

Holy Spirit Junior Primary School

COVID-19 Response Plan

Introduction

This Covid-19 Response Plan is designed to support the staff and Board of Management in putting measures in place that will prevent the spread of Covid-19 in Holy Spirit Junior Primary School Greenhills, Dublin 12.

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

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

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

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

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

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

Note: The plan is a live working document and may be reviewed and amended to take

into account new guidance from www.Gov.ie, www.dbei.ie, www.hse.ie, www.hpsc.ie, www.hsa.ie; www.education.ie;

This document aims to provide details of:

- a) COVID-19 School Policy
- b) Planning and Preparing for Return to School
 - School Building
 - Signage
- c) Procedure for Returning to Work (RTW)
- d) Return to work safely and Lead Worker Representative(s)
- e) Safety Statement and Risk Assessment
- f) General advice to prevent the spread of the virus
 - Wash your Hands Frequently
 - Hand Hygiene and Hand Sanitiser
 - Do not touch your Eyes, Nose and Mouth
 - Physical Distancing
 - Practice Respiratory Hygiene
 - People at Very High Risk (Extremely Vulnerable)
- g) Managing the Risk of Spread of Covid-19
- h) Control Measures
 - Return to Work Form
 - Induction Training
 - Induction Training – On-line Video
 - Hygiene and Respiratory Etiquette
 - Personal Protective Equipment (PPE)
 - Wearing of Gloves

- Cleaning
 - Access to the School Building / Contact Log
 - First Aid / Emergency Procedure
- i) Dealing with a suspected case of Covid-19
 - j) Staff Duties
 - k) Covid-19 related absence management
 - l) Employee Assistance and Wellbeing Programme

The Covid-19 Policy for Holy Spirit Junior Primary School is based on the *document COVID-19 Response Plan for the safe and sustainable reopening of Primary and Special Schools*, issued by the Department of Education and Skills August 2020.

The Covid-19 Policy is written within the framework outlined in our COVID-19 Policy Statement and is guided by Appendices 1-9 of the document *COVID-19 Response Plan for the safe and sustainable reopening of Primary and Special Schools* so as to give a comprehensive overview of Holy Spirit Junior Primary School's commitment to providing a safe and healthy learning environment for all our pupils and staff. The Board of Management 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:

- 1. Continue to monitor our COVID-19 response and amend this plan in consultation with our staff.**

Plans and procedures are reviewed on a continuous basis with formal review at Staff meetings / Board of Management meetings etc.
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- 2. Provide up to date information to our staff and pupils on the Public Health advice issued by the HSE and Gov.ie**

Email/communications from the Department of Education are monitored by the Principal.

Relevant communications are communicated to staff verbally/email/What's App (See Appendix B E-mail Log)

Relevant communications are communicated to Parents/Guardians by text/e-mail /Aladdin Connect/ website/iclass

3. Display information on the signs and symptoms of COVID-19 and correct hand-washing techniques.

Signage is in places as per section 4.4 of the Department of Education and Skills Covid-19 Response Plan for the safe and Sustainable opening of Primary and Special Schools 27th July 2020.

4. Agree with staff, a worker representative who is easily identifiable to carry out the role outlined in this plan

Staff Lead Worker representative (LWR) - Ms. M. McGerr
Deputy Staff Lead Worker Representative – Ms. K. Gibson

5. Inform all staff and pupils of essential hygiene and respiratory etiquette and physical distancing requirements

- An e-mail was sent to staff on 26th August 2020 advising Staff and Pupils of essential hygiene and respiratory etiquette and physical distancing requirements. (See Appendix B)
- The Department of Education and Skills document “COVID-19 Response Plan for the safe and sustainable reopening of Primary and Special Schools” was emailed to staff on 18th August 2020. Section 5 of this document deals with
 - Know the Symptoms of COVID-19
 - Respiratory Hygiene
 - Hand Hygiene
 - Physical Distancing
- An e-mail was sent to staff on 27th August to advise staff “not to shake hands and to avoid any physical contact.” (See Appendix B)
- On return to school pupils will be informed of essential hygiene and respiratory etiquette and physical distancing requirements in an age-appropriate manner.
- Guidelines published by the Department of Education was posted on the website on 27th August 2020.

