exercise that duty of care.
- Assuming it is in keeping with public health advice and guidelines issued by the Department of Education and Skills, it is preferable for all children to return to school for all five days of the school week and for a full school day. This plan has been formulated to achieve that aim.
- It is not possible to eliminate the risk of infection. However, with the co-operation of all members of our school community, it is possible to minimise the risk of the virus being introduced into the school and the consequent risk of its spread.
- As well as co-operation, the flexibility and goodwill of all will be required to ensure the plan can be implemented.

The assistance and co-operation of all staff, students, parents/guardians, contractors and visitors is critical to the success of the plan.

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

NOTE: This plan is a live working document and may be reviewed and amended to take into account new guidance from gov.ie/backtoschool, www.dbei.ie, www.hse.ie, www.hpsc.ie, www.hsa.ie; www.education.ie

2) St Conleth's Community College – Covid-19 Policy

This COVID-19 policy outlines the commitment of the school to implement the plan and help prevent the spread of the virus. The policy will be signed and dated by the Principal and KWETB and brought to the attention of the staff, students, parents and others.

COVID -19 Policy Statement

St Conleth's Community College is committed to providing a safe and healthy workplace for all our staff and a safe learning environment for all our students. To ensure that, we have developed the following COVID-19 Response Plan. The BOM/ETB 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 students on the Public Health advice issued by the HSE and Gov.ie
- display information on the signs and symptoms of COVID-19 and correct hand-washing techniques
- 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 students of essential hygiene and respiratory etiquette and physical distancing requirements
- adapt the school to facilitate physical distancing as appropriate in line with the public health guidance and direction of the Department of Education
- keep a contact log to help with contact tracing
- ensure staff and students 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 students to follow if they develop signs and symptoms of COVID-19 during school time
- implement cleaning in line with Department of Education 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), who will be supported in line with the agreement between the Department and education partners.

Noted by the Board of Management August 2021

3) Planning and Preparing for Return to School

The BOM of St Conleth's Community College & KWETB 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 public health advice and any guidance issued by the Department of Education.

Details for the safe reopening of the schools and the applicable controls are outlined in this document.

School Buildings

Before reopening schools for the 2020/21 school year each school will need to have processes in place to include the following:

- Does the water system need flushing at outlets following the low usage to prevent Legionella,
- Has school equipment and mechanical ventilation been checked for signs of deterioration or damage before being used again,
- Have bin collections and other essential services been resumed.

Signage

Schools are required to display signage outlining the signs and symptoms of COVID- 19 and to support good hand and respiratory hygiene. The Department has provide printed posters to schools with age appropriate key health messages – hand washing, sneeze and cough etiquette etc.

<https://www.gov.ie/en/publication/2da43-signage-for-reopening-of-schools>

St Conleth's CC has displayed the posters in prominent areas such as offices, corridors, staffroom area, classrooms and toilets.

4) Procedure for Returning to Work (RTW)

In order to return to the workplace, staff must complete a **Return to Work (RTW)** form, which is available electronically or from the principal. A hard copy is attached also at **Appendix 1**.

A RTW form should only be completed and returned **1 day** before the proposed date of return to work.

The principal has provided details of the **Induction Training** for completion by staff prior to the return to the workplace <https://www.gov.ie/en/publication/dd7fb-induction-training-for-reopening-schools/> and details of any additional health and safety measures in place in the school to facilitate the staff member's return to the school facility

5) Return to Work Safely and Lead Worker Representative

Responsibility for the development and implementation of the COVID-19 Response Plan and the associated control measures lies with the Board of Management/ Education and Training Board and school management.

The Return to Work Safely protocol provides for the appointment of a Lead Worker Representative (LWR) in each workplace. The LWR will work in collaboration with the

employer to assist in the implementation of measures to prevent the spread of COVID -19 and monitor adherence to those measures and to be involved in communicating the health advice around COVID- 19 in the workplace.

Strong communication and a shared collaborative approach is key to protecting against the spread of COVID-19 in schools, and looking after the health, safety and wellbeing of staff and students. Adherence to the Return to Work Protocol will only be achieved if everyone has a shared obligation in implementing the measures contained within the Protocol in their place of work.

If a staff member has any concerns or observations in relation to the COVID-19 Response Plan, control measures or the adherence to such measures by staff, students or others, they should contact the LWR who will engage with school management.

The role of LWR is separate to that of the Safety Representative under the health and safety legislation. However the Safety Representative may act as the LWR if selected to do so by the staff.

In summary, the role of the LWR is to:

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

If a staff member has any concerns or observations in relation to the COVID-19 response plan, control measures or the adherence to such measures by staff, students or other s/he should contact the LWR/s who will engage with the Principal/ETB.

Names of Lead Worker Representative/s:	Contact details:
Ronan Coleman	rcoleman@stconlethcc365.ie
Una Grufferty	ugrufferty@stconlethcc365.ie

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

<https://www.gov.ie/en/publication/dd7fb-induction-training-for-reopening-schools/>

6) Health and Safety Risk Assessment

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

St Conleth's CC has reviewed their emergency procedures involving, fire safety, first aid, accidents and dangerous occurrences to consider any new risks that may arise due to the school's COVID-19 Response Plan. Any changes to the schools existing emergency procedures have been documented.

St Conleth's CC has also reviewed their existing risk assessments to consider any new risks that arise due to the school's COVID-19 Response Plan. Any changes to the school's current risk assessments should also be documented.

7) General Advice to prevent the spread of the virus

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

- High Temperature
- Cough
- Shortness of Breath or breathing difficulties
- Loss of smell, of taste or distortion of taste

There can also be fits of sneezing, running nose and a sore throat with the Delta Variant.

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, students, parents and visitors;
- Advise staff and parents/students that have symptoms that they are not to attend school, to phone their doctor and to follow HSE guidance on self-isolation;
- Advise staff and parents/students not to attend school if they have been identified by the HSE as contact for a person with COVID-19 and to follow the HSE advice on restriction of movement;
- Advise staff if they have Travelled outside Ireland they must adhere to the latest Government advice in relation to Self-Isolation.

- Ensure that staff and students know what to do if they develop symptoms at school;
- Ensure that staff and students know the protocol for managing a suspected case of COVID-19 in school;
- Everyone entering the school building needs to perform hand hygiene with a hand sanitiser;
- Visitors to the school during the day should be by prior arrangement with the principal and should be received at a specific contract point;

Staff, students 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 here <https://www2.hse.ie/coronavirus/>

a. Wash your Hands Frequently

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

b. Hand Hygiene and Hand Sanitisers

Hand hygiene can also be achieved by the use of hand sanitisers (when hands are clean). Hand sanitisers will be readily deployed in the school to avoid disruption to Teaching & Learning and to avoid congestion at hand washing facilities. Sanitisers will be available at all Entry Point and entry to Classrooms.

c. Avoid Touching Eyes, Nose and Mouth

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

d. Physical Distancing

Physical distancing is recommended to reduce the spread of infection in the school. Guidance on this will be updated up-dated to comply with public health advice.

e. Practice Respiratory Hygiene

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

f. People at Very High Risk (Extremely Vulnerable)

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

- are over 70 years of age – even if fit and well
- have had an organ transplant
- are undergoing active chemotherapy for cancer
- are having radical radiotherapy for lung cancer
- have cancers of the blood or bone marrow such as leukaemia, lymphoma or myeloma who are at any stage of treatment
- are having immunotherapy or other continuing antibody treatments for cancer
- are having other targeted cancer treatments which can affect the immune system, such as protein kinase inhibitors or PARP inhibitors
- have had bone marrow or stem cell transplants in the last 6 months, or who are still taking immunosuppression drugs
- have severe respiratory conditions including cystic fibrosis, severe asthma, pulmonary fibrosis, lung fibrosis, interstitial lung disease and severe COPD
- have a condition that means they have a very high risk of getting infections (such as SCID, homozygous sickle cell)

- are taking medicine that makes you much more likely to get infections (such as high doses of steroids or immunosuppression therapies)
- have a serious heart condition and are pregnant

The advice for this group is available from the HSE. Details of the arrangements that apply for these staff is available in Circular Letter 42/2021.

