



# Coronavirus **COVID-19**

## Organisational Plan 2020-21

August 2020

### **Introduction:**

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 (NPHET).

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 NPHET continues to evolve, this protocol and the measures management and staff need to address may also change.

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

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

**This document aims to provide details of:**

1. Firhouse Educate Together N.S. COVID-19 School Policy
2. Planning and Preparing for Return to School: Communication
3. Control Measures: to prevent introduction and spread of Covid-19
4. Procedure for Returning to Work (RTW) safely and Lead Worker Representatives (LWR)
5. Safety Statement and Risk Assessment / Managing the Risk of Spread of Covid-19
6. Dealing with a suspected case of Covid-19 / Staff Duties
7. Arrival and Dismissal / Yard Breaks
8. Pupils with AEN/SEN on return to school / unable to return
9. SET
10. Well Being and Care for Pupils
11. Outdoor Learning and Active School / Timetables
12. ICT Sharing of Devices and Cleaning Protocols / Timetables
13. Employee Assistance and Wellbeing Programme
14. Covid related absence management (to follow)
15. Plans for Home Learning should a future closing of the school be required

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](http://www.Gov.ie), [www.dbei.ie](http://www.dbei.ie), [www.hse.ie](http://www.hse.ie), [www.hpsc.ie](http://www.hpsc.ie), [www.hsa.ie](http://www.hsa.ie); [www.education.ie](http://www.education.ie);

Strong communication and a shared collaborative approach are key to protecting against the spread of COVID-19 in Firhouse Educate Together N.S. This document provides information and guidance to both pupils and their families as well as employees in relation to COVID 19.

The Covid-19 Response Team in our school is:

1. Principal: Collette Dunne
2. Deputy Principal: Paul O'Dwyer
3. APII Lynne McCullagh / Acting APII Heather O'Doherty
4. APII Conor Finnerty / Acting APII John O'Connor
5. LWR: John O'Connor
6. LWR: Agnieszka Bien
7. Bláithín Dodd
8. Sarah McNamara
9. Alison Walker

## **1. Firhouse Educate Together N.S. COVID-19 School Policy Statement**

Firhouse Educate Together National School is committed to providing a safe, 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 our plan in consultation with staff
- provide up to date information to our staff and pupils on the Public Health advice issued by the HSE and Gov.ie
- display information on the signs and symptoms of COVID-19 and correct hand- washing techniques

- agree with staff, a worker representative who is easily identifiable to carry out the role outlined in this plan
- inform all staff and pupils of essential hygiene and respiratory etiquette and physical distancing requirements
- adapt the school to facilitate physical distancing as appropriate in line with the guidance and direction of the Department of Education
- keep a contact log to help with contact tracing
- ensure staff engage with the induction / familiarisation briefing provided by the Department of Education and Skills
- implement the agreed procedures to be followed in the event of someone showing symptoms of COVID-19 while at school
- provide instructions for staff and pupils to follow if they develop signs and symptoms of COVID-19 during school time
- implement cleaning in line with Department of Education 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 Representatives, who will be supported in line with the agreement between the Department and education partners.

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

Francis Fullen: Chairperson: Board of Management

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

Collette Dunne: Principal

## **2. Planning and Preparing for Return to School**

### **Communication:**

Board of Management ensures the school policy and plan for reopening in light of the Covid-19 pandemic are in place and

are communicated to the whole school community both for their input and information via email and using the school website.

A full health and safety risk assessment re Covid-19 has been compiled. Health and Safety measures are under review for:

- Fire Safety
- First Aid
- Accidents
- Dangerous Occurrences e.g. flight risks;

Principal and Deputy Principal check daily for the latest public health advice from Government and the Department of Education, and any changes to Government Plans for safety in our school as we reopen and to make that advice available to our Board of Management, all staff and all families in our school community in a timely manner as required.

Where urgent updates in relation to Covid-19 are received from the Department of Education and Skills (DES), these will be forwarded on the same day to all families using email by either the Principal or the Deputy Principal.

The In-School Management (ISM) Team will meet every Tuesday and discuss amendments and updates to the plan, if required. A weekly bulletin on the school's response to the Covid-19 situation will be emailed to all families weekly, every Wednesday, by the Principal or Deputy Principal. Where non-urgent updates have been received from DES, these will be included in these emails. As the new arrangements are embedded in the school, these updates will be sent fortnightly.

Lead Worker and Assistant Lead Worker Representatives: John O'Connor and Agnieszka Bien have been appointed.

The LWR and Assistant 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 COVID19 in the workplace. The LWR may consult with, and make representations to, school management on any issue of concern in relation to COVID-19. For detailed information on the roles of LWR and Assistant LWR, see Appendix A.

Posters and signage are displayed externally and internally in our school to prevent the introduction and spread of Covid19. Directional arrows on stickers on the pathways / corridors will show one-way systems both externally and internally, to ensure social distancing.

Visitors, including parents and guardians, to the school building are restricted to essential purposes and limited to those who have prior approval from the principal. This is necessary to ensure the prompt identification and isolation of potentially

infectious individuals and it 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 in our school. A detailed sign in/sign out log of those entering the school facilities is maintained. The school also maintains a log of staff and pupil contacts. All school records and data is maintained and processed in compliance with the GDPR and the Data Protection Acts. 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>

Records of contact details are kept of all necessary visitors entering the school building.

Review of the school's water system and flushing at outlets has been undertaken and the maintenance company will check this too before school reopens.

Cleaning and waste collection has been reviewed to ensure the school is hygienically cleaned regularly throughout the school day and after school. Bins are emptied twice within the school day by cleaning staff. Procedures are in place for the cleaning and removal of waste should a person in the building present with symptoms of Covid-19. Waste collection from the school has been resumed. For detailed Cleaning Schedule see Cleaning Plan Appendix B.

### **3. Control Measures: to prevent introduction and spread of Covid-19**

Firhouse Educate Together N.S. is doing everything practical to avoid the introduction of Covid-19 into our school. If infection is not introduced it cannot be spread. The risk of spreading the infection once introduced exists in all interpersonal interactions; student-student, teacher-teacher, teacher-student and student-teacher and must be managed in all settings.

A range of essential control measures have been implemented to reduce the risk of the spread of Covid-19 virus and to protect the safety, health and welfare of staff, pupils, parents 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, pupils, 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 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.*

## **Symptoms of COVID 19**

Infection with the virus can cause illness, ranging from mild to severe, and, in some cases, can be fatal. It can take anything from two days up to 14 days for symptoms of Coronavirus to appear. They can be similar to symptoms of cold and flu.

### ***Common symptoms of coronavirus include***

- High temperature -38° or above
- Cough
- Shortness of breath or breathing difficulties
- Loss of smell, of taste or distortion of taste

For the complete list of symptoms, please refer to the HSE website.

***Some people infected with the virus, so-called asymptomatic cases, experience no symptoms at all.***

## **How COVID 19 spreads.**

The virus is spread from people in fluid and in droplets scattered from the nose and mouth of an infected person, when the person with COVID 19 coughs, sneezes or speaks. The fluid droplets land on objects and surfaces around the infected person. People can contaminate their hands by touching these objects or surfaces and then bring the virus into contact with their eyes, nose, or mouth by touching them with their contaminated hands. COVID 19 can also spread if droplets from an infected person land directly on the mucus membranes of the eyes, nose or mouth of a person standing close to them.