- The updated version of the Department of Education and Skills document “COVID-19 Response Plan for the safe and sustainable reopening of Primary and Special Schools” was emailed to staff (See Appendix B) on 24th February 2021

The **additions** to Section 5 of this document include:

- Advising staff and pupils not to return or attend school if they have been identified as a close contact; if they live with someone with the virus or if they have travelled outside of Ireland.
 - Advising staff and pupils to self-isolate if they display symptoms of Covid-19.
 - Advise staff and pupils to cooperate with public health officials and the school in the event of a case in the school.
 - Hand Hygiene – Use hand-washing facilities after activities that are likely to soil hands.
 - Ventilation – Advise staff that windows should be open as fully as possible when classrooms are not in use and partially open when classrooms are in use.
 - PPE – School will supply medical grade masks (EN16483) to all SNAs and any staff that need to be in close and continued proximity with pupils with intimate care needs.
- An email was sent to staff on 28th February 2021 reminding staff of infection prevention control measures, essential hygiene and respiratory etiquette and physical distancing requirements (See Appendix B).
 - An email was sent to parents of all pupils on 26th February 2021 with reminders of infection prevention control measures, essential hygiene and respiratory etiquette and physical distancing requirements.

6. Adapt the school to facilitate physical distancing as appropriate in line with the guidance and direction of the Department of Education.

- The school has been adapted in line with the guidance and direction as per the Section 5.4 Physical Distancing of The Department of Education and Skills document “COVID-19 Response Plan for the safe and sustainable reopening of Primary and Special Schools”
- An email was sent to staff on 18th August 2020 with the Illustrative Primary Classroom Layouts as referenced under the Roadmap for the full return of school. (See Appendix B)
- Ventilation – An email was sent to all staff on 24th February 2021 outlining good ventilation practices as recommended by the *document (Practical Steps for the Deployment of Good Ventilation in Schools.)* Staff were informed that windows should be open as fully as possible when classrooms are not in use and partially open when classrooms are in use. (See Appendix B)

7. Keep a contact log to help with contact tracing

All visitors to the school must use Entrance 1 (Administration Door)
All people entering Holy Spirit Junior Primary School must sign the sign in/sign out log sheet when they enter the building
Visitors are required to complete a Contact Tracing Log sheet that must be given into the office where it will be filed.

8. Ensure staff engage with the induction / familiarisation briefing provided by the Department of Education

- All staff are required to 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.

- All staff members are required to sign a form stating that they have completed the induction / familiarisation briefing provided by the Department of Education. This document will be given to the Mrs. Redmond.
- Summary of additions to the COVID-19- 19 Response Plan emailed to staff on 28th February 2021. (See Appendix B)
- An email was sent to staff on 28th February 2021 reminding them of where they could access induction training materials. (See Appendix B)

9. Implement the agreed procedures to be followed in the event of someone showing symptoms of COVID-19 while at school

The following outlines how Holy Spirit Junior Primary School will deal with a suspected case that may arise in the school setting.

If staff member(s) display symptoms of COVID-19 while at school the following are the procedures to be implemented:

- The staff member must make sure they are wearing a mask.
- The staff member must immediately ring
 - (1) Principal- Mrs. Redmond's Office, Mrs. Redmond's mobile
 - (2) Ms. Leahy
 - (3) Mrs. Montgomery
- The staff member who is displaying symptoms can immediately be directed to go home where they will call their doctor and continue self-isolation at home.
- A member of the SET team will supervise a class if necessary
- The staff member presenting with symptoms will remain in the isolation area (Room 11) if they cannot immediately go home and will be facilitated in contacting their doctor. The individual should avoid touching people, surfaces and objects. Advice should be given to the person presenting with symptoms to cover their mouth and nose with

the disposable tissue provided when they cough or sneeze and put the tissue in the bin provided. Waste from this bin will be double bagged and disposed of safely.

- If the person is not well enough to go home independently, it will be arranged for them to be transported home by a family member, as soon as possible and they will be advised to inform their general practitioner by phone of their symptoms. Public transport of any kind should not be used.
- If they are too unwell to go home or advice is required, a staff member will contact 999 or 112 and inform that the sick person is a Covid-19 suspect.
- An assessment of the incident will form part of determining follow-up actions and recovery.
- Appropriate cleaning of the isolation area and work areas involved – *(details taken from Section 7 of the Department of Education and Skills Covid-19 Response Plan for the safe and Sustainable opening of Primary and Special Schools 27 July 2020 and outlined in Section 11 of this document).*

The HSE will inform any staff/parents who have come into close contact with a diagnosed case via the contact tracing process. The HSE will contact all relevant persons where a diagnosis of COVID-19 is made. The instructions of the HSE should be followed and staff and pupil confidentiality is essential at all times. A nominated member of the school management team (Mrs. Redmond) will be responsible for ensuring all aspects of the protocol to deal with suspected cases have been adhered to.