Managing the risk of spread of Covid-19

8) 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, students, parents and visitors as far as possible within the school. The control measures shall continue to be reviewed and updated as required on an ongoing basis.

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

Staff, 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.

Posters have been made available to schools to help promote hygiene, use of face coverings etc. Link available here <https://www.gov.ie/en/publication/2da43-signage-for-reopening-of-schools>

The following control measures have been put in place:

a) Return to Work Form

Staff will be required to complete a **Return to Work (RTW)** form, **1 day** before the proposed date of return to work. The purpose of the RTW form is to get confirmation from Staff that, to the best of their knowledge, they have no symptoms of Covid-19 and is not self-isolating or cocooning or awaiting the results of a Covid-19 test. See RTW form for KWETB at Appendix 1.

b) Induction Training

All staff will undertake and complete COVID-19 Induction Training prior to returning to the school building. 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
- Cleaning Procedures
- Training for Caretakers, Cleaners, Teachers and SNA's is provided by the DE and is available here:

<https://www.gov.ie/en/publication/dd7fb-induction-training-for-reopening-schools/>

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 will be updated 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 Lead Worker Representative.

c) Know the Symptoms of Covid-19

In order to prevent the spread of COVID-19 it is important to know and recognise the symptoms. Full guidance on Covid-19 symptoms is available from the HSE but they include:

- High temperature
 - Cough
 - Shortness of breath or breathing difficulties
 - Loss of smell, of taste or distortion of taste
- There can also be fits of sneezing, running nose and a sore throat with the Delta Variant.

d) 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. Dispose of the used tissue immediately and safely into the nearest bin.

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

e) Hand Hygiene

- Staff and students should understand why hand hygiene is important as well as when and how to wash their hands.
- Schools should promote good hygiene and display posters throughout the schools on how to wash your hands. Follow the HSE guidelines on handwashing:
<https://www2.hse.ie/wellbeing/how-to-wash-your-hands.html>
- Hand hygiene can be achieved by hand washing or use of a hand sanitiser (when hands look clean).
- Hand sanitiser will be available at all entry points to the schools and at entry points to the classrooms.
- Use of hand hygiene facilities including wash hand basins needs will be managed so as to avoid congregation of people waiting to use wash hand basins and hand sanitisers.
- Wash hand basins, running water, liquid soap and hand drying facilities is available in all toilets, kitchens and any food preparation areas.
- Hand washing facilities will be maintained in good condition and supplies of soap and towels will be topped up regularly to encourage everyone to use them.
- Hand sanitiser is suitable for use for hand hygiene when hands are not visibly soiled (look clean).
- When hand rubs/gels are being used in school care should be taken to ensure that students do not ingest them as they are flammable and toxic.
- Hot air dryers are an acceptable alternative for hand drying but must be regularly maintained. There is no evidence that hand dryers are associated with increased risk of transmission of COVID-19.
- Posters displaying hand washing techniques and promoting hand washing should be placed on walls adjacent to washing facilities and can be laminated or placed in a plastic sleeve.

f) Frequency of Hand Hygiene

Students and staff should perform hand hygiene:

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

g) Physical Distancing

Physical distancing will be applied in St Conleth's CC allowing for some flexibility when needed. Care should be taken to avoid generating tension or potential conflict and some flexibility in the implementation of measures may be required at time.

It is also recognised that it is not always possible for staff to maintain physical distance from students and it is not appropriate that they would always be expected to do so where this could have a detrimental impact on the student ie if student is injured or requires First Aid

However where possible staff should maintain a minimum of 1 m distance and where possible 2m. They should also take measures to avoid close contact at face to face level such as remaining standing rather than sitting beside/crouching down.

Physical distancing falls into two categories:

- Increasing separation
- Decreasing interaction

Increasing Separation

The Department has developed a *Framework to maintain Physical Distancing in the Classroom in Post Primary Schools with a full return of all Students for the 2020/21 School Year*. The Framework sets out a suite of available measures that have been implemented in St Conleth's CC to the greatest possible extent.

St Conleth's CC has:

- Reconfigured classrooms to maximise physical distancing, desks are arranged to allow 1m distancing and floor markings are in place to maintain the configuration;
- The Teachers Desks are at least 1m and where possible 2m from student desks;
- Classrooms have been cleared of any unnecessary furniture/shelves;
- The Timetable has been reviewed to allocate classes according to size into appropriate rooms;

Teachers will need to have seating plans for each class and subsequently for each room they are assigned to with that class. This seating arrangement will need to be maintained for the school year to assist with contact tracing if required.

Decreasing Interaction

The extent to which decreasing interaction is possible in a post primary school will depend on the school setting and a common-sense approach is required recognising the limits to which this can be achieved between students.

Rooms have been allocated on the Timetable to reduce the movement of students around the building. The areas of the building are as follows:

- In the Old Building; the Front Hall, Middle Area and the Practical Area. Each of these areas have separate Entry and Exit doors.
- In the New Building; Ground Floor, First Floor and Second Floor, there are also 3 stairwells which will assist in reducing numbers interacting. Again separate Entry and Exit doors will be used for the different stairwells where possible.
- A movement plan has been devised to enable a one way system to be implemented in the majority of the school building(s), see Appendix 3.
- Markings are on the walls to ensure 1 meter distancing of students while they wait to enter rooms.

Hand sanitising will be required when moving between classes by teachers and students, dispensers will be available at every class entrance.

Physical distancing between the students will be required and additional supervision will be deployed across the school at class change over.

Additional measures to decrease interaction include:

- Limit interaction on arrival and departure and in hallways and other shared areas.
- Social physical contact (hand to hand greetings, hugs) should be discouraged.
- Where students need to move about within the classroom to perform activities (access to a shared resource) it should be organized to the greatest degree possible to minimise congregation at the shared resource.
- Staff and students should avoid sharing of personal items.
- Students should be encouraged to avoid behaviours that involve hand to mouth contact (putting pens/pencils in the mouth)
- Where teaching and learning involves use of keyboards or tablets, the contact surface of the device will be cleaned regularly and hand hygiene encouraged.

h) Good Ventilation Practices

The following practical measures for the deployment of good ventilation practices in schools should be considered by schools in the implementation of their COVID-19 Response Plans,

- The opening of windows to introduce fresh air is very important and should continue to be used during school opening times via a proactive rather than reactive approach.
- Achieving fresh air via a number of windows partially opened as required rather than one window fully open can help to maximise the use of window driven natural ventilation distribution across the room without causing discomfort.
- In colder weather any local chilling effect can be offset by opening the windows nearest and above the radiators.
- Additional windows should be open after some student activities such as after break time etc.
- Rooms with adequate fresh air should not be stuffy or have condensation on the window glass.
- Ensure all permanent ventilation openings in rooms are fully open and not blocked by wall hangings etc.
- All mechanical ventilation systems and any air conditioning systems will be set to 100% fresh air.

**** url?

i) Use of PPE in Schools

- It is now mandatory that all Staff and Students wear **face masks** in Post Primary schools, similar to those worn in shops and on Public transport where a physical distance of 2 metres cannot be maintained.
- See link for managing face masks here <https://www.gov.ie/en/publication/aac74c-guidance-on-safe-use-of-face-coverings/#how-to-use-a-cloth-face-covering-properly>, <https://www.youtube.com/watch?v=T6ZqdpLfSqw>
- Staff who are attending to particular care needs or who will be administering First Aid will wear appropriate PPE including gloves, aprons and medical grade face masks where necessary.
- Appropriate PPE will be worn when dealing with a suspected case of COVID-19.
- The use of disposable gloves in the school by students or staff is not generally appropriate but may be necessary for intimate care settings. 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**
- Students have been requested to have a Hygiene Pack on the at all times containing: 2 masks, small personal sanitiser, packet of wipes and tissues.

j) First Aid

The standard First aid/Emergency procedures shall continue to apply in the school. A staff member who is First Aid trained will attend to the student. In an emergency or in the case of a serious incident Parents will be contacted and an ambulance called if required.

