



**Knockanes N.S.**  
**Headford, Killarney, Co. Kerry**  
**Uimhir Rolla: 13150Q**

***COVID-19***  
***RESPONSE PLAN***

**August 2020**



## COVID-19 Policy Statement

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

We will:

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

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' (LWR), who will be supported in line with the agreement between the Department and education partners.

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

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



This questionnaire must be completed **by staff at least 3 days** in advance of returning to work. If the answer is ‘Yes’ to any of the below questions, you are advised to seek medical advice before returning to work.

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

Name of School: Knockanes NS

Name of Principal: Lucy O Sullivan

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

**Questions: YES/NO**

	<b>Questions</b>	<b>YES</b>	<b>NO</b>
<b>1.</b>	Do you have symptoms of cough, fever, high temperature, sore throat, runny nose, breathlessness or flu like symptoms now or in the past 14 days?		
<b>2.</b>	Have you been diagnosed with confirmed or suspected COVID-19 infection in the last 14 days?		
<b>3.</b>	Have you been advised by the HSE that you are you a close contact of a person who is a confirmed or suspected case of COVID-19 in the past 14 days?		
<b>4.</b>	Have you been advised by a doctor to self-isolate at this time?		
<b>5.</b>	Have you been advised by a doctor to cocoon at this time?		
<b>6.</b>	Have you been advised by your doctor that you are in the very high risk group?		

If **yes**, please liaise with Principal re return to work and follow the agreed DES arrangements for very high risk groups.

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

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

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

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

**Lead Worker Representative – Primary and Special Schools**



The COVID-19 Return to Work Safely Protocol is designed to support employers and workers to put measures in place that will prevent the spread of COVID-19 in the workplace. The Protocol was developed following discussion and agreement between the Government, Trade Unions and Employers at the Labour Employer Economic Forum. The 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.

The purpose of this section is to set out the provisions in respect of the LWR in schools. The operation of these arrangements will be kept under review by the parties.

This document should be read in conjunction with:

- *the COVID-19 Return to Work Safely Protocol;*
- *the Guidance and FAQs for Public Service Employers during COVID-19;*
- *COVID-19 Response Plan for Primary and Special Schools (available on the Department of Education website).*

### **1. Collaborative Approach:**

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

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 responsibility 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.

### **2. Role of the Lead Worker Representative:**

In summary, the role of the LWR is to:

- Represent all staff in the workplace regardless of role, and be aware of specific issues that may arise in respect of different staff cohorts;
- 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;
- Keep up to date with the latest COVID-19 public health advice;
- In conjunction with school management, promote good hygiene practices such as washing hands regularly and maintaining good respiratory etiquette along with maintaining social distancing in accordance with public health advice;
- Assist 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;
- In conjunction with school management, monitor adherence to measures put in place to prevent the spread of COVID-19;
- Conduct regular reviews of safety measures;



- 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;
- 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.

### **3. What can a Lead Worker Representative Do?**

The LWR may consult with, and make representations to, school management on any issue of concern in relation to COVID-19. These include issues in relation to:

- *Cleaning protocols and their implementation*
- *Physical Distancing*
- *Implementation of one-way systems in the school to ensure social distancing including when entering and exiting the school*
- *Hand Hygiene facilities including their location and whether they are stocked and maintained*
- *Hand sanitising*
- *Staff awareness around hand hygiene in the school*
- *Respiratory hygiene*
- *Personal Protective Equipment*
- *At Risk Groups*
- *Visitors/Contractors*

### **4. Lead Worker Representative:**

Every school will appoint one Lead Worker Representative.

### **5. Deputy Lead Worker Representative/ Assistant Lead Worker Representative:**

In schools with less than 30 staff, a Deputy Lead Worker Representative will be appointed in addition to the LWR. The role of the Deputy LWR will be to deputise as LWR where the LWR is absent.