## **Surface Contamination:**

It is still not known how long the virus survives on surfaces in different conditions. The period of survival may vary under different conditions. Studies indicate that it can persist on surfaces for hours and up to several days in the absence of effective cleaning. Thorough and effective cleaning of frequently touched surfaces is therefore essential. Disinfectant is used in addition to cleaning but never as a substitute for cleaning.

While people are most likely to pass on the infection when they have symptoms, current information suggests that some infected people spread the virus to others prior to developing or displaying symptoms themselves.

### **What is Close Personal Contact?**

- Spending more than 15 minutes in face-to-face contact, within 1 meter of an infected person.
- Living in the same house or shared accommodation as an infected person. What's the difference between self-isolation and limited social contact?
- Self-isolation means that you cannot leave your house (ideally a single room in your home if you live with other people).
- Limited social contact means that you can go outside for a run, walk, or cycle on your own but that you should avoid 'close personal contact'.



# Prevention



## Wash

your hands well and often to avoid contamination



## Cover

your mouth and nose with a tissue or sleeve when coughing or sneezing and discard used tissue



## Avoid

touching eyes, nose, or mouth with unwashed hands



## Clean

and disinfect frequently touched objects and surfaces

### **Protocols / Control Measures for School Grounds:**

#### **Entering / exiting the school grounds:**

The school carpark may be used, for staff cars only. Cars for children with additional needs must be parked in such a way as to facilitate physical distancing from others i.e. drivers/parents/guardians/staff can remain at over 2 m apart.

Staff interacting with parents/guardians/others must adhere to social distancing i.e. remain a minimum of 2 m apart.

### **Entrance / Exit / School Porch:**

- Where possible all entrance/exit doors to the school, and all internal doors should be kept open.
- Hand sanitiser is available in the porch and must be used on entry/exit.
- No more than one person should stand in the porch area at any one time.
- Staff will enter through the porch. Parents / guardians / visitors may enter/exit through the porch if invited to do so for a very specific reason. Children must go into school without parents/guardians. Waiting in the porch is prohibited unless a person is communicating with the Secretary through the hatch.
- If someone is in the porch, those seeking to enter should remain outside the building until they can enter without passing within 2 m of others.

### **Secretary's Office:**

The school office is for the secretary only. No staff member, other than the secretary, should enter the secretary's office. All communication with the secretary should be through the hatch and at 2 m. Staff wishing to use the photocopier should use the photocopier in the Library Room on the 1st Floor outside of school hours. Where material is prepared in the school office for Teachers / Classes this can be left for collection on the table outside the Secretary's Office. Sanitised Pens for use by visitors will be kept in a container labelled 'Sanitised Pens' at the Secretary's hatch will be placed in the container labelled 'Used Pens' by the user when finished signing/using pen.

### **Hand Hygiene protocols:**

Proper hand hygiene must always be adhered to:

- Hands should be washed frequently.
- Hand sanitiser can be used in addition to washing but not instead of washing.
- No shaking hands, sharing of pens, books, or other material.
- Toilets: Disinfectant cleaning material will be left in toilet areas and staff are asked to wipe down all frequently touched services i.e. door handles, taps, flush handles after use.

### **Staffroom protocols:**

- Staffroom: may be used by 12 staff members at any one time. Only the Burco, Microwave and Drinking Water Tap can be used by staff and the strict cleaning of these items is required by each user following the steps and cleaning materials provided

adjacent to both. Staff must ensure their cup, glass or water bottle does not touch the Drinking Water or Burco tap. Staff must bring all of their own food, drinks, cutlery, cups, plates, dishes etc and bring them home to wash. There will be no washing of staff's utensils in school or storage of food in the fridges or cupboards in the school.

**Photocopier:**

- The use of the photocopier is limited to one person at a time.
- Staff should use hand sanitiser before and after using the photocopier.
- Only one staff member should be in the Library / Room with the photocopier.
- Frequently touched surfaces of the photocopier must be cleaned with disinfectant after use. This includes the keypad/lid.

**Classrooms:** Where two or more staff members e.g. teacher plus SNA wish to work in one room, social distancing must be adhered to. To ensure social distancing:

**Full-size classroom:** maximum 2/3 staff present at any time using social distancing.

**Small rooms/Learning support rooms/offices:** Maximum of 1 staff member in the room at any given time as social distancing cannot be guaranteed.

**Contact Tracing:**

- All staff must 'sign in' when accessing the school – this will provide a record for contact tracing should one be needed.
- Sign in using one's own pen – pens will not be shared. Sanitised Pens will be kept in reception in a container labelled 'Sanitised Pens' at the Secretary's hatch will be placed in the container labelled 'Used Pens' by the user when finished signing/using pen.
- Staff are asked to maintain social distancing when arriving in / leaving the school.
- Staff must keep a log of everyone they meet with/speak to while on the premises for the purpose of possible contact tracing should it be necessary.

## **Updates to Infection Control:**

In terms of infection control it is important to realise that there currently is no vaccination for COVID 19 nor is there any recognised effective medical treatment. Therefore, the risks associated with infection and transmission are substantially greater.

## **Initial Risk Assessment:**

### **Risk of infection from others:**

- The primary risk of infection comes from contact with individuals who are themselves infected.
- These individuals may have or had symptoms of COVID 19
- Individuals may also be asymptomatic i.e. display no symptoms of the disease.
- This includes colleagues, parents, guardians, visitors, deliveries, children and any other person coming into our school.

## **Control Measures to Protect Oneself:**

- **wash hands frequently** with soap and water and use an alcohol-based sanitiser if your hands are not visibly dirty
- **practice good respiratory hygiene**, that is, when coughing and sneezing, cover your mouth and nose with flexed elbow or tissue – discard tissue immediately into a closed bin and clean your hands with alcohol-based hand rub or soap and water
- **maintain physical distancing**, that is, leave at least 2 metres (6 feet) distance between yourself and other people, particularly those who are coughing, sneezing and have a fever
- **avoid touching your eyes, nose and mouth** – if you touch your eyes, nose or mouth with your contaminated hands, you can transfer the virus from the surface to yourself

The most important action we can take to protect ourselves from COVID-19 (Coronavirus) is social distancing, regular hand-washing and good respiratory hygiene.

Young children should not have independent use of containers of alcohol gel.

## **Frequency of Hand Hygiene**

Pupils and staff should perform hand hygiene:

- On arrival at school;

- Before eating or drinking;
- After using the toilet;
- After playing outdoors;
- When their hands are physically dirty;
- When they cough or sneeze.

### **Risk of infection from surfaces.**

- It is still not known how long the virus survives on surfaces in different conditions. Studies indicate that it can persist on surfaces for hours and up to several days in the absence of effective cleaning.

### **Control Measures to protect oneself from risk of infection from surfaces: :**

- **wash your hands frequently** with soap and water or use an alcohol-based hand rub if your hands are not visibly dirty
- **avoid touching your eyes, nose and mouth** – if you touch your eyes, nose or mouth with your contaminated hands, you can transfer the virus from the surface to yourself
- **thorough and effective cleaning of frequently touched surfaces** particularly those considered regular points of contact e.g. door handles, water taps, phones, key-pads, etc.
- disinfectant should be used in addition to cleaning but never as a substitute for cleaning
- **no sharing of** utensils such as cups, knives, forks, cups etc..