9) Access to School Building

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 to St Conleth's CC. Arrangement for necessary visitors such as contractors and parents will be restricted to essential purposes and limited to those who have obtained prior approval from the principal.

a. Contact Log

The school will maintain a log of staff and students contacts. Parents/Visitors who enter the school will need to fill in a contact log, which will be located near the entrance.

The Data Protection Commission has provided guidance on the data protection implications of the return to work protocols. This advice can be found here: <https://www.dataprotection.ie/en/news-media/data-protection-implications-return-work-safely-protocol>

All school records and data in St Conleth's CC will be maintained and processed in compliance with the GDPR and the Data Protection Acts. The responsibility for compliance with the legislation rests with the ETB in their role as data controller.

If a Parent needs to collect a student during the school day, the following arrangements will apply:

- The Parent must phone the office in advance, indicating the time they wish to collect their son/daughter.
- The Parent should wait in the car park at the drop off/pick up zone, the students will wait in the reception area until their collection time, sign out and then go out to the car park.

- If a student should forget an item needed for the day, again the parent must ring in advance to let the office know they will be dropping something off. The item can be left on a table in the reception area and the student must collect the item themselves. The office staff will no longer be able to deliver items to classrooms.
- No adult should enter the school building, unless invited to do so and then they must wear a mask.

b. Return to School for the 21/22 School Year

Fri	27th	1st Year	9.00 – 13.00
Mon	30th	6th Year	9.00 – 12.00
		3rd Year	9.00 – 12.15
		1st Year	9.00 – 12.30
Tues	31st	TY & 5th Year	9.00 – 12.00
		2nd Year	9.00 – 12.15
		1st Year	9.00 – 12.30
Wed		All In	9.00 – 13.10

Students should arrive no more than 10 minutes before the school day

c. Arrival/Dismissal

- Students attending Breakfast Club can enter the Old Building, through the Assembly Area, at 8.30, all other students will be able to enter the school buildings at 8.50
- Students must enter the building through the Entrance assigned on the Movement Plan, Appendix 3.
- Access to locker areas will be supervised and when students are organized they must go to the area of the school where they have their class
- After last class students must leave the building in an orderly fashion through the exit assigned on the movement plan for the classroom they are leaving.
- Students cannot return to their lockers after school.

d. Entrance/Exit points

- Separate Entry & Exit doors have been set up to ensure the smooth circulation of both Staff & Students
- The School has been divided into areas associated with these entry and exit points
- In the Old Building; the Front Hall, Middle Area and the Practical Area. Each of these areas have separate Entry and Exit doors.
- In the New Building; Ground Floor, First Floor and Second Floor, there are also 3 stairwells which will assist in reducing numbers interacting. Again separate Entry and Exit doors will be used for the different stairwells where possible.
- Students must enter/exit the building through the door assigned on the Movement Plan for the classroom they are entering/exiting, Appendix 3

Staff Movement/Logistics

Physical Distancing of 2m between Staff is recommended at all times

e. Corridors/Stairs

Staff must also follow the movement plan. Everyone to walk on the **Left Hand Side** around the school – arrows and posters will be located around the building to act as reminders in relation to movement and social distancing.

f. **Reception/Admin Office**

- Staff/Student & Parent access to the Admin office will be limited. Only Admin Staff and the PLC Co-ordinator will be allowed to use the PC's in the office.
- Perspex has been installed in reception to give extra protection to Admin staff
- Photocopiers will be in the Photocopying room and sanitising spray and paper towels will be left in the room. This should be used to wipe down the Photocopier after use to leave it ready for the next user.

g. **Supervision**

Additional Supervision will be in place before school, after school, at break/lunch times, during the middle class outside Toilets and at times of movement in the school building.

The arrangements for this supervision can be found at Appendix 4.

h. **Staff Room**

As 2m distancing is required among staff not all staff can use the Staff Room/Work Room at the same time. Masks must be worn at all times and the windows must be kept open for ventilation purposes. Staff should eat quickly and go. A rota will be developed along the following guidelines:

- Those who have a class off period 3 will take their Break at this time
- Those who have a class off period 4 will take their Break at this time
- Only those who have class both Period 3 & 4 will take their Break from 11 to 11.10
- Those who have a class off period 6 will take their Lunch at this time
- Those who have a class off period 7 will take their Lunch at this time
- Those who have class both Period 6 & 7 will be divided into 2 groups for Lunch Group A from 1.10 to 1.30 and Group B from 1.40 to 2.00.
- Sanitising spray and paper towels will be left in the Staff Room. This should be used to wipe down Berco, Microwave or Fridge after use.

If we find that this is not working there will be no choice but to close the Staff Room completely.

i. **Staff Meetings/Gatherings**

- Staff meetings will be held remotely or in small groups or in large spaces to facilitate physical distancing.
- Gathering at the beginning or end of the school day will be minimised and a no hand shaking policy will be implemented across the school
- The Staff Room will be available in the morning only for depositing lunches etc. in the Fridge.
- We ask that there is no congregating either before or after school in the Staff Room.

10) Dealing with a suspected case of Covid-19

There will be 3 designated isolation areas, one in each building:

1. The room off the Waiting Area in the new building
2. The Back Office beside the DP Office in the old building
3. The shower room beside the Beauty Room in the PLC building

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

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

- The parents/guardians will be contacted immediately if the suspected case is a student;

- The person needs to be isolated and accompanied 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;
- The staff member caring for a student should wear a face covering or mask. Gloves should not be used as the virus does not pass through skin;
- A mask will be provided for the person presenting with symptoms if they do not have one. He/she should wear the mask if in a common area with other people or while exiting the premises;
- An assessment will be made as to whether the person 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. Public Transport of any kind should not be used;
- The school will facilitate the person presenting with symptoms remaining in isolation, if they cannot immediately go home, and assist them with calling their doctor if needed.
- The person presenting with symptoms should avoid touching people, surfaces and objects. The person presenting with symptoms should be advised 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 they are too unwell to go home or advice is required, the school will contact 999 or 112 and inform them that the sick person is a COVID-19 suspect;
- Arrangements will be made for appropriate cleaning of the isolation area, the classroom and the work areas involved.
- Classes will be relocated until the room is cleaned.

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 student confidentiality is essential at all times.

Impact of a suspected or Confirmed Case of Covid-19 in a class

If the school is notified that a person in your son/daughters class has a suspected or confirmed case of Covid-19. This then becomes a matter for the HSE.

- The parents and staff will be notified by the HSE
- Public Health advice will be sought and followed

11) Staff Responsibilities

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

- Adhere to the School COVID-19 Response Plan and the control measures outlined. All Staff have a key role to play.
- Make themselves aware of the symptoms of COVID-19 and monitor their own wellbeing.
- Not return to or attend school if they have symptoms of COVID-19 under any circumstances.
- Self-isolate at home and contact their GP promptly for further advice if they display any symptoms of COVID-19.
- Download the HSE Covid-19 Tracker App to assist Public Health for contact tracing.
- ⁶ Complete the RTW form before they return to work, see Appendix 1.
- ⁷ Must inform the Principal if there are any other circumstances relating to COVID- 19,

not included in the form, which may need to be disclosed to facilitate their safe return to the workplace.

- Must complete COVID-19 Induction Training and any other training required prior to their return to school. Link here <https://www.gov.ie/en/publication/dd7fb-induction-training-for-reopening-schools/>
- Must be aware of, and adhere to, good hygiene and respiratory etiquette. Coordinate practices and work with their colleagues to ensure that physical distancing is maintained.
- If they develop any symptoms of COVID-19 whilst within the school facility they must adhere to the procedure outlined above.
- Wear a Face Mask at all times.
- Observe 2m distancing (as much as is possible)
- Keep themselves informed of the updated advice of the public health authorities and comply with same.
- Cooperate with Public Health personnel and school management for contact tracing purposes given the event of an outbreak in the school.
- Undergo any Covid-19 testing that may be required in the school as part of mass or serial testing as advised by public health.
- Make themselves familiar with Circular Letter 42/2021 in relation to leave.
- Staff must advise the Principal/ETB in writing of any travel outside of the country in the 14 days prior to return to school. Details in CL 42/2021.