If a pupil(s) display symptom of COVID-19 while at school the following are the procedures to be implemented:

- The pupil will tell the nearest Teacher/SNA if they feel unwell. SNA will inform the Teacher.

- The teacher will direct the pupil to the isolation area (space close to the bathrooms either inside the classroom or directly outside the classroom and if possible 2metres away from the rest of the class.
- The pupil's work area will be wiped down by a staff member wearing a mask, gloves and a plastic apron, taking care at all times not to touch their face.
- The pupil presenting with symptoms will be provided with a mask. He/she should wear the mask if in a common area with other people or while exiting the premises.
- The Teacher will ring
 - (1) Principal- Mrs. Redmond's office, Mrs. Redmond's mobile
 - (2) Ms. Leahy
 - (3) Mrs. Montgomery
- If Teacher/SNA suspects a pupil is displaying signs of Covid-19, the Teacher will ring
 - (1) Principal- Mrs. Redmond' office, Mrs. Redmond's mobile
 - (2) Ms. Leahy
 - (3) Mrs. Montgomery
- Parents/guardians will be contacted immediately.
- Mrs Redmond will organise for the SET to supervise the rest of the class while teacher supervises pupil in the isolation area, maintaining a physical distance at all times, if possible.
- Assess whether the pupil who is displaying symptoms can immediately be directed to go home/be brought home by parents who will call their doctor and continue self-isolation at home.
- Facilitate the pupil presenting with symptoms remaining in isolation if they cannot immediately go home. The pupil should avoid touching

people, surfaces and objects. Advice should be given to the pupil presenting with symptoms to cover their mouth and nose with the disposable tissue provided when they cough or sneeze and put the tissue in the bin provided; Waste from this bin will be double bagged and disposed of safely.

- If the pupil is well enough to go home, arrange for them to be transported home by a family member, as soon as possible and advise them to inform their general practitioner by phone of their symptoms. Public transport of any kind should not be used.
- If they are too unwell to go home or advice is required, contact 999 or 112 and inform them that the sick person is a Covid-19 suspect.
- Carry out an assessment of the incident which will form part of determining follow-up actions and recovery.
- Arrange for appropriate cleaning of the isolation area and work areas involved – (*details taken from Section 7 of the Department of Education and Skills Covid-19 Response Plan for the safe and Sustainable opening of Primary and Special Schools 27 July 2020 and outlined in Section 11 of this document*).
- The HSE will inform any staff/parents who have come into close contact with a diagnosed case via the contact tracing process. The HSE will contact all relevant persons where a diagnosis of COVID-19 is made. The instructions of the HSE should be followed and staff and pupil confidentiality is essential at all times. . A nominated member of the school management team (Mrs. Redmond) will be responsible for ensuring all aspects of the protocol to deal with suspected cases have been adhered to.

10. Provide instructions for staff and pupils to follow if they develop signs and symptoms of COVID-19 during school time

Pupil

- Pupils will be told to inform the nearest adult immediately if they develop signs and symptoms of COVID-19 during school time.
- If the nearest adult is an SNA, the SNA must inform the Teacher.
- This Teacher will then ring
 - (1) Principal - Mrs. Redmond's office, Mrs. Redmond's mobile
 - (2) Ms. Leahy
 - (3) Mrs. Montgomery
- The procedure outlined in Section 9 above will then be followed

Staff

- Staff will immediately ring
 - (1) Principal -Mrs. Redmond's office, Mrs. Redmond's mobile
 - (2) Ms. Leahy
 - (3) Mrs. Montgomeryif they develop signs and symptoms of COVID-19 during school time.
- The procedure outlined in Section 9 is to be followed

11. Implement cleaning in line with Department of Education advice

Details taken from Section 7 of the Department of Education and Skills Covid-19 Response Plan for the safe and Sustainable opening of Primary and Special Schools 27 July 2020

Hygiene and Cleaning in Schools

The Department of Education will provide additional funding to schools to support the enhanced cleaning required to minimise the risks of COVID-19. Details of the funding supports will be provided to schools by way of circular and will be updated as required. The funding will be provided in advance of reopening.