### **Physical Distancing:**

Physical distancing can be usefully applied in primary and special school settings allowing for some flexibility when needed. It must be applied in a practical way to recognise that the learning environment cannot be dominated by a potentially counterproductive focus on this issue. Physical distancing will look different across the various ages and stages of learning. Care should be taken to avoid generating tension or potential conflict and some flexibility in the implementation of measures may be required at times.

It is also recognised that it is not always possible for staff to maintain physical distance from pupils and it is not appropriate that they would always be expected to do so where this could have a detrimental impact on the pupil i.e. if a child sustains an injury and requires first aid.

**However, where possible staff should maintain a minimum of 1m 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.**

To maintain physical distancing in the classroom, staff will configure class spaces to maximise physical distancing and ensure classrooms are clear of any unnecessary furniture and clutter. All available space in the school will be utilised in order to maximise physical distancing.

Each Class will remain a class grouping which stays apart from other classes as much as possible and discrete groups or "Pods" within those classes will also stay apart from other "Pods" as much as possible and to the extent that this is practical. A distance of one metre between "Pods" in a Class as much as possible is recommended.

The objective is to limit contact and sharing of common facilities between pupils rather than to avoid all contact between "Pods" as the latter will not always be possible.

Pupils and teaching / care staff will be in the same Classes as much as possible although this will not be possible at all times.

Classes will have different break times and/or areas in the yard and surrounding green areas and/or hall on wet days.

**For staff members who move from class to class we are aiming to limit this as much as possible but with only three SET staff this will be difficult to achieve if we are to try to support all the children who need support.**

Where pupils need to move about within the classroom to perform activities (access to a shared resource) it should be organised to the greatest degree possible to minimise congregation at the shared resource.

Staff and pupils should avoid sharing of personal items.

Encourage pupils 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.

## **Face Coverings / Face Visors:**

Firhouse Educate Together N.S. is providing face masks and visors to all staff who are advised to follow the HPSC guidance on wearing of face coverings as follows:

The *Interim Guidance for the use of face-coverings in childcare and educational settings* provided by the HPSC on 6<sup>th</sup> August 2020 makes the following recommendations for use of face-coverings in childcare and educational settings:

- *It is not recommended that children attending primary school or pre-school/childcare settings wear face-coverings.*
- *It is recommended that teachers and staff in primary schools wear a face-covering when a physical distance of 2 meters from other staff or children cannot be maintained.*
- *In certain situations the use of clear visors should be considered, for example staff interacting with students with hearing difficulties or learning difficulties.*

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

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

Additional disposable face coverings are available for students, teachers, and staff in case a back-up face covering is needed during the day.

Whilst staff may wish to utilise their own face covering on a day-to-day basis, our school has available a stock of additional disposable and multi-use face coverings and face visors, for staff and visitors in case a back-up face covering is needed or required.

#### **4. Procedures for Returning to Work (RTW) safely and Lead Worker Representative(s):**

The Return to Work (RTW) questionnaire is to be completed and signed by all staff members and presented to the Principal / Deputy Principal, 3 days prior to returning to work. The Form has been emailed to all staff members and hard copies are available at sign in desk in reception.

The Department of Education and Skills will provide Induction Training – On-line Video - for all staff prior to reopening of schools and all staff must complete the training.

Our elected Lead Worker Representatives (LWR): John O'Connor and Agnieszka Bien will communicate with staff and management to ensure safety measures and controls are in place as required.

#### **Staff Procedures:**

- If you have any symptoms, please stay at home and do not come to work. Call your principal.
- Stay calm and do not engage in or spread speculation and gossip, get your updates from official news sources e.g. HSE or HPSC websites.
- Even if you don't have symptoms, do not shake hands, hug, or have any physical contact with children, staff, volunteers, or other visitors to the building.
- Staff undertaking form will this year include that they have undertaken the Covid\_19 pre return to work training provided by the Department of Education and Skills covering: Latest up to date advice and guidance on public health / Covid-19



Symptoms / What to do if a staff member or pupil develops symptoms of Covid-19 while at school / Outline of the Covid-19 Response Plan.

- Staff will be kept fully informed and updated of our school's control measures and their duties and responsibilities in preventing the spread of Covid-19 as well as any changes to the guidance from public health authorities. Staff are directed to seek guidance from the Principal if they are unsure about their duties and or any of the control measures in the Covid-19 Response Plan.
- If you have any particular medical issues or concerns with respect to high risk of Covid- 19 implications for you or your immediate family that might require special accommodation by us, please bring them to the attention of your principal in confidence.
- Staff who may be at very high risk and therefore unable to attend work/school need to check Circular 0049/2020 for procedures.
- Wash your hands frequently, and more thoroughly than normal. Especially before and after eating.
- Do not touch your face, eyes, or lips with your hands. This is often how we infect ourselves.
- Wear a face covering as required to ensure you feel safe and protected at all times. Each staff member will be issued with a minimum of six face coverings and a visor. Extra face coverings are available from Lisa in our school office.
- Do not rinse cups, spoons, etc. in the staffroom. Put everything in the dishwasher. If dishwasher is in use, stack used items neatly.
- Do not leave used cups, spoons etc. in classrooms. Bring to staffroom and load into dishwasher.

- Use the high temperature setting on the dishwasher, this is hot enough to kill all germs.
- Each staff member must take home all lunch waste.
- Encourage children and others not to shake hands, hug, or have any physical contact with children, staff, volunteers, or other visitors to the building.
- Insist children wash hands frequently as per timetable.
- It has been necessary to suspend all external organisations participating in school life for Term 1. This means there will be no after school classes for any pupils within our school. We will review this in advance of Term 2.
- We are continuously liaising with NEPS as needed to support our pupils.
- Contact Employee Assistance Services (1800 411057) if you are concerned or anxious.
- Wash your hands properly and often with soap and water. Hand sanitisers are the best alternative. Cleaning/hygiene supplies in classrooms will be checked daily by cleaning staff. Inform Secretary / Principal if further supplies are required for your classroom.
- **In Classrooms:** Classroom layouts to be set out to support physical distancing. Unnecessary to be removed to facilitate ongoing cleaning of the school while also taking into account the importance of having educational materials to create a stimulating educational environment.

- All windows in classrooms are to be opened by teachers every morning.
- Encourage others not to touch their faces, eyes or lips with their hands. Encourage them to use an alternative behaviour as per alternative behaviours list.
- If a child presents with any of the named symptoms, follow sickness protocol by sending ISA to the office to ask Secretary to phone home and to inform Principal to ensure an allocated person accompanies child to the isolation room to await collection by parent/guardian.
- Group work : Children sit at their tables or standing at an arms width apart. No close contact work.
- Children should remain within their own classrooms as much as possible.
- Insist children bring in their own drinking vessel, spoon etc.
- Insist children place all waste and used cutlery straight back into their lunch boxes.
- Insist children clean the table and wash their hands after eating and cleaning.
- Insist children do not share lunches.
- When using the G.P. hall / going to yard / going home: have children make use of the space available to keep distance between children as much as is possible and practical as well as safe.