12) Impact of COVID-19 on certain school activities

In relation to Practical Subjects all Teachers will concentrate on Theory for the first month until a clear routine is established and the students are able to take on additional routines in relation to sharing equipment.

The following areas can then be looked at in more detail later and implemented

Choir/Music Performance

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

Sport Activities

Schools should refer to the HPSC guidance on Return to Sport. PE should be outside wherever possible. <https://www.gov.ie/en/publication/07253-return-to-sport-protocols/>

Shared Equipment

Art – Where possible students should be encouraged to have their own individual art and equipment supplies.

Electronics – Shared electronic devices such as tablets, touch screens, keyboards will be cleaned between use and consideration could be given to the use of wipe-able covers for electronics to facilitate cleaning.

Musical Equipment/Instruments – To the greatest extent possible, instruments should not be shared between students and if sharing is required, the instruments should be cleaned thoroughly between uses.

Library Policy – Where practical students should have their own books. Textbooks that are

shared should be covered in a wipe-able plastic covering that can be wiped with a suitable household cleaning agent between uses. Students should be encouraged to perform hand hygiene after using any shared item.

Shared Sports Equipment – Minimise equipment sharing and clean shared equipment between uses by different people.

Canteen

- Students will be required to pre order their lunches in the morning and additional collection points will be set up around the school.
- Benches have been set up outside to enable students to have their break/lunch outside.
- There will be designated times for different year groups to collect their pre ordered Lunch.
- A queue management system will be implemented.
- Physical distancing will be applied in canteen facilities where feasible.
- Students must clean their hands before and after entering the canteen area, to facilitate this there will be hand washing/sanitising facilities in the Canteen area

13) Special Educational Needs

Specific Advice relating to the work of SNAs in close contact settings and mitigation measures to be observed in those settings. Specific advice has been provided by the HPSC for the work of SNAs (updated January 2021) and it is intended that while directed to SNAs it can also be applicable to all school staff who work delivering personal care or attention within 2 metres to a student. This advice does not materially differ to the original guidance issued in June 2020 but as it is recently provided by HPSC with a particular focus on special education settings, it is set out below. It notes that the “guidance is not a rulebook that must be followed to the letter. The appropriate use of this guidance requires the use of compassion and good sense and a reasonable judgment of the level of risk in most situations. If the general principles of this guidance are implemented, the risk that any given student or staff member in the educational setting on any given day has infectious COVID-19 is very low.

All additional measures are applied as practical to the context with a view to further lowering the risk of transmission to staff or students in the event that a person with infectious COVID-19 is at school”.

The guidance goes onto say:

The role of the Special Needs Assistant and Associated Risks of COVID-19

People living with certain disabilities associated with increased medical vulnerability may be disproportionately affected by COVID-19. The measures taken to control the spread of COVID-19 can also have a very serious impact on people with disability. Some disabled children and young people have additional care needs that must be met to support them in achieving their full potential. Children have a right to education and ensuring continued access to education for people living with disability is critical to managing the public health emergency in an inclusive way. Special Needs Assistants play a vital role in supporting the additional care needs of some children and young people.

- Some parts of the work performed by SNAs are similar to tasks performed by healthcare workers and in particular, the nature of the work is such that it is often not possible to maintain distance;
- Some children and young people concerned may display behaviours that are associated with an increased risk of virus transmission if they are infectious;
- Some children and young people concerned may have limited ability to self-report symptoms therefore recognising infection may be more difficult;

- In this context, there is a requirement for specific guidance to support the work of SNAs and any other people who may provide similar support for children and young people with additional care needs.

Transmission

Like other respiratory viruses, the transmission of SARS-CoV-2 occurs mainly through respiratory droplets generated from the mouth and nose of an infected person during activities such as coughing, sneezing, talking or laughing. The droplets may carry virus directly to the mouth, nose and eyes of person standing nearby or may land on a nearby surface.

Under certain circumstances, airborne transmission may occur (such as when aerosol generating procedures are conducted in health care settings or potentially, in indoor crowded poorly ventilated settings elsewhere). In general, higher levels of virus are present around the time of first onset of symptoms. Some people who never notice any symptoms may be infectious to others (asymptomatic transmission).

Recognising infection is likely to be more difficult in people who are not able to describe their symptoms or communicate easily that they feel unwell however parents, SNAs, teachers and others who are very familiar with the baseline function of a child or young person may notice changes that suggest infection and may warrant medical assessment.

Virus can remain on the surface for some time and be transferred to the mouth, nose and eyes of another person on their hands after they touch the contaminated surface. The virus does not penetrate through the skin.

Survival in the environment

Virus on surfaces is easily removed or with common household cleaning products (detergent) and in those circumstances where disinfection is needed common bleach and a number of other disinfectants are effective

Duration of Infectivity

People may be infectious for up to two days before they develop symptoms (pre-symptomatic transmission). In Ireland, people with COVID-19 are generally considered infectious for up to 10 days after the date of onset of symptoms or for 10 days after the date of their first positive test if the date of onset of symptoms is not clear. A longer period may apply to people who were hospitalised with COVID-19. After 10 days, the person is no longer considered infectious if they have been free of fever for 5 days. Doing another test at the end of the ten days is usually not useful and should only be done if specifically requested by a doctor.

Practical Measures for Harm Reduction Related to COVID-19 when addressing Additional Care Needs in the educational Setting

The following practical measures for preventing harm related to COVID-19 when addressing additional care needs in the education setting are organised under 3 main headings, reducing the risk of introduction of COVID-19, reducing the risk of spread of COVID-19 and reducing the impact of COVID-19 infection if it occurs.

Reducing the risk of introduction of COVID-19 into the Educational Setting

The virus that causes COVID-19 cannot spread in any setting unless it is introduced. Although there is significant anxiety about introduction of virus on objects in practice the virus is essentially always introduced by a person who is infectious and is shedding the virus. Although some people with no signs or symptoms can be infectious, people are generally

most infectious for others when they have symptoms and signs of infection.

1. School staff should be familiar with the main symptoms and signs of COVID-19 (see above) so that they may be able to recognise if a student develops obvious signs of infection.
2. Students (as appropriate to their ability) their parents, guardians and families should be informed of the main symptoms and signs of COVID-19 (see above) so that they may be able to recognise if a student develops obvious signs of infection.
3. School staff as well as students (as appropriate to their ability), their parents, guardians and families should be aware that they must not attend school or training if they have symptoms or signs that may suggest COVID-19 until they have taken appropriate medical advice and testing if appropriate. They should be aware that they should not attend school or training if they have been told they are close contacts of a person with COVID-19. These messages should be reinforced regularly.
4. School staff as well as students (as appropriate to their ability), their parents, guardians and families should be aware of the general advice they should follow outside of the educational setting to lower the risk that they become infected with COVID-19.
5. Limiting the number of people entering the educational/training setting to those essential to provide the service reduces risk of introduction of the virus.
6. Staff should be alert for any signs of illness that suggest that they, a student or a colleague may have COVID-19 on arrival for school and throughout the day.

Reducing the risk of spread of COVID-19 in the Educational Setting

If the virus is introduced into an educational setting, the highest risk of spread is related to close contact with an infectious person or their immediate surroundings. Therefore 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. It is recognised that there are practical considerations that must be taken into account when it is necessary for an SNA to support multiple students across different settings in the course of a working day.

It is also the case that some children will need to move from their special class into a mainstream class during the day to ensure that their integration needs for educational purposes are addressed. As below, where movement is necessary the risk can be reduced by hygiene measures.

The risk of spread can also be reduced to some degree by the highest practical standard of personal and environmental hygiene. In the context of COVID-19, the risk is associated with droplets and fluids from the respiratory tract. There is very little risk of spread of COVID-19 from other body fluids (such as urine and faeces) although they may carry other infectious microorganisms.

Reducing Mixing Between Groups

1. To the greatest degree that is practical in the context of the educational and care needs of the students groups/classes should avoid mixing with other groups particularly indoors.
2. SNA should support the smallest number of students that is practical and should move between those as little as is practical to do so recognising that flexibility is sometime essential to manage absence due to leave or illness.
3. If movement between classes is necessary SNAs should move between the least possible number of classes on any given day.
4. If members of discrete classes assemble in one area for meals or other activities maintain as much distance as is practical between the classes and manage entry and exit to reduce interaction between members of different classes as much as is practical.