In schools with 30 or more staff and in all Special schools, an Assistant Lead Worker Representative will be appointed in addition to the LWR. The role of the Assistant LWR will be to:

- *assist the LWR in their duties as set out above; and*
- *deputise as LWR where the LWR is absent*



## **6. Selection of Lead Worker Representative/ Deputy LWR/ Assistant LWR:**

The school staff are entitled to select staff members for the LWR, Deputy LWR and Assistant LWR positions as appropriate. The LWR/ Deputy LWR/ Assistant LWR represents all staff in the workplace regardless of role and must be aware of specific issues that may arise in respect of different staff cohorts. In this regard, if a teacher is selected for the role of LWR, then the Deputy LWR/ Assistant LWR should be selected from the non-teaching staff where feasible and vice versa.

The process for the selection and appointment of the LWR/ Deputy LWR/ Assistant LWR as appropriate should be arrived at by consultation and consensus at school level, through the seeking of volunteers to act in that capacity. Where there is more than one volunteer, all school staff should vote to select the LWR/ Deputy LWR/ Assistant LWR.

The LWR/ Deputy LWR/ Assistant LWR will, following selection by the school staff, be formally appointed by the employer. LWR/ Deputy LWR/ Assistant LWR will be required to confirm, prior to taking up the role, that they have completed the provided training and that they are fully aware of the requirements of the role.

## **7. Supports for the Lead Worker Representative/ Deputy LWR/ Assistant LWR:**

The LWR/ Deputy LWR/ Assistant LWR shall be entitled to:

- *Receive information and training in respect of their role [further detail to be provided];*
- *Be consulted by school management on the control measures being put in place by the school to minimise the risk of being exposed to COVID-19;*
- *Regular communication with school management on issues related to COVID-19;*
- *Be informed of changes in practice arising from COVID-19 response measures;*

Where the LWR/ Assistant LWR is a teacher (including a postholder), the 10 Croke Park hours which can currently be used for planning on other than a whole school basis will be utilised by the LWR and Assistant LWR to carry out their duties in that role.

Where the LWR/ Assistant LWR is an SNA, 10 of the “72 hours” will be utilised by the LWR and Assistant LWR to carry out their duties in that role.

Where the LWR/ Assistant LWR is a Secretary or Caretaker, a re-prioritisation of duties by school management should be carried out to afford the staff member sufficient time to carry out their duties in that role.

## **8. Procedure for dealing with issues that arise:**

Where an issue of concern is identified by the LWR (or is notified to the LWR by a staff member), the LWR should bring this to the attention of the Principal. Action points for addressing the issue should where possible be agreed between the LWR and the Principal. Staff should be informed of the outcome.

If agreement cannot be reached, the LWR may notify the Board of Management (Chairperson of the BoM in the first instance)/ Education and Training Board head office of the issue. Action points for addressing the issue should where possible be agreed between the LWR and the BoM/ETB head office. Staff should be informed of the outcome.



## **Glossary of Terms:**

- **COVID-19 Response Plan:** plan designed to support the staff and BOM/ ETB in putting measures in place that will prevent the spread of COVID-19 in the school environment. The plan details the policies and practices necessary for a school to meet the Return to Work Safely Protocol, the Department of Education plan for school reopening and to prevent the introduction and spread of COVID-19 in the school environment. COVID-19 Response Plans for Primary and Special Schools are available on the Department's website.
- **Labour Employer Economic Forum (LEEF):** the forum for high level dialogue between Government, Trade Union and Employer representatives on matters of strategic national importance - involves the Irish Congress of Trade Unions, Government & Employers.
- **Return to Work Protocol:** national protocol designed to support employers and workers to put measures in place that will prevent the spread of COVID-19 in the workplace.
- **Safety Representative:** Section 25 of the Safety, Health and Welfare at Work Act 2005 sets out the selection and role of the Safety Representative in the workplace. The rights of the Safety Representative are set out in legislation. (Note: A Safety Representative has rights and not duties under the 2005 Act). This role is separate to the LWR under COVID-19.