- Compost bins have been removed from the school. All compost waste to be returned to lunch boxes and brought home by children as well as staff.
- School Trips: Keep in contact with organisers of events. Check with event hosts. For the first half term we do not envisage holding any events or visits to off campus locations.
- No shared foods or drinks
- Insist children do not bring in toys etc. from home into school.
- Paper hand towels to be disposed hygienically in the bin. Children to use their foot to push paper down in small open bins and to use foot pedal on pedal bins. Bins will be emptied by cleaning staff following each lunch break in classes.
- We have changed our cleaning protocols to ensure that frequently touched surfaces (door handles, light switches etc.) are disinfected thoroughly throughout the day.
- Anti-bacterial cleaning products have been made available in each room; staff are encouraged to clean their own workspaces throughout the day.
- All families are encouraged to have children wash their hands before coming to school.
- All families are encouraged to have their children wear warm clothes as the windows will be open as much as possible.

## **5. Safety Statement and Risk Assessment:**

A copy of the school's Safety Statement at Appendix C, will be signed by all staff members before September 1st 2020.

The school's Risk Assessment at Appendix D, has been completed and approved by the Board of Management on August 18th 2020.

## **6. Dealing with a suspected case of Covid-19 / Staff Duties**

If a child presents with any of the named symptoms, follow sickness protocol by sending ISA to the office to ask Secretary to phone home and to inform Principal to ensure an allocated person accompanies child to the isolation room to await collection by parent/guardian.

## **7. Plans for Arrival and Dismissal / Yard Breaks:**

- Walking/cycling to school is encouraged as much as possible.
- While dropping off/collecting pupils, please observe physical distancing of 2m where possible. Please follow arrows for the one-way system.
- In order to ensure appropriate physical distancing, pupils will arrive and depart from the school in three waves, staggered by five minutes. These arrangements will take account of families with multiple children (see below).

- ❖ Children in 3rd, 4th, 5th and 6th Class (as well as any siblings of these children) should enter the school at 08:20.
- ❖ Children in 1st and 2nd Class (as well as any siblings of these children) should enter the school at 08:25.
- ❖ Children in Junior and Senior Infants should enter the school at 08:30.

- **1st to 6th Classes:** Children will enter through the front door of school, keeping their distance from the children in front of them and proceed up the main stairs to their classrooms along the one way system within the building. Parents/Guardians are requested to refrain from approaching school doors. Please let your child / children walk to the school doors without you as you can watch them from a distance and our staff will be out in the grounds to ensure the children enter the building safely.
  
- **Senior Infant Classes:** Children will enter through the back door of school keeping their distance from the children in front of them and proceed to their classrooms along the one way system outside and within the building. A parent/ guardian may accompany a child to the back door but this is not necessary as school staff will be in the grounds to ensure the children enter the building safely. Parents/guardians who choose to walk with their child to the back door must then exit via the one-way system.
  
- **Junior Infant Classes:** Children will enter through the door of the GP Hall of the school, keeping their distance from the children in front of them and proceed to their classrooms along the one way system within the building. (On Monday 7th September if one parent/guardian wishes to bring their Junior Infant child to the classroom door they may do so between 9am and 9.15am for this one day only. The areas used will then be thoroughly cleaned at 9.15am).
  
- **Evergreen Classes:** Children will enter through the Evergreen door of school where their parent/guardian will let them walk in. Families are encouraged to keep their distance from the children/parents/guardians in front of them as much as possible and proceed to exit using the one way system around the back of the building and along the opposite side of the building. Please note Senior Infant children and adults accompanying them will be using the same walkway therefore the one-way system must be observed.

- **Only staff and children will come into the school building.** Communication should be by phone 01 4061010 / 087 330 1332 or email to the office: info@firhouseetns.ie
- If a parent/guardian needs to collect their child, the parent/guardian will need to phone ahead to let us know what time they will be at the school and we will arrange for their child to meet them at reception.

#### **Plans for Dismissal / Collection at Home Times:**

- Children walking/cycling to/from school, with permission to go home independently (to be given in writing to their Class Teacher at the beginning of each school year), will be at the top of their class line to exit the building first and go home.
- **Evergreen Classes:** children will be collected from the Evergreen door of school by one parent or guardian and will then proceed to walk via one way system around the back of the school building to exit the grounds. This is necessary as there will be other classes leaving at the same times.
- Infant Classes: Using one-way system one parent/guardian to collect their child/children from the yard at rear of school.
- Pupils in 1st - 6th Class will leave the building at staggered time and through different doors to prevent a mixing of classes and to promote physical distancing. There will be three distinct departure times with two doors used at each time. Please see the table below to find the relevant time and door for each class group:

Door 1: Front door by Lisa's office (down main stairs)  
 Door 2: Main door out of GP Hall (down orange stairs)

Dismissal time	Door 1 <b>Main Stairs</b>	Door 3 <b>Orange Stairs</b>
13:55	4th Class (Conor)  6th Class (Paul)	5th Class (Anna)
14:00	3rd Class (Edel)  3rd Class (John)	2nd Class (Sarah Mc)
14:05	2nd Class (Holly)  1st Class (Celine)	1st Class (Georgia)

**Plans for Yard Times during two breaks daily:**

	Yard- Space 1: Climbing Frame & Basketball Hoop Space 2: Half of Yard Space 3: Half of Yard Space 4: Football area & Picnic Table/ Garden Space 5: Grass Area or Hall (When grass unsuitable) -Senior Break only
9.30-9.50	Junior & Senior Infants



10-10.20	1st & 2nd Class	
10.30-10.50	3rd, 4th, 5th & 6th	
11-11.20		
11.20-11.40	Junior & Senior Infants	
11.50-12.10	1st & 2nd Class	
12.20-12.40	3rd, 4th, 5th & 6th	
	*Classes alternate areas on the main yard each day.	

**Note:** Teachers have autonomy to decide on eating times in their classes and to arrange cover with the teacher in the adjacent classroom so they can take a break themselves. Teachers will agree break times with the ISA/s who work in their classes.

Teachers are to escort their classes to and from their designated yard area and ensure that they have returned to their class before the next classes begin to leave for their yard time.

Teachers are to bring their class first aid kit with them for yard time and ensure that it is fully stocked at all times and contains a notebook and pen to record accidents / incidents which will then be written up on Google Form for Accidents/Incidents in our school.

Teachers are to ensure that their class walks single file to and from their designated yard area and avoid crossing another class in the process.

Teachers are to follow the one-way system at all times and choose a stairs/route to access the yard that best limits their journey and minimises possible interactions with other classes/persons.

Teachers are also requested to upload their timetable for their class' lunch breaks to the shared drive and have a copy in their planning folder as well as on the wall of their classroom.

## **8. Pupils with AEN/SEN on return to school / unable to return**

Families with children with AEN/SEN should inform the school if their child shows any signs, symptoms or changes which may suggest illness/COVID-19. Where symptoms are present, children **should not** attend school.

We understand that the current restrictions around the Covid19 pandemic can cause anxiety and stress, particularly for families and children with AEN/SEN. As a result, teachers will be planning learning experiences that allow for socialisation, rebuilding of relationships and reducing potential anxiety. Routines and sensory needs will be carefully planned to ensure the transition back is as smooth as possible and will be shared with parents/guardians.