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

1. Promote hand hygiene for staff and students particularly on boarding a bus if there is shared transport, on arrival at the school/centre each day, prior to departure, before meals and after any contact with the student that is likely to have resulted in contact with oral or nasal fluid.
2. There should be ready access to hand sanitiser in all educational settings with due regard in relation to placement to avoid the risk of ingestion by students. Please note also that alcohol based hand rub is flammable and needs to be kept away from naked flame.
3. Providing SNAs with personal pocket size dispensers of alcohol hand gel may be useful, particularly if wall mounted dispensers are not a safe option in a particular context and also for use during outdoor activities.
4. Promote respiratory hygiene and cough etiquette to the greatest extent possible.
5. Support in performing hand hygiene should be provided to students who need assistance.
6. Limit sharing of items between members of the class in so far as is practical especially with respect to items that students may put in their mouth.

Personal Protective Equipment (PPE)

1. Personal protective equipment in the setting of COVID refers to items that are used to reduce the risk of infection in particular settings.
2. PPE can be of value as an addition to all the other measures outlined here to reduce the risk of infection for SNAs.
3. As with all children, students with additional care needs should not be required to wear a face covering if they are under 13 years of age. Those who choose to wear a face covering may do so.
4. Students 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.
5. In this context and in association with other measures specified the use of a face covering should be routine for SNAs in accordance with Government guidance.
6. When SNAs are within 2m of a student and to whom they are delivering personal care or attention for a period of time the face covering should normally be a surgical mask. If for any reason use of a surgical mask is not practical for any reason, they should use a visor of a quality suitable for use in a healthcare setting however HPSC advice is that a visor does not provide protection equivalent to a mask.
7. Mask and visors should be donned and doffed and disposed of as demonstrated in videos available at <https://www.hpsc.ie/az/respiratory/coronavirus/novelcoronavirus/guidance/infectionpreventionandcontrolguidance/ppe/>.
8. Masks should be removed and disposed of if they are wet or damaged. Masks should be removed and disposed of if going on a break or visiting the toilet.
9. Gloves and aprons should not be used routinely in the educational setting.
10. If providing care that involves specific risk of exposure to blood or body fluids (oral fluids, faeces, urine) use of gloves and a disposable plastic apron is appropriate. These must be removed and disposed of safely and hand hygiene performed after caring for each individual. Note with respect to faeces and urine the risk of infection is related to other infectious organisms rather than COVID-19.
11. Hand hygiene should be performed before donning and after removing gloves.
12. If providing care that involves a risk of splashing of body fluids a visor is required to protect the eyes from splashing even if already wearing a surgical mask.
13. Used PPE is generally discarded directly into domestic waste.
14. PPE used when attending to a person with suspected COVID-19 while waiting for collection can be placed in a separate plastic bag, which is then placed in domestic waste.

1. The educational environment should provide discrete rooms for each group to the greatest degree practical and be as spacious as is practical with as much natural ventilation as practical.
2. Surfaces should be easy to clean.
3. Outdoor activity is associated with lower risk and should be encouraged where appropriate and weather permits.
4. The highest practical standards of general hygiene should be maintained.
5. The floors, tables, chairs and other items should be easily cleanable and cleaned at least daily.
6. Cleaning is generally with water and detergent or detergent wipes. If disinfection is required in specific circumstances then this is always in addition to and never instead of cleaning.

Isolation for people who develop symptoms or signs in the educational setting

1. If anyone develops symptoms or signs that cause concern about COVID-19 during the day the person should move as quickly as possible to a separate room or if that is not possible to a separate area more than 2m away from other people other than the person(s) needed to provide support until they can leave.
2. The parents/guardian should be telephoned to come and take the student home as soon as is reasonably practical. This needs to be done reasonably promptly but this is not an emergency. It is important that parents and guardians do not expose themselves and others to other risks (for example road traffic accident) on the understanding that this is an emergency.
3. Parents/guardian should take medical advice regarding the requirement for testing and the duration of exclusion from education.
4. There is no requirement for other students or school staffs to interrupt their scheduled activity immediately if one person develops symptoms.
5. Contact surfaces in the immediate vicinity of the person with symptoms should be cleaned/wiped down.
6. The person accompanying a student waiting to be collected should limit physical contact as much as is practical consistent with the student's needs and should use a surgical mask, visor and nitrile gloves. Hand hygiene must be performed after removal of gloves.
7. When the student is collected, the accompanying person can resume work with other students after removing used PPE and performing hand hygiene.
8. It is not appropriate to require certification from a doctor before the student returns to education. There is a certificate that parents can be asked to complete on hpsc.ie website.

Reducing the Impact of COVID-19 Infection

It is likely that COVID-19 infection will impact on some students and SNAs during the coming school year as a result of infection acquired in everyday life or in the educational setting. The likelihood of suffering serious harm as a result of COVID-19 infection depends on the age and general health of the person when they became infected and on access to healthcare if they need it.

1. Maintaining a healthy lifestyle (exercise, nutrition, avoiding exposure to smoke) and good care of any existing medical conditions improves the likelihood of making a good recovery from COVID-19.
2. Early access to appropriate medical care, if required, is important in recovery from COVID-19. All students and school staffs should be registered with a GP to provide care if required.

14) Hygiene and Cleaning in Schools

The specific advice in relation to school cleaning is set out in the HPSC health advice for schools and is covered in the induction training, <https://www.gov.ie/en/publication/dd7fb-induction-training-for-reopening-schools/> This advice sets out the cleaning regime required to support schools to prevent COVID-19 infections and the enhanced cleaning required in the event of a suspected cases of COVID-19. Staff are asked to carefully read and understand the cleaning advice and to apply that to all areas of the school as appropriate.

Keeping the school clean and safe is a whole school responsibility not just that of the caretakers and cleaners:

- Arrangement for more regular and thorough cleaning of areas and surfaces within the school have been made;
- Regular and thorough cleaning of communal areas and frequently touched surfaces shall be conducted – door handles, hand rails, chairs/arm rests, communal eating areas, sink and toilet facilities.
- All staff will have access to cleaning products and will be required to maintain cleanliness of their own work area. Under no circumstances should these cleaning materials be removed from the building.
- Staff should thoroughly clean and disinfect their work area before and after use each day.
- There will be regular collection of used waste disposal bags from offices and other areas within the school facility.
- Staff must provide, use and clean their own equipment and utensils (cup, cutlery, plate etc.). These must not be left lying around either before or after use.
- A Rota for Cleaning Staff has been set up. See Appendix 5.
- There is also a checklist for Cleaning at Appendix 6.
-

Cleaning/Disinfecting rooms where a student/staff member with suspected COVID-19 was present

- The rooms will be cleaned as soon as practicably possible.
- Once the room is vacated the room will not be reused until it has been thoroughly cleaned and disinfected and all surfaces are dry.
- Disinfection only works on things that are clean. Therefore when disinfection is required it is always in addition to cleaning.
- The person/s assigned to cleaning should avoid touching their face while they are cleaning and household gloves and a plastic apron should be worn.
- Clean the environment and furniture using disposable cleaning cloths and a household detergent followed by disinfection with a chlorine based product (household bleach).
- Special attention will be paid to frequently touched surfaces, the back of chairs, couches, door handles and any surfaces that are visibly soiled with body fluids.
- Once the room has been cleaned and disinfected and all surfaces are dry, the room can be reused.
- If a student or staff member diagnosed with Covid-19 spent time in a communal area like a canteen, open area or toilet facility, then the area will be cleaned with household detergent followed by a disinfection with a chlorine based product (household bleach) as soon as is practically possible.

14) COVID-19 related absence management

The management of a COVID-19 related absence will be managed in line with agreed procedures with the Department of Education. Circular 42/2021

15) Employee Assistance and Wellbeing Programme

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 individual staff members 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. Spectrum Life also provides a series of webinars and presentations to promote wellbeing in schools.