## Risk Assessment

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: H=High M=Medium L=Low	Controls: When all controls are in place risk will be reduced	Is this control in place?	Action, To Do List. Outstanding actions.	Person Responsible	Sign & Date
Covid-19	N	Illness	H	School Covid19 Response Plan in place in line with Dept of Ed. guidance and the Return to Work Safely Protocol and public health advice		Follow public health guidance from HSE re hygiene and respiratory etiquette  Complete School COVID-19 Policy Statement  Return to Work Forms received and reviewed  Induction Training provided  Contact log in place  Complete checklists as required: School Management How to deal with a suspected case Other school specific checklist		

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

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

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





## Contact Tracing Log

<b>Name of School</b>	Knockanes NS		<b>School Contact Person</b>	Lucy O Sullivan	
<b>Address of School</b>	Headford, Killarney, Co. Kerry		<b>For Queries only: Phone No</b>	0647754038	
			<b>Email</b>	knockanesnationalschool@gmail.com	
<b>Name of Visitor</b>			Was the visit pre-arranged with the Principal? Yes <input type="checkbox"/> No <input type="checkbox"/>		
<b>Date of Visit</b>	_ _ / _ _	<b>Time</b>	<b>Entry to school</b>	<b>Exit from School</b> _____ am <input type="checkbox"/> pm <input type="checkbox"/>	
	/ _____		_____ am <input type="checkbox"/> pm <input type="checkbox"/>		
<b>Visitor Status</b>	Contractor <input type="checkbox"/>	Parent/Guardian <input type="checkbox"/>	Other <input type="checkbox"/> Please complete: _____		
<b>Contact details of visitor</b>	Company Name (if applicable)				
	Address				
	Contact No.		Email Address		
	Reason for Visit				
<b>Name of Person visited</b>			<b>Length of time spent with each person in the school</b>		



## **Checklists for Safe Return to School**

*These checklists support planning and preparation, control measures and induction needed to support a safe return to school for pupils, staff, parents and others. For completion by the agreed person(s) with overall responsibility of managing the implementation of the COVID-19 Response plan in line with the supports as agreed with Department of Education.*

### **Appendix 1: Checklist for School Management:**

#### **Planning and Systems**

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

#### **Staff:**

10. Have you made available to each staff member a COVID-19 return-to-work form to be completed and returned 3 days before they return to the workplace? (Template attached)
11. Are you aware of staff members who are at very high risk under the HSE guidance on people most at risk (HSE guidance on people most at-risk) and advised them of the DES agreed arrangements for management of those staff?
12. Have you advised staff and pupils they must stay at home if sick or if they have any symptoms of COVID-19?
13. Have you told staff and pupils what to do and what to expect if they start to develop symptoms of COVID-19 in school, including where the isolation area is?
14. Have you advised staff of the availability of the supports of the occupational health and wellbeing programme through Spectrum Life?
15. Has a lead worker representative been identified (in line with the process agreed with the DES and education partners) and detailed at Section 4.3 of this plan to help advise staff and to monitor compliance with COVID-19 control measures in the school and taken measures to ensure all staff know who the representative is?



### **Training and Induction:**

16. Have you advised staff to view the Department of Education's training materials which are available online?
17. Have you taken the necessary steps to update your school induction / familiarisation training to include any additional information relating to COVID-19 for your school?
18. Have first aiders, if available, been given updated training on infection prevention and control re: hand hygiene and use of PPE as appropriate? (It is intended that training will be provided as part of the Department's online training programme).

### **Buildings / Equipment:**

19. If you have mechanical ventilation does it need cleaning or maintenance before the school reopens?
20. Does your water system need flushing at outlets following low usage to prevent Legionnaire's Disease?
21. Have you visually checked, or had someone check, all equipment in the school for signs of deterioration or damage before being used again?
22. Have you arranged for the school, including all equipment, desks, benches, doors and frequent touched surfaces points, to be cleaned before reopening?