### Hand hygiene

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

### Equipment

Some children with AEN/SEN require the use of specialised equipment such as sensory or toileting equipment. Where it is not possible to have individual equipment, the teacher will plan a cleaning schedule detailing how and when the specialised equipment is cleaned, in accordance with Covid 19 guidelines and the manufacturers' instructions.

- A general purpose detergent suitable for school use and warm water will be used to clean the equipment.
- Equipment that is shared with more than one child, will be cleaned and, if required, disinfected immediately after use and before use by another child e.g. toileting aids
- If equipment is soiled with body fluids, it will be:

- First cleaned thoroughly with detergent and water;
- Then disinfected by wiping with a freshly prepared solution of disinfectant suitable for school use;
- Rinsed with water and dried

### Supporting pupils at “very high risk” of COVID-19

Under the direction of the Principal the class teacher should:

- Liaise with the parents/guardians to discuss the support our school can provide;
  - Liaise with the special education teacher on relevant curricular content and classwork;
- Access relevant learning resources;
- Provide the pupil/student with individualised support for his/her learning;
- Increase the pupil autonomy, motivation, agency and wellbeing;
- Improve the pupil capacity to become a self-directed learner;
- Support the development of the pupil and their digital competency in using Google Classroom with SET;
- Avail of the zoom/seesaw communication platform used by the school to ensure ongoing contact with classmates and class teacher.

## **9. SET: Special Education Teaching:**

SET in class support will continue to take place as well as withdrawal. For withdrawal different spacious areas will be used, e.g. corridor / GP Hall, as required to maintain social distancing. SET teachers will also help with monitoring classes to allow Class Teachers to have breaks.

## **10. Well Being and Care for Pupils**

### **Wellbeing and Care for Pupils**

During our first days and weeks upon opening the pupils' wellbeing along with that of our staff and wider school community will be to the fore. Children learn well when they feel safe and comfortable. We will focus on ensuring each child is happy to come into school and that each child is supported to experience a successful transition back to school.

Our school will be applying Hobfoll's Five Principles to support the successful return to school which is recommended by NEPS.

1. Promoting a sense of safety
2. Promoting a sense of calm
3. Promoting a sense of belonging and connectedness
4. Promoting a sense of self-efficacy and community-efficacy
5. Promoting a sense of hope

### Supporting Wellbeing for our students

- Teachers will share and explain rules, routines and expectations for staying safe at school using developmentally appropriate language and visual supports which have been devised by the school management team and the HSE.
- Our school's Covid19 Organisational Plan is shared with all staff and families and it explains the protocols in place in our school.
- School leaders, the in-school leadership team and teachers will have a particular role to play in establishing secure and safe learning environments, in supporting the wellbeing of all, and in preparing collaboratively for teaching and learning in a way that enables all pupils to progress and flourish in the 2020/21 school year.
- Classes will meet with their teacher from the previous academic year to ensure a smooth transition.

- Teachers will be fostering the 'slow down to catch up' recommendations from the National Educational Psychological Service (NEPS). Establishing/re-establishing relationships in the class will be prioritised in the initial weeks and will be followed by revisiting learning strategies and skills. Time spent on settling the pupils and getting the pupils ready for learning will yield positive outcomes in the longer term and is likely to reduce pupil and teacher stress.
- Class routines will be established and this will contribute to a safe and calm learning environment and give students a sense of security. Teachers will teach the correct terminology to students to ensure all children understand the new language used in school. Eg. physical distancing, pods, classes, new normal. Children will review/learn hand hygiene and coughing and sneezing in a child friendly manner. All classes will learn the hand washing song.
- Teachers and students will discuss emotions to normalise feelings which will help create a safe environment for students. Student voice and agency will also continue to play a central part in classes. Students will be encouraged to share their Covid 19 experiences and will be given time to communicate with their peers. Teachers will plan engaging and suitable activities from the 'Wellbeing Toolkit for Primary Schools' which has been created by NEPS.
- Teachers will have shorter learning intervals and facilitate movement breaks (socially distanced) where necessary to facilitate the wellbeing of students.
- Some students may require additional support to transition back to school. Targeted programmes such as Friends for Life, Fun Friends and PACE will be utilized to develop social and emotional competence and build resilience.
- Some students may find the return to school challenging and require additional support to help them adjust to changes in schools' routine and environments. Student support plans should be developed in collaboration with parents to identify current strengths and needs and enhance the effectiveness of intervention planning.
- Some children will require an individualised approach to transition planning, taking a developmental perspective, and adapting the five key principles to the individual needs of the pupil. Some pupils will require more targeted intervention and planning to help them reconnect with their school community and re-engage with learning. These students will have an individualised support plan to set goals. These students will be supported by the student support team as per our Critical Incident Policy.
- Fostering social connections and friendships will be prioritised to re-establish friendships.
- Growth Mindset and Restorative Practice will be revisited / introduced to new incoming students.
- There will be visual supports and floor markings to guide students to their classes. Students will also be involved in the designing of posters to promote hope and positivity that will be displayed in the classroom.
- Children will participate in activities to promote safety, calmness, connectedness, efficacy and a sense of hope through Stay Safe, Fun Friends, Friends for Life and Learn Together programmes as well as Circle Time discussions and meditations.

## **11. Outdoor Learning and Active School / Timetables**

At Firhouse Educate Together, we aim to be both proactive and progressive in the planning of lessons in order to make the best use of the outdoor spaces we have within the school grounds.

Research has shown that an outdoor environment can improve children's motivation and well-being, and can contribute to increasing children's physical activity and learning outcomes. Learning in nature has been shown to reduce stress and boost mental well-being both so important during such difficult and unprecedented times.

Children will be given time and space to explore and experiment, to play and learn together, to challenge them physically and intellectually, to make things and be creative, to connect with nature and to be alone and to reflect.

The school will divide its outdoor areas so that teachers can teach lessons and children can participate whilst adhering to guidelines.

Teachers will be given agency over when they use outdoor areas. Timetables will be created and shared on the school shared drive and teachers will be asked to fill out timetables on the drive a week in advance for the designated area. The school will be fitted with picnic tables that will also be used for lessons. Children in the Evergreen classes will have use of the outdoor classroom for outdoor learning.

The school garden will be made available throughout the day, whereas other areas such as the grassy area out the front of the school and the junior and senior yards will be made available before and after break times (similar protocol to book times outside in these areas to be followed).

### **Active Schools**

In Firhouse Educate Together we believe pupils' physical education is a central part of their wellbeing: and as a result it will form a significant component of timetabled programmes upon returning to school.

The School Physical Education Plan will be revised to reflect recent suggestions made by the Department of Education. An emphasis on strands such as Athletics or outdoor and adventure activities with particular focus on the strand units of running, jumping, throwing and orienteering. 'Games' will provide the most suitable learning experiences with COVID 19 restrictions. Teachers at FETNS will carefully plan activities where children can work individually or in their pods, using minimal equipment, when equipment is used cleaning protocols (outlined below) must be followed.

In PE, teachers will continue to ensure that children work on fundamental movement skills development outlined in the Move Well Move Often (PDST) programme, also using Beyond the Classroom resources.