Appendix 1

Return to Work

Return to Work Form - This Return to Work Form must be completed by school staff in advance of returning to the workplace. If the answer is Yes to any of the below questions, you are advised to seek medical advice before returning to the workplace.

Name: _____ Name of School: _____

Name of Principal: _____

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

Please provide details below of any other circumstances relating to COVID-19, not included in the above, which may need to be considered to allow your safe return to work e.g. returning from travel abroad.

Signed: _____ Date: _____

* If your situation changes after you complete and submit this Return to Work Form, please inform your employer.

** Further information on people at very high risk (extremely vulnerable) or high risk from COVID-19 can be found at link:

<https://www2.hse.ie/conditions/coronavirus/people-at-higher-risk.html>.

*** Details of current arrangements for travel overseas can be found set out at [this gov.ie link](#)

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.

Appendix 2 Risk Assessment- St Conleth’s Community College

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

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating	Hazards	Is this control in place? Y/N	Actions/to do list/ outstanding controls	Risk rating	Hazards
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	Y	<p>Implement- St Conleth’s Community College COVID-19 Response Plan.</p> <p>Update and review the St Conleth’s Community College COVID-19 Response Plan on an on-going basis.</p> <p>Continue to follow the guidance from the Department of Education, NPHE, and Government measures.</p> <p>Continue to communicate the updated guidance to all our stakeholders; students, staff, parents/guardians, BOM.</p>	Covid-19	N

						<p>Return to work forms circulated for completion by Staff on Wed 25th Aug '21.</p> <p>Maintain log of staff, student and visitors.</p> <p>Complete checklists as required for e.g. cleaning rotas, etc.</p> <p>To do: Undertake Induction Training with all stakeholders as required.</p> <p>Keep up to date with Dept. Ed Guidelines.</p> <p>Continually review Covid Response Plan</p>		
--	--	--	--	--	--	---	--	--

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: Pete Cleary

Date: 18 /02 /21

Appendix 3 School Movement Plan

Entering the campus

All 3 gates open in morning.

PLC students to use Back and Side gates only.

No parents to stop and get out of car in morning or evening in Carpark

Canteen Door entrance only

Rooms and movement details.

New Building

Ground Floor.

ROOM	ENTRY	EXIT	ADDITIONAL INFORMATION
GF MUSIC	Canteen Door	Red Stairs Emergency Exit	
GF ENGINEERING	Canteen Door	Red Stairs Emergency Exit	
GF CONSTRUCTION STUDIES	Canteen Door	Red Stairs Emergency Exit	
GF DCG	Canteen Door	Red Stairs Emergency Exit	
GYM	Gated entrance to Gym	Gated entrance to Gym	

First Floor

ROOM	ENTRY	EXIT	ADDITIONAL INFORMATION
Library	Green Stairs	Yellow stairs	Supervision needed on stairs
Social Studies	Green Stairs	Yellow stairs	Supervision needed on stairs
Learn Support	Green Stairs	Yellow stairs	Supervision needed on stairs
Career Guidance	Green Stairs	Yellow stairs	Supervision needed on stairs
ART Room	Green Stairs	Yellow Stairs	Supervision needed on stairs
FF Room1	Green Stairs	Yellow Stairs	Supervision needed on stairs
Demonstration Room	Green Stairs	Red Stairs	Supervision needed on stairs
FF Science Lab 1	Green Stairs	Red Stairs	Supervision needed on stairs
FF Multi Media	Green Stairs	Red Stairs	Supervision needed on stairs
FF Room 7	Green Stairs	Red Stairs	Supervision needed on stairs
FF Room 2	Green Stairs	Red Stairs	Supervision needed on stairs
FF Science Lab 2	Green Stairs	Red Stairs	Supervision needed on stairs

Second Floor

ROOM	ENTRY	EXIT	ADDITIONAL INFORMATION
Business Computers 1	Green Stairs	Red Stairs	
Maths	Green Stairs	Red Stairs	
General 3	Green Stairs	Red Stairs	
Business Computers 2	Green Stairs	Red Stairs	
General 6	Green Stairs	Yellow Stairs	
Home Economics	Green Stairs	Yellow Stairs	
General 5	Green Stairs	Yellow Stairs	
General 4	Green Stairs	Yellow Stairs	

Old Building

Front Hall

ROOM	ENTRY	EXIT	ADDITIONAL INFORMATION
2	Entry Door Front Hall	Exit Door Front Hall	
3	Entry Door Front Hall	Exit Door Front Hall	
4	Entry Door Front Hall	Exit Door Front Hall	
5	Entry Door Front Hall	Exit Door Front Hall	
6	Entry Door Front Hall	Exit Door Front Hall	
LL	Entry Door Front Hall	Exit Door Front Hall	

Middle Hall

ROOM	ENTRY	EXIT	ADDITIONAL INFORMATION
7	Entry Door Old School assembly	Exit Door Old School Assembly	
8	Entry Door Old School assembly	Exit Door Old School Assembly	
9	Entry Door Old School assembly	Exit Door Old School Assembly	
22	Entry Door Old School assembly	Exit Door Old School Assembly	
10	Entry Door Old School assembly	Exit Door Old School Assembly	
11	Entry Door Old School assembly	Room 11 Fire exit	

Old School Assembly

ROOM	ENTRY	EXIT	ADDITIONAL INFORMATION
12	Entry Door Old School assembly	Exit Door Old School Assembly	

Back Hall

ROOM	ENTRY	EXIT	ADDITIONAL INFORMATION
13/ Bookstore	Entry Door Old School assembly	Exit Door Old School Assembly	
14	Entry Door Back Hall (16)	Exit Door Back Hall (17)	
15	Entry Door Back Hall (16)	Exit Door Back Hall (17)	
16	Entry Door Back Hall (16)	Exit Door Back Hall (17)	
17	Entry Door Back Hall (16)	Exit Door Back Hall (17)	
18	Entry Door Back Hall (16)	Exit Door Back Hall (17)	
19	Entry Door Back Hall (16)	Exit Door Back Hall (17)	
20	Entry Door Old School assembly	Exit Door Old School Assembly	One Way system on Block as per usual
21	Entry Door Old School assembly	Exit Door Old School Assembly	One Way system on Block as per usual

PLC BLOCK 1

ROOM	ENTRY	EXIT	ADDITIONAL INFORMATION
40	Bottom Corridor Door	Classroom Fire Exit	
41	Classroom Fire Door	Classroom Fire Exit	
42	Classroom Fire Door	Classroom Fire Exit	
43	Classroom Fire Door	Classroom Fire Exit	
44	Top Corridor Door	Classroom Fire Exit	

PLC BLOCK 2

ROOM	ENTRY	EXIT	ADDITIONAL INFORMATION
30	Top Corridor Door	Classroom Fire Door	
31	Classroom Fire Door	Classroom Fire Door	
32	Classroom Fire Door	Classroom Fire Door	
33	Bottom Corridor Door	Bottom Corridor Door	
34	Bottom Corridor Door	Bottom Corridor Door	
35	Top Corridor Door	Classroom Fire Door	

TOILETS

Assigned toilets for middle class toilet breaks.