The specific advice in relation to school cleaning is set out in the HPSC advice and will be covered in the induction training. 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. Schools are

asked to carefully read and understand the cleaning advice and to apply that to all areas of the school as appropriate.

Schools are reminded to take particular care of the hygiene arrangements for hand washing and toilet facilities.

In summary, each school setting should be cleaned at **least once per day**.

Additional cleaning if available should be focused on frequently touched surfaces – door handles, handrails, 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 should be regular collection of used waste disposal bags from offices and other areas within the school facility.

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

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

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

The pupil's work area will be wiped down by a staff member wearing a mask, gloves and a plastic apron, taking care at all times not to touch their face.

The room should be cleaned as soon as practicably possible.

Once the room is vacated the room should not be reused until the room has been thoroughly cleaned and disinfected and all surfaces are dry.

Disinfection only works on things that are clean. When disinfection is required it is always as well as cleaning.

Person assigned to cleaning should avoid touching their face while they are cleaning and should wear household gloves and a plastic apron.

Clean the environment and furniture using disposable cleaning cloths and a household detergent followed by disinfection with a chlorine-based product (household bleach).

Pay special attention 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 pupil or staff diagnosed with COVID-19 spent time in a communal area like a canteen, play area or if they used the toilet or bathroom facilities, then the areas should be cleaned with household detergent followed by a disinfectant (as outlined in the HPSC interim health advice) as soon as is practically possible.

12. Staff and Members of the School Community

All staff and any members of the school community have a statutory obligation to take reasonable care for their own health and safety and that of other parties. The cooperation and assistance of all school community members is essential to reduce the risk of spread of COVID-19 and to protect health and safety as far as possible within the school. All school community members have a key role to play. In this regard and in order to facilitate a safe return to school, these duties include, but are not limited to, the measures outlined in Appendix A.

13. 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.

People at Very High Risk (Extremely Vulnerable):

There are some school staff and pupils who may be unable to return to school. Current public health guidelines have identified these people as being in groups who are defined as being at very high risk. This will be updated in line with public health advice. The advice for this group is available from the HSE. Details of the working arrangements that apply to the very high risk school staff, is in accordance

with those applying for the public service generally, and is detailed in the relevant Department of Education circulars available on the Department's website.

14. Employee Assistance and Well-being Programme

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. The Employee Assistance Service (EAS) is provided by Spectrum.Life under the logo of '*Wellbeing Together: Folláinne Le Chéile*'. *Any information about these sent to the school will be forwarded to all staff.* 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

Staff will be kept updated about all wellbeing initiatives through email. (See Appendix B)

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.

Attachments to this Document include:

- COVID-19 -19 Policy Statement (Appendix 1 of Department of Education and Skills Covid-19 Response Plan for the safe and Sustainable opening of Primary and Special Schools 27 July 2020)
- Pre- Return to Work Questionnaire (This Questionnaire is signed by each member of Staff and kept in Mrs. Redmond's office-Appendix 2)
(Questionnaire was updated for return to work In March 2020)
- Summary Document Outlining the Role of the Lead Worker Representative – Primary and Secondary School (This document was given to LWR representatives on Thursday 27th August 2020-Appendix 3)
- Holy Spirit Junior Primary School Risk Assessment Policy (This has been fully completed and is kept in Mrs Redmond's office -Appendix 4 July 2020)
- Contact Tracing Log (A folder is kept in the Secretaries 'office-Appendix 5)
- Checklist for School Management (Appendix 6 Fully completed and kept in Mrs Redmond's office)
- Checklist for dealing with a suspected case of COVID-19- 19 – Please see Response plan above
- Check list for Lead Worker Representative – (Appendix 8 Fully completed and kept in Mrs Redmond's office)
- Checklist for Cleaning –Appendix 9 (Fully completed and kept in Mrs Redmond's office)
- Summary of Infection Control Measures –(Appendix A attached to updated COVID-19 Response Plan, March 2021)
- Email log of all information emailed to staff relevant to Holy Spirit's COVID-19 Response Plan between August 2020 and March 2021 –(Appendix B attached to updated COVID-19 Response Plan, March 2021)