Each month there will be nominated Functional Movement Skill that children will practise in PE lessons and can practise in the playground. At the end of the month there will be a competition for Senior and Junior end of the schools to highlight children who have worked extremely hard to improve this skill. This aims to ensure children are developing movement competence, knowledge and understanding and motivation and confidence with these fundamental movements in line with PDST guidance. Such a school wide initiative will aim to increase practice and accelerate progress with these movements, such movements that children may or may not have had the chance to practise since school closures in early March. (Below is a suggested timetable)

<b>September</b>	<b>October</b>	<b>November</b>	<b>December</b>
Running	Throwing	Leaping	Catching

Teachers will also promote physical activity throughout the day, giving the children movement breaks within the classroom through the use of programs such as ZUU Chimps, 10 at 10 and Go Noodle.

### **Cleaning of Equipment**

- After each use, equipment is to be cleaned using a disinfectant wipe and cloth.
- Then equipment is to be placed back in its designated location.
- Disinfectant wipes used are to be disposed of in the provided bins in the GP Hall.

## **12. ICT Sharing of Devices and Cleaning Protocols / Timetables**

Firhouse ETNS believes in the many benefits in the use of technology in the classroom and wishes to promote its use at all times.

Firhouse ETNS currently has a stock of iPads and laptops/Chromebooks that are in use and shared between children in the school. Teachers are also in possession of laptops and class teachers are in possession of cameras.

iPads will be used by all class levels and divided into Junior and Senior devices with each device clearly labelled.

A selection of educational applications will be added to all devices so that class level ICT targets can be met and to enable their use in Station Teaching.

Laptops/Chromebooks will be used at the senior level of the school (3rd Class to 6th Class) with each device clearly labelled.

Senior Classes will engage in Digital Literacy lessons which will enable students to use a range of Google applications and act responsibly and safely online.

A log book will be created where a weekly record of the usage of devices will be recorded. Staff will record when they use devices in accordance with the agreed timetable and any changes will also be recorded.

All teachers will be given a camera and memory card at the start of the academic year with the camera clearly labelled. Cameras can be used by students under the direction of a teacher or once they ask to use them and state what they are using them for.

Below are general guidelines for the sharing and cleaning of these devices.

#### **Use of iPads/Chromebooks**

- All devices for use by children in classroom and Evergreen setting to be clearly labelled to enable for children to use the same device routinely.
- iPads to be used in mainstream classrooms to be divided into Junior and Senior devices and identifiable through colour. (Possibly use coloured electric tape to differentiate- Junior= Yellow Senior= Red).
- Timetable for devices to be set out and any changes to be recorded and signed in a log book at the start of the day.



- Children to be instructed in the use of wipes to clean devices after use and return to a designated slot in the charging trolley. In the case of Stations Teaching, children are to wipe the device and place it on table for the next student, devices are not to be handed to each other. Children should use the same number device at each use.

#### **Cleaning Protocol for Tablet Devices:**

- At end of use, children are to use spray of warm water and microfiber cloth to clean surfaces of devices they use.
- At the end of the day, devices are to be removed from cases and cleaned using disinfectant wipes as is the case. Then wipe the device and case with a microfiber cloth.
- Disinfectant wipes used are to be put in a rubbish bag and disposed of.

#### **Cleaning Protocol for Laptops:**

- After each use, the device is to be powered off and the screen is to be cleaned using a spray of warm water and microfiber cloth. The microfiber cloth is then to be used to wipe the keyboard.
- When the device is booted on, warm water is to be sprayed onto a microfiber cloth and the cloth is then to be used to wipe the device in between uses.
- At the end of the day, with devices shut down, the device is to be shaken gently to remove any material from in between keys of the keyboard. It is then to be cleaned with a disinfectant wipe and wiped with a microfiber cloth.
- When devices are booted up and in use, do not spray directly onto the device. Instead spray onto a microfiber cloth and use this to clean.
- Disinfectant wipes used are to be put in a rubbish bag and disposed of.

#### **Use of Devices in Evergreen Setting:**

- All devices are to be labelled to allow for children to use the same device daily.
- Devices are to be cleaned at regular intervals using a spray of warm water and a microfiber cloth.
- At the end of the day, devices are to be removed from cases and cleaned using disinfectant wipes as is the case. Then wipe the device and case with a microfiber cloth.
- Disinfectant wipes used are to be put in a rubbish bag and disposed of.

#### **Cleaning of Staff devices:**

- Staff members who are in regular use of a device should use a spray of warm water onto a microfibre cloth to wipe their devices at regular intervals during the day.
- At the end of the day, with devices in an off position, the device is to be shaken gently to remove any material from in between keys of the keyboard. It is then to be cleaned with a disinfectant wipe and wiped with a microfiber cloth.

- After use and in an off position, cameras are to be wiped with a disinfectant wipe and then wiped with a microfiber cloth.
- Disinfectant wipes used are to be put in a rubbish bag and disposed of.

**Cleaning of Microfiber Cloth:**

- At the end of the week, microfiber cloths are to be cleaned by soaking in boiling or very hot water and then dried out for the coming week.

**Procedure when there is suspected case of Covid-19:**

Along with the room, devices present are to be thoroughly cleaned using the end of day process and remain in room and out of use until disinfectant and surfaces are dry.

**Ipad/Tablet Timetable:**

	Monday	Tuesday	Wednesday	Thursday	Friday
8.30-9.00	JD: Stations SD: Stations	JD: Stations SD: Stations	JD: Stations SD: Stations	JD: Stations SD: Stations	
9.00-9.30	JD: Stations SD: Stations	JD: Stations SD: Stations	JD: Stations SD: Stations	JD: Stations SD: Stations	
9.30-10.00	JD: Stations SD: Stations	JD: Stations SD: Stations	JD: Stations SD: Stations	JD: Stations SD: Stations	
10.00-10.30	JD: Stations SD: Stations	JD: Stations SD: Stations	JD: Stations SD: Stations	JD: Stations SD: Stations	
10.30-11.00					
11.00-11.30					
11.30-12.00					
12.00-12.30					

12.30-13.00					
13.00-13.30					
13.30-14.00	Cleaning of devices				

\* JD- Junior Devices SD- Senior Devices

### Laptop/Chromebook Timetable

	Monday	Tuesday	Wednesday	Thursday	Friday
8.30-9.00					
9.00-9.30					
9.30-10.00					
10.00-10.30	3rd Class Digital Literacy Lesson				
10.30-11.00					
11.00-11.30		4th Class Digital Literacy Lesson	5th Class Digital Literacy Lesson	6th Class Digital Literacy Lesson	
11.30-12.00					
12.00-12.30	3rd Class Digital Literacy Lesson				
12.30-13.00					
13.00-13.30					
13.30-14.00	Cleaning of devices				

### **13. Employee Assistance and Wellbeing Programme**

Staff Wellbeing will be promoted and staff will be encouraged to be proactive and look after their own wellbeing. Student wellbeing is influenced by the wellbeing of the adults around them. Students pick up on the stress of others so it is important that adults model positive ways of coping with change and the return to school.