1 st Years	Ground Floor New Building
2 nd Years	Back Hall Old Building
3 rd Years	First Floor New Building
TY & 5 th Years	Middle Hall Old Building
6 th Years	Second Floor New Building

DOOR WEDGES FOR PUSH DOORS ON YELLOW/RED STAIRS SF/FF/GF

Appendix 4 Arrangements for Supervision

Appendix 5 Cleaning Rota for the School Day TBC

Time	Monday	Tuesday	Wednesday	Thursday	Friday
9.00					
10.00	Ewelina W	Ewelina W	Davina M	Davina M	Ewelina W
11.00	Ewelina W	Ewelina W	Davina M	Davina M	Ewelina W
12.00	Ewelina W	Patricia McD	Davina M	Davina M	Mag S
13.00	Ewelina W	Patricia McD	Davina M	Patricia McD	Mag S
14.00	Sinead D	Patricia McD	Patricia McD	Patricia McD	Davina M
15.00	Sinead D	Patricia Mc D Clare R	Sinead D Clare R Patricia Mc D Mag S	Patricia McD	Clare R Davina M
16.00	Sinead D Clare R S Ewelina W (4.30)	Sinead D Clare R Mag	Sinead D Clare R Patricia Mc D Mag S	Sinead D Clare R Ewelina W (4.30) Patricia McD	Sinead D Clare R Davina M
17.00	Sinead D Clare R Ewelina W Tom B	Sinead D Clare R Mag S Tom B	Sinead D Clare R Patricia McD Tom B	Sinead D Clare R Ewelina W Tom B	Sinead D Clare R Davina M Tom B
18.00	Clare R Ewelina W Tom B	Sinead D Clare R Tom B	Tom B	Sinead D Clare R Ewelina W Tom B	Sinead D Clare R Davina M Tom B
18.30	Tom B	Tom B	Tom B	Tom B	Tom B

Appendix 6 Check List for Cleaning

COVID-19: Framework for Cleaning School Premises

This document forms part of the Covid-19 Policy for St. Conleth's CC. In developing this Framework for Cleaning School Premises, two key government policy documents were reviewed:

- COVID-19 Interim Recommendations for the reopening of schools and educational facilities (HSE, HPSC, 2020). This is referred to as the: HPSC/HSE Interim Guidelines.¹
- COVID-19 Response Plan for safe reopening of primary and special schools (DES, 2020).²

The following information is provided in this Framework for Cleaning St. Conleth's CC:

- Actions - Principal (Table 1)
- Actions - Whole School Before Reopening (Table 2)
- Actions - Cleaning Staff: Equipment & Materials (Table 3)
- Actions - Cleaning Staff: Areas & Items (Table 4)
- Actions - Cleaning Staff: Cleaning after a Suspected/Confirmed Case (Table 5)
- Appendix - Deep Clean Checklist (Table 6)
- Appendix - Daily Clean Checklist (Table 7)
- Appendix - Guide to Cleaning Materials (Table 8)

Table 1: Actions for Principal

1.	To review the HPSC/HSE Interim Guidelines for the safe reopening of schools , in particular Section 5.6 Environmental Hygiene.
2.	To check and keep up to date with the latest public health advice from Government and the DES and to adjust your cleaning procedures accordingly.
3.	To discuss the need for the enhanced cleaning regime with staff .
4.	To become fully aware of what constitutes an effective clean , i.e., to know 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 and to communicate this message to the cleaning staff at St. Conleth's CC.
5.	To procure sufficient cleaning materials in place to support the enhanced cleaning regime.
6.	To outline the enhanced cleaning regime and agree this with cleaning staff and to support them to access and complete DES training when available.
7.	To update arrangements for the regular and safe emptying of bins .
8.	To review 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.	To be aware and implement the requirement for each school setting to be cleaned once daily.
10.	To provide cleaning materials to staff so that they can clean their own desk and immediate workspace, daily.

¹ COVID-19 Interim Recommendations for the reopening of schools and educational facilities (HSE, HPSC, 2020). This is referred to as the: HPSC/HSE Interim Guidelines. Available at: <https://static.rasset.ie/documents/news/2020/07/interim-recommendations-for-the-reopening-of-schools-and-educational-facilities.pdf>

² COVID-19 Response Plan for safe reopening of primary and special schools (DES, 2020). Available at: <https://www.gov.ie/en/publication/a0bff-reopening-our-primary-and-special-schools/#covid-19-response-plan-for-safe-reopening-of-primary-and-special-schools>

11.	To advise staff that they are responsible for cleaning personal items that they bring to work and may use at work or during breaks (e.g., mobile phone and laptops) and to avoid leaving these on communal surfaces or to clean the surface after the personal item is removed.
12.	To advise staff and students to avoid sharing items such as cups, bottles, cutlery, and pens.
13.	To put in place a written cleaning schedule to be made available to cleaning staff including: Items and areas to be cleaned Frequency of cleaning Cleaning materials to be used Equipment to be used and method of operation.
14.	To be aware of and to ensure implementation of the protocol regarding how to clean following a suspected case of COVID-19 , in Section 7 of the HPSC, Interim Advice (above).
15.	To ensure effective disinfection of contaminated surfaces by cleaning staff, if required, in line with the HPSC Interim Advice.
16.	To ensure cleaning staff are aware that if they choose to wear gloves when cleaning, they must wash their hands thoroughly with soap and water, both before and after.
17.	To put a system in place for the disposal of cleaning cloths and used wipes in a rubbish bag. ¹
18.	To put a system in place to ensure reusable cleaning equipment is clean before re-use . The school has replaced all re-usable towels with disposable tissues in all wet areas.

Table 2: Actions for Whole School - Before Reopening

The Deep Clean Checklist for St. Conleth's CC is provided at the end of this document.

	HSPC/HSE Interim Guidelines	St. Conleth's CC Actions
1.	To remove unnecessary clutter to facilitate cleaning but taking into account the importance of having educational materials, wall posters and artwork displays in creating a stimulating learning environment.	<ul style="list-style-type: none"> • Soft furnishings (e.g., cushions) removed • Class book sets packed and stored • Unnecessary furniture (e.g., shelves) removed.
2.	To consider and agree ways to reduce the need for pupils/teachers to physically touch common objects/doors , e.g., no-touch waste containers, propping doors open, sensor operated hand towels.	<ul style="list-style-type: none"> • Lids left open on all classroom bins. • Reusable hand towels replaced with disposable towels in all wet areas. • Classroom doors propped open as often as possible.
3.	Consider if room ventilation in classrooms can be improved without causing discomfort. Where possible the opening of doors and windows should be encouraged to increase natural ventilation and also to reduce contact with door handles.	<ul style="list-style-type: none"> • Classroom doors propped open as often as possible. • Windows open as often as possible.

¹ Current HSE guidance recommends waste (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.

Table 3: Actions for Cleaning Staff – Cleaning Equipment & Materials

The Daily Clean Checklist for St. Conleth’s CC is provided in Appendix, Table 6.

	HSPC/HSE Interim Guidelines	St. Conleth’s CC Actions
1.	Cleaning is best achieved using a general-purpose detergent and warm water, clean cloths, mops and the mechanical action of wiping/scrubbing. The area should then be rinsed and dried.	The following cleaning equipment is used: <ul style="list-style-type: none"> • Jontec 300 Detergent • Disposable, industrial tissue (in place of cloths) • Deep Clean Floor Machine
2.	Disinfectants are potentially hazardous and must be used with caution and according to the manufacturer’s instructions. Surfaces and items must be cleaned before a disinfectant is applied as most disinfectants are inactivated by dirt. The routine use of disinfectants is generally not appropriate but is recommended in circumstances where there is a higher risk of cross-infection for example someone has become ill whilst at school or if there has been a spillage of blood, faeces or vomit. See Table 1.	The following disinfectant is used in special circumstances: <ul style="list-style-type: none"> • Cleanline (multipurpose cleaner with bleach) • SIF (for spot-cleaning) • Cleanline Thick Bleach • Disinfectant Wipes
3.	The HPSC has published Cleaning options for school settings (Appendix, Table 1)	St Conleth’s CC is fully-compliant with the cleaning options/equipment outlined in Appendix, Table 1 regarding routine, daily cleaning and cleaning following a case of Covid-19.

Table 4: Actions for Cleaning Staff – Cleaning Areas and Items

St. Conleth’s CC is implementing the following cleaning protocols outlined in the HPSC Interim Guidelines, p. 20-22. The Daily Clean Checklist for St. Conleth’s CC is provided in Appendix, Table 6.