### **Hand / respiratory hygiene:**

23. Have you accessed supplies of hand sanitisers and any necessary PPE equipment in line with the interim HPSC health guidance relating to the reopening of schools, from the national framework provided by the Department? (RFI published and framework available from early August).
24. Are there hand washing/hand sanitising stations in place to accommodate staff, pupils and visitors adhering to hand hygiene measures in accordance with Department guidance?
25. Have arrangements been made for staff and pupils to have regular access to hand-washing/hand sanitising facilities as appropriate?
26. Are hand sanitisers easily available and accessible for all staff, pupils and visitors – e.g. in each classroom and at entry and exit points to school buildings?
27. Have you made arrangements to ensure hand hygiene facilities are regularly checked and well-stocked?
28. Does the alcohol-based hand sanitiser have at least 60% ethanol or 70% isopropanol as the active ingredient?
29. Have you informed staff about the importance of hand washing?
30. Have you arranged for staff to view how to wash their hands (with soap and water for at least 20 seconds) and dry them correctly through the use of the HSE video resource?
31. Have you shown staff and pupils how to use hand sanitiser correctly and where hand-sanitising stations are located?
32. Have you displayed posters on how to wash hands correctly in appropriate locations?
33. Have you told staff and pupils when they need to wash their hands or use hand sanitiser?

This includes:

- *before and after eating and preparing food*
- *after coughing or sneezing*
- *after using the toilet*
- *where hands are dirty*
- *before and after wearing gloves*
- *before and after being on public transport*
- *before leaving home*



- *when arriving/leaving the school /other sites*
- *after touching potentially contaminated surfaces*
- *if in contact with someone displaying any COVID-19 symptoms*

34. Has you told staff and pupils of the importance of good respiratory measures to limit the spread of the virus?

- *avoid touching the face, eyes, nose and mouth*
- *cover coughs and sneezes with an elbow or a tissue*
- *dispose of tissues in a covered bin*

### Physical Distancing:

35. Have you identified all available school space to be used to maximise physical distancing?

36. Have you reviewed the templates provided by the Department of Education which show options for revised layout of school rooms to meet physical distancing requirements?

37. Have you arranged to revise the layout of the rooms and furniture as per the Department guidelines if necessary?

38. Have you arranged in each room that the teacher's desk should be at least 1m and where possible 2m away from pupil desks?

39. Have you arranged in each room that pupils would be at least 1m away from each other?

40. Have you allocated work stations consistently to the same staff and children rather than having spaces that are shared?

41. Have you structured pupils and their teachers into Class Bubbles (i.e. a class grouping which stays apart from other classes as much as possible) and discrete groups or "Pods" within those class bubbles to the extent that this is practical?

42. If you have divided a class into Pods, have you arranged at least 1m distance between individual Pods within the class bubble and between individuals in the pod, whenever possible?

43. Have you taken steps to limit contact and sharing of common facilities between people in different Class Bubbles (and Pods within those class bubbles) as much as possible?

44. Have you arranged Pod sizes to be as small as it is likely to be reasonably practical in the specific classroom context?

45. Have you arranged to the greatest extent possible for pupils and teaching staff to be consistently in the same Class Bubbles acknowledging that this will not be possible at all times?

46. Have you arranged where possible that different class bubbles to have separate breaks and meal times or separate areas at break or meal times?

47. Have you made arrangements to limit interaction on arrival and departure from school and in other shared areas?

48. Have you encouraged walking or cycling to school as much as possible?

49. Have you made arrangements, in so far as practicable, to open additional access points to school to reduce congestion?

50. Can you provide a one system for entering and exiting the school, where practical?

51. Have you arranged for staff meetings to be held remotely or in small groups or in large spaces to facilitate physical distancing?