#### Steps to promote wellbeing for staff in our school

- The management team will share our school's Covid19 Organisational Plan, with all staff, detailing the arrangements in place to reopen our school.
- Guidance and resources to build knowledge and awareness of how best to support the wellbeing of students on return to our school will be shared with all our staff and ongoing collaboration will be encouraged.
- Strategies to build staff wellbeing and resilience: buddy system; provision of well being training from NEPS; pacing ourselves and sharing the workload; helping our colleagues.
- Knowing how and where to get help. School staff can access counselling from Inspire Workplace Services, provided by DES. They can be contacted by Freephone at 1800-411-057 or by email at [support@carecallwellbeing.ie](mailto:support@carecallwellbeing.ie).

Support for school staff wellbeing will be provided by Department Support Services including the Professional Development Service for Teachers (PDST) and the Centre for School Leadership (CSL), as well as by the HSE's Health Promotion Team.

An [Occupational Health Strategy](#) is in place as a supportive resource for staff in schools. The aim of the Occupational Health Strategy is to promote the health and wellbeing of employees in the workplace, with a strong focus on prevention. The Occupational Health Strategy comprises the Employee Assistance Service and the Occupational Health Service. The Employee Assistance Service (EAS) is provided by Spectrum.life. They are providing this support under the banner of 'Wellbeing Together: Folláinne Le Chéile'.

The Employee Assistance Service (EAS) provides advice to employees on a range of issues including wellbeing, legal, financial, bereavement, conflict, mediation etc. The EAS also provides advice and support to managers and delivers interventions to help them deal with health and wellbeing issues in the workplace.

Where appropriate, short-term counselling is available to employees and their family members. A family member includes a spouse, civil partner or dependent, where the family member can be described as a person over the age of 18 and residing at the family home. In addition, online cognitive behavioural therapy is also provided to employees.

A bespoke wellbeing portal and app is available offering a host of online services with access to live chats, videos, podcasts and blogs on topics around mental health, family life, exercise and nutrition. In addition, online cognitive behavioural therapy is also provided to employees. The platform is available via Web, iOS App or Android App.

As part of the EAS, a Mental Health Promotion Manager is also available to develop and deliver evidence based mental health and wellbeing initiatives. The EAS is accessible through the dedicated Free-phone Confidential Helpline and is available 24 hours a day, 365 days a year.

- **Freephone: 1800 411 057**
- **SMS & WhatsApp: text 'Hi' to 087 369 0010**

Employees can access the Spectrum.Life wellbeing portal as follows:

- sign Up link at: <https://wellbeingtogether.spectrum.life/login?org=yIVIIU17>
- organisation code will be pre-populated. If not, organisation code is yIVIIU17
- log in thereafter at: <https://wellbeingtogether.spectrum.life/login>
- Access the Wellbeing Webinar Calendar via the online portal at: <https://wellbeingtogether.spectrum.life/personal/my-company>

**14. Covid Related Absence Management:** The management of a COVID-19 related absence will be managed in line with agreed procedures with the Department of Education and Skills.

**15. Plans for Home Learning should a future closing of the school be required:**

- The decision may be made by the Department of Education and Skills in the future to close the school completely again. We are prepared to facilitate ongoing home learning during any further closure. We will provide learning activities, feedback on work submitted, book clubs and other social check-in groups online for the children while they are at home.
- Aladdin (email), Google Classroom and school website will be used to share the learning activities with parents and children.
- It is important to remember parents may also be expected to work from home during any further closure and may find the experience of working and keeping their children engaged at the same time challenging. School expectation: The learning

activities are intended to be a support for parents at this time rather than an extra task they must complete with their children.

- Staff may, in the future, be redeployed to cover critical roles, functions, and projects to ensure continuity in the event of any further significant impact on school life.

## **Appendix A: Lead Worker Representatives**

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.

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



## **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

## **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.

### **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). Action points for addressing the issue should where possible be agreed between the LWR and the BoM. Staff should be informed of the outcome.

## Appendix B: Firhouse ETNS: Cleaning Plan August 2020

1. Principal and Deputy Principal check daily the latest public health advice from Government and the Department of Education, and make that advice available to staff in a timely manner in order to ensure our cleaning procedures are in line with the up to date advice. Staff can follow <https://www2.hse.ie/> for regular updates or can contact HSELive for advice **1850 241850**.
2. ISM Team has reviewed the HPSC interim health advice for the safe reopening of schools, in particular **Section 5.6 Environmental Hygiene:** This requires all unnecessary clutter to be removed to facilitate cleaning but taking into account the importance of having educational materials, wall posters and artwork displays in creating a stimulating learning environment. Staff will consider ways to reduce the need for pupils/teachers to physically touch common objects, doors for example, by installing no-touch waste containers, propping doors open, and sensor operated hand towels. Where possible, work-stations will be assigned to the same members of staff and group of children rather than having spaces that are shared. Where possible the opening of doors and windows is encouraged to increase natural ventilation and also to reduce contact with door handles. Maintenance and checking of water tanks etc with regard to issues that can arise following little water use over several months, has been arranged and further advice if needed is available at: [https://www.hsa.ie/eng/topics/biological\\_agents/specific\\_biological\\_agents\\_infections/legionellosis/covid-19\\_legionella\\_information\\_note.pdf](https://www.hsa.ie/eng/topics/biological_agents/specific_biological_agents_infections/legionellosis/covid-19_legionella_information_note.pdf)
3. The need for this enhanced cleaning regime is shared with staff in this document and explained at staff meetings. How to Clean: 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 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. 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.
4. Staff have been made 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. Sufficient cleaning materials are in place to support the enhanced cleaning regime.
6. Online training from the Department of Education has been undertaken by all staff in our school on the enhanced cleaning

regime. Our Cleaner, I.K. has undertaken additional online training: cleaning for Covid19 with the Bright Academy.

7. Bins (open top or foot pedal for opening) will be placed outside toilet doors in classrooms for hand towels to be placed in after pupils open the cubicle door using the paper towel they used for drying their hands. The bins will be placed outside the classroom door for emptying twice during the school day by Caretaker and Cleaning staff. Bins will be hygienically cleaned when emptied.
8. 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 have been discussed with all staff and everyone is responsible to help with ensuring each classroom and common areas throughout our school are cleaned thoroughly throughout each school day. Teachers are responsible for the cleaning within their classroom and ISAs will help with this. The Cleaners and Caretaker have rotas to ensure cleaning of common areas during the school day and they will also undertake cleaning in classrooms when required during the school day and after school hours the whole school building will be thoroughly cleaned.
9. We are aware that each school setting should be cleaned and sanitised once per day.
10. Cleaning materials have been provided to staff so that they can clean their own desk and/or immediate workspace / office / classroom.
11. All staff 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. Staff and pupils have been advised to avoid sharing items such as cups, bottles, cutlery, and pens etc.
13. A written cleaning schedule has been 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 a room following a suspected case of COVID-19 are:**
  - The room should be cleaned as soon as is 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 reliably on things that are clean. When disinfection is required it is always as well as cleaning never instead of cleaning.
- The person assigned to clean the area should avoid touching their face while they are cleaning and should wear household gloves and a plastic apron.
- Clean the environment and the furniture 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).
- Chlorine based products are available in different formats including wipes. Alternatively use a two in one process of cleaning and disinfection with a single product for example certain wipes.
- If unfamiliar with chlorine based disinfectants then please refer to the HPSC Management of Infectious Diseases in Schools available at <https://www.hpsc.ie/az/lifestages/schoolhealth/>
- Pay special attention to frequently touched flat surfaces, the backs of chairs, couches, door handles and any surfaces or items that are visibly soiled with body fluids.
- Once the room has been cleaned and disinfected and all surfaces are dry, the room can be put back into use.
- Carpets (if present) do not require special cleaning unless there has been a spillage however for ease of cleaning, it is preferable to avoid carpets in areas where possible (Existing carpets do not need to be removed).