	HSPC/HSE Interim Guidelines	STCC
1.	The manufacturer’s instructions for mixing, using and storing solutions are followed.	es
2.	Water is changed when it looks dirty, after cleaning bathrooms and after cleaning the kitchen.	es
3.	The least dirty items and surfaces are cleaned first (for example countertops before floors, sinks before toilets). High surfaces are cleaned before low surfaces.	es
4.	Separate cleaning equipment should be used for kitchen areas, classrooms and toilets.	es
5.	Disposable cleaning cloths are used in the event of a suspected case and following use, disposed.	es
6.	Buckets are emptied after use, washed with detergent and warm water and stored dry.	es
7.	Waste bins are emptied on a daily basis	es
8.	Hand washing facilities are fully operational in all toilets and sink areas. School toilets are clean and in good repair and monitored regularly.	es
9.	Toilets, wash hand basins and surrounding areas are carefully cleaned at least once daily and whenever there is visible soiling. <ul style="list-style-type: none"> • Toilets are cleaned thoroughly using a general-purpose detergent paying particular attention to frequently touched areas such as toilet flush handles, toilet seats, basins and taps, and toilet door handles. 	es

	<ul style="list-style-type: none"> Separate cloths are used for cleaning the toilet and wash hand basin to reduce the risk of spreading germs from the toilet to the wash hand basin. Toilets and hand washing facilities are inspected by cleaning staff and by class teachers at regular intervals to ensure the toilets and wash hand basins are in good working order (for example the locks on toilets are working, toilets are not blocked). There is a plentiful supply of liquid soap, paper towels and toilet rolls. Waste bins in toilets are emptied daily. 	
10.	Checklists will be used to record the time of cleaning each day. A checklist is provided for cleaning staff to complete daily.	es
11.	<p>In addition to the Actions outlined earlier regarding the equipment to be used and the cleaning protocols to follow (points 1-10), the cleaning staff use the following daily checklist. The daily checklist is provided at the end of this document.</p> <ol style="list-style-type: none"> Frequently touched objects and surfaces in all classrooms: <ul style="list-style-type: none"> All door handles/push panels, stairs banister, classroom chairs, classroom tables. Toilets and wet areas in all classrooms and the staff toilet: <ul style="list-style-type: none"> Toilet seats, bowls, handles and toilet brushes; sinks, taps, liquid soap dispensers, z-wipe disposable tissues; door handles/push panels. Floors in practical classrooms and in three general areas: <i>Floors are vacuumed, spot cleaned and disinfected five days weekly. Floors are deep cleaned on Tuesdays and Fridays (floor cleaning machine).</i> 	es

Table 5: Actions for Cleaning Staff – Cleaning after Suspected/Confirmed Case

St. Conleth’s CC will implement the following cleaning protocols outlined in the HPSC Interim Advice, for cleaning/disinfecting rooms where a child or staff member with suspected or confirmed COVID-19 was present.

HSPC/HSE Interim Guidelines	STCC
<p>Cleaning after a suspected case:</p> <ul style="list-style-type: none"> The room is cleaned as soon as is practicably possible. Once the room is vacated, the room is not reused until the room has been thoroughly cleaned and disinfected and all surfaces are dry. The cleaning staff avoid touching their face while they are cleaning and wear household gloves and a plastic apron The environment and the furniture are cleaned using disposable cleaning cloths and a household detergent, followed by disinfection with a chlorine-based product such as sodium hypochlorite (often referred to as household bleach). Once the room has been cleaned and disinfected and all surfaces are dry, the room is put back into use. 	<p>ese actions are agreed with management and cleaning staff:</p>
<p>Cleaning after a confirmed case:</p> <ul style="list-style-type: none"> If a child or adult diagnosed with COVID-19 spent time in a communal area like a canteen, play area or if they used the toilet or bathroom facilities, these areas are cleaned with household detergent followed by a disinfectant (as outlined above) as soon as is practicably possible. Special attention is given to careful cleaning of frequently touched sites including door handles, backs of chairs, taps of washbasins, toilet handles. Once cleaning and disinfection have been completed and all surfaces are completely dry, the area can be put back into use. 	<p>ese actions are agreed with management and cleaning staff:</p>

Appendix - Table 6: Deep Clean Checklist

The following checklist is used by cleaning staff to ensure a thorough clean of the school premises before our school reopens, in line with the HPSC Deep Cleaning Checklist ⁴.

Deep Clean before Reopening	Cleaning Method	
Classrooms (x4)		
1. Windows: glass panes, frames and sills.	Use window cleaner for panes. Clean frames and sills with warm water and neutral detergent.	
2. Furniture: children's tables and chairs and all clear, flat surfaces above ground.	Use neutral detergent, warm water and clean cloth. Dry with disposable towels.	
3. Radiators: top, front, back.	Vacuum radiators and clean with neutral detergent, warm water and clean cloth.	
4. Doors: glass panes and handles.	Use neutral detergent, warm water and clean cloth. Dry with disposable towels.	
5. Flooring: rugs and vinyl/lino.	Vacuum all flooring. Spot clean rug stains. Wash lino flooring with floor cleaner.	
Room 4: Staff Area (in addition to above)		
6. Kitchen sideboard: all appliances – fridge, coffee machine, kettle, toaster and microwave.	Use neutral detergent, warm water and clean cloth. Dry with disposable towels.	
7. Waste bins: large classroom bins, small toilet bins and bin at teacher's table.	Empty bins and clean with neutral detergent and warm water	
Toilets (x9) and all sink areas (x13)		
8. Sinks: hand basins, taps, surrounding counters, soap dispensers.	Clean with detergent and warm water.	
9. Toilet seats: Both sides of toilet seat, toilet handles, door knobs or cubicle handles.	Clean with detergent and warm water.	
10. Toilet bowls: inside toilet bowl, toilet brushes.	Use toilet cleaner as per manufacturer's instructions.	
Public Areas		
11. Doors: Door frames and glass panes.		
12. All Entrances	Clean with detergent and warm water.	
13. Stairs: steps and banister.	Clean with detergent and warm water.	

⁴ HPSC Sample Cleaning Checklist. Available at: <https://www.hpsc.ie/a-z/lifestages/childcare/samplecleaningscheduleandchecklist/>

Appendix - Table 7: Draft Daily Clean Checklist

The following checklist is used by cleaning staff to ensure a thorough clean of the school premises weekly. It is initialled daily by the Cleaning Staff and signed by the Principal at the end of each week.

Daily Cleaning Checklist for Week beginning: Insert week here						
Area/Item to be cleaned	Mon XX/XX	Tues XX/XX	Wed XX/XX	Thurs XX/XX	Fri/Sat/Sun XX/XX	Initials
1. Windowsills						
2. Tables & chairs						
3. Clear, flat surfaces Counter tops Cupboard/press tops						
4. Radiators (top, sides, front)						
5. Door handles & hand panels						
6. Lino/vinyl flooring⁵						
7. Stationery Equipment Photocopier Printers Room 4 office equipment						
8. Dispensers Soap dispensers Hand sanitisers						
9. Appliances in Staff Room Fridge Coffee maker Kettle Toaster Microwave						
10. Sink areas Hand basins Taps Soap dispensers						
11. Toilets Toilet seat, bowl & brush Toilet handles Cubicle door knobs/ handles.						
12. Stairs Banister						
13. Waste Classroom bins Toilet bins Bins at teachers' desks.						

⁵ All floors are swept/hovered daily. Floors are washed twice weekly: Tuesdays and Fridays.

Appendix - Table 8: Guide to Cleaning Materials

The information in the table below is from the HPSC Interim Guidelines, p. 19-20. It was adapted from the ECDC Technical Report, Table 1. Disinfection of environments in healthcare and non-healthcare settings potentially contaminated with SARS-CoV-2 (March 2020).

	Routine	Post COVID case
Surfaces	Neutral detergent	Neutral detergent AND 0.05% sodium hypochlorite OR Virucidal disinfectant
Toilets	Neutral detergent AND (optional) 0.1% Sodium Hypochlorite OR virucidal disinfectant	0.1% sodium hypochlorite OR Virucidal disinfectant
Cleaning equipment	Non-disposable cleaned at the end of cleaning session	Non-disposable disinfected with 0.1% sodium hypochlorite OR virucidal disinfectant
Personal protective equipment for cleaning staff	Uniform AND household gloves	Uniform AND plastic apron (if available) AND household gloves
Waste management	Domestic waste stream	Place in plastic bag and tie, then place in a second plastic bag and store securely for 72 hours before putting it out for collection in the normal domestic waste stream