52. Have you a system to regularly remind staff and pupils to maintain physical distancing

53. Have you advised staff not to shake hands and to avoid any physical contact?

### Visitors to Schools:

54. Have you identified the activities that involve interacting with essential visitors to the



school, made arrangements to minimise the number of such visitors and put in place measures to prevent physical contact, as far as possible?

55. Are there arrangements in place to inform essential visitors to the school of the measures to help prevent the spread of infection?

56. Have you a system in place for all visitors who do need to come to the school to make appointment, arrange to contact a central point and to record their visit using the contact tracing log?



Staff members will be required to manage a suspected case in line with the protocol and training.

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

### **Isolation Area:**

1. Have you identified a place that can be used as an isolation area, preferably with a door that can close?
2. The isolation area does not have to be a separate room but if it is not a room it should be 2m away from others in the room.
3. Is the isolation area accessible, including to staff and pupils with disabilities?
4. Is the route to the isolation area accessible?
5. Have you a contingency plan for dealing with more than one suspected case of COVID-19?
6. Are the following available in the isolation area(s)?
  - *Tissues*
  - *Hand sanitiser*
  - *Disinfectant/wipes*
  - *Gloves/Masks*
  - *Waste Bags*
  - *Bins*

### **Isolating a Person:**

7. Are procedures in place to accompany the infected person to the isolation area, along the isolation route with physical distancing from them?
8. Are staff familiar with this procedure?
9. Have others been advised to maintain a distance of at least 2m from the affected person at all times? (it is intended that this will be dealt with as part of the Department's online training)
10. Is there a disposable mask to wear for the affected person while in the common area and when exiting the building?

### **Arranging for the affected person to leave the school:**

11. **Staff** – have you established by asking them if the staff members feel well enough to travel home?
12. **Pupil** – have you immediately contacted their parents/guardians and arranged for them to collect their pupil? **Under no circumstances can a pupil use public or school transport to travel home if they are a suspected case of COVID-19.**
13. The affected person should be advised to avoid touching other people, surfaces and objects.
14. The affected person been advised to cover their mouth and nose with disposable tissue(s) when they cough or sneeze, and to put the tissue in the bin.
15. Has transport home or to an assessment centre been arranged if the affected person has been directed to go there by their GP?
16. Has the affected person been advised not to go to their GP's surgery or any pharmacy or hospital?
17. Has the affected person been advised they must not use public transport?
18. Has the affected person been advised to continue wearing the face mask until they reach home?

### **Follow up:**



19. Have you carried out an assessment of the incident to identify any follow-up actions needed?
20. Are you available to provide advice and assistance if contacted by the HSE?

**Cleaning:**

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

**Appendix 3: Checklist Lead Worker Representative**

1. Have you agreed with your school to act as a Lead worker representative for your school? (Process for agreeing on lead worker representative/s in schools to be agreed centrally and implemented locally).



2. Have you been provided with information and training in relation to the role of lead worker representative? (Training for this role is currently being explored with the HSA).
3. Are you keeping up to date with the latest COVID-19 advice from Government?
4. Are you aware of the signs and symptoms of COVID-19?
5. Do you know how the virus is spread?
6. Do you know how to help prevent the spread of COVID-19?
7. Have you watched and do you understand the online Induction Training provided by the Department of Education before returning to school?
8. Are you helping in keeping your fellow workers up to date with the latest COVID-19 advice from Government?
9. Have you completed the COVID-19 return-to-work form and given it to your school? (Department template Return-to-Work form available)
10. Are you aware of the control measures your school has put in place to minimise the risk of you and others being exposed to COVID-19? (Checklist for School Management available)
11. Did your school consult with you when putting control measures in place? (Control measures will be agreed centrally between the Department and education partners. Consultation at school level should take place on any specific local arrangements necessary to implement the protocol)
12. Have you a means of regular communication with the person with overall responsibility for the school COVID-19 plan?
13. Are you co-operating with your school to make sure these control measures are maintained?
14. Have you familiarised yourself with the cleaning requirements needed to help prevent cross contamination? (Checklist for Cleaning and Disinfection available)
15. Have you been asked to walk around and check that the control measures are in place and are being maintained?
16. Are you reporting immediately to the person with overall responsibility for the school COVID-19 plan any problems, areas of non-compliance or defects that you see?
17. Are you keeping a record of any problems, areas of non-compliance or defects and what action was taken to remedy the issue?
18. Are you familiar with what to do in the event of someone developing the symptoms of COVID-19 while at school?
19. Are you co-operating with your school in identifying an isolation area and a safe route to that area? (Checklist for dealing with suspected case of COVID-19 available)
20. Are you helping in the management of someone developing symptoms of COVID-19 while at school?
21. Once the affected person has left the school, are you helping in assessing what follow-up action is needed?
22. Are you helping in maintaining the contact log?
23. Have you been made aware of any changes to the emergency plans or first aid procedures for your school?
24. Are you making yourself available to fellow staff to listen to any COVID-19 control concerns or suggestions they may have?
25. Are you raising those control concerns or suggestions with your school and feeding back the response to the worker who raised the issue?
26. Are you aware of the availability of the Spectrum Life Wellbeing Together Programme?





### **Appendix 3: Checklist for Cleaning**

1. Have you a system in place for checking and keeping up to date with the latest public health advice from Government and the Department of Education, to ensure that advice is made available in a timely manner in order to adjust your cleaning procedures in line with that advice?



2. Have you reviewed the HPSC interim health advice for the safe reopening of schools, in particular Section 5.6 Environmental Hygiene?
3. Have you explained the need for the enhanced cleaning regime to staff?
4. Are you aware that cleaning is best achieved using a general purpose detergent and warm water, clean cloths, mops and the mechanical action of wiping and cleaning, following by rinsing and drying?
5. Have you sufficient cleaning materials in place to support the enhanced cleaning regime?
6. Have you provided training for cleaning staff on the enhanced cleaning regime?  
(Department of Education intends to provide online training for cleaning staff)
7. Have you made arrangements for the regular and safe emptying of bins?
8. Are you familiar with the cleaning options for school settings set out in the interim HPSC health advice for schools for surfaces, toilets, cleaning equipment, PPE and waste management?
9. Are you aware that each school setting should be cleaned once per day?
10. Have you provided cleaning materials to staff so that they can clean their own desk or immediate workspace?
11. Have you advised staff that they are responsible for cleaning personal items that have been brought to work and are likely to be handled at work or during breaks (for example, mobile phone and laptops) and to avoid leaving them down on communal surfaces or they will need to clean the surface after the personal item is removed?
12. Have you advised staff and pupils to avoid sharing items such as cups, bottles, cutlery, and pens?
13. Have you put in place a written cleaning schedule to be made available to cleaning staff including:
  - *Items and areas to be cleaned*
  - *Frequency of cleaning*
  - *Cleaning materials to be used*

Equipment to be used and method of operation?

14. Details of how to clean following a suspected case of COVID-19 are at **Section 7 of the Plan above**
15. If disinfection of contaminated surfaces is required, is a system in place to do this following cleaning?
16. If cleaning staff have been instructed to wear gloves when cleaning are they aware of the need to wash their hands thoroughly with soap and water, both before and after wearing gloves?
17. Have you a system in place for the disposal of cleaning cloths and used wipes in a rubbish bag? Current HSE guidance recommends waste such as cleaning waste, tissues etc. from a person suspected of having COVID-19 should be double bagged and stored in a secure area for 72 hours before being presented for general waste collection.
18. Have you ensured there is a system in place to make sure reusable cleaning equipment including mop heads and non-disposable cloths are clean before re-use?
19. Have you ensured there is a system in place to ensure that equipment such as buckets are emptied and cleaned with a fresh solution of disinfectant before re-use?