**Cleaning of communal areas if a person is diagnosed with COVID-19:**

- 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, then these areas should be cleaned with household detergent followed by a disinfectant (as outlined above) as soon as is practicably possible.
- Pay special attention to 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

*15. Cleaning 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; 19 0.1% sodium hypochlorite OR Virucidal disinfectant.*

**Cleaning equipment** Non-disposable cleaned at the end of each 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 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.

The manufacturer's instructions for mixing, using and storing solutions must always be followed.

Using excessive amounts of cleaning agents will not kill more germs or clean better but it will damage work surfaces, make floors slippery and give off unpleasant odours.

Water should be changed when it looks dirty, after cleaning bathrooms and after cleaning the kitchen. Always clean the least dirty items and surfaces first (for example countertops before floors, sinks before toilets).

Always clean high surfaces first, and then low surfaces.

Separate colour coded cleaning cloths and cleaning equipment should be used for kitchen areas, classrooms and toilets.

**Cleaning Staff have been instructed to make sure reusable cleaning equipment including mop heads and non-disposable cloths are clean before re-use as follows:**

Cleaning cloths can either be disposable or reusable. Disposable cloths should be disposed of each day. Ideally, reusable cloths should be laundered daily on a hot wash cycle (at least 60°C) in a washing machine and then tumble dried. Ideally, mop heads should be removed and washed in the washing machine at 60°C at the end of each day or in accordance with the manufacturer's instructions.

Mop heads/buckets should not be cleaned in a sink that is used for food preparation.

Mop heads should not be left soaking in dirty water.

Cleaning Staff have been instructed to ensure that equipment such as buckets are emptied and cleaned with a fresh solution of disinfectant before re-use. Buckets should be emptied after use, washed with detergent and warm water and stored dry. If equipment is stored wet, it allows germs to grow increasing the risk of cross infection.

**System 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.

Waste bins should be emptied on a daily basis.

**Cleaning of Toilets:**

School toilets should be clean and in good repair and monitored regularly. All toilet areas have hand washing facilities.

Toilets, wash hand basins and surrounding areas should be cleaned at least daily and whenever there is visible soiling. The cleaning of toilets, bathroom sinks and sanitary facilities used by pupils and or staff should be carefully performed. Toilets should be 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.

Separate cloths should be used for cleaning the toilet and wash hand basin to reduce the risk of spreading germs from the toilet to the wash hand basin.

Cleaning staff should inspect the toilets and hand washing facilities 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).

Cleaning Staff ensure there is a plentiful supply of liquid soap, paper towels and toilet rolls; that waste bins are not overflowing.

A checklist is located in the toilets which is dated and signed at regular intervals

**Schedule of Environmental Cleaning:** each setting should be cleaned at least once per day. If there is access to additional cleaning support during school hours this should be focused on frequently touched objects and surfaces e.g., door handles, hand rails, chairs/arm rests, communal eating areas, sinks and toilet facilities. If pupils are moving between classes, consideration may be given to appropriate cleaning products being provided to enable them to wipe down their desk/chair/surfaces before leaving the room. Surfaces in classrooms where children eat their lunches should be wiped and cleaned in between each sitting. Cleaning of the staff areas should be considered as part of the overall cleaning strategy. In the event of any crockery and cutlery being shared in kitchen areas, it should be cleaned with warm water and washing up liquid and dried thoroughly before being stored for re-use.

16. Cleaning staff have been instructed to wear gloves when cleaning and they have been made aware aware of the need to wash their hands thoroughly with soap and water, both before and after wearing gloves.

**Cleaning of communal areas if a person is diagnosed with COVID-19:**

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#### **Caretaker's Schedule :**

1. 07:30: Open school: gates and building. Fire safety check  
Open all gates and check grounds and grass area to Ballycullen Drive.
2. 08:00: Open windows in the staffroom and all common areas.
3. 08:05: Wipe down / sanitise handrails on the main staircase and main door handles. Prop doors open.
4. 08:10: Traffic duty in front of the school.
5. 08:50: Check for spills of hand sanitizer at all entrances to the building.  
Wipe down / sanitise handrails on the main staircase and classroom doors and  
Check all classroom windows have been opened by teachers.
6. 09:25: Mark out two play areas on the green at the front of the school with cones.
7. 10:00: Empty / clean all classroom bins for the first time. Replace bin bags.
8. 18:00: Clear all rubbish into waste bins.
9. 18:15: Check for any issues in grounds.  
18:30: Lock school building and gates.

## Cleaner's Schedule:

1. 10.30 Empty and clean bins placed outside classroom doors.
2. 11.00 Check all rooms for cleaning requirements and clean door handles / handrails on stairs.
3. 11.30 Clean Staff Toilets / Kitchen areas
4. 12.30 Empty and clean bins placed outside classroom doors.
5. 12.45 Check all rooms for cleaning requirements and clean door handles / handrails on stairs

### Daily: After School Hours: 13.00 to 1630

- 1.1 All rooms including the classrooms, special education rooms, offices, general purpose rooms, the staff room, the cloak rooms, the kitchen, corridors and stairs are to be cleaned daily. Each floor to be swept/vacuumed daily. Tabletops, worktops, sinks, door handles & hand rails to be cleaned with disinfectant and glass in doors to be cleaned on a rota basis.
- 1.2 Bins to be emptied, cleaned with disinfectant and bag replaced.
- 1.3 Carpet areas to be vacuumed.
- 1.4 The tiled area to be swept and washed or swept and buffed.
- 1.5 The worktops and sinks in classrooms and adjacent wall to be washed with detergent and rinsed off
- 1.6 Toilets. Disinfectant is to be sprayed in toilets. The floors to be cleaned and washed with disinfectant. Rim of toilet, outside of toilet, toilet seat and cistern to be thoroughly cleaned and disinfected. The toilet bowls to be washed down with brush and flushed (last thing before leaving). Toilet rolls to be replaced if necessary. Sinks washed with detergent. Clean door handles, soap dispensers and paper towel dispensers to be wiped down with disinfectant. Wash hand basins to be cleaned with disinfectant. The same cleaning to be done in offices, staff room, resource rooms and teachers' toilets.
- 1.7 The kitchen areas are to be thoroughly cleaned and all appliances/cupboards cleaned out with disinfectant.
- 1.8 Table tops to be washed (decide day with teacher)
- 1.9 Furniture on castors to be moved and area behind and under to be vacuumed and cleaned thoroughly.
- 2.0 Clean radiators with detergent.
- 2.1 Dust/clean all hard surfaces & paintwork e.g. window ledges, ledges over doors, notice boards, coat racks, etc.
- 2.2 Corridors. Dust skirting with soft brush/cloth, sweep/vacuum, wash corridors.
- 2.3 Areas where cleaning equipment is stored should be kept clean and tidy. All lids and caps should be replaced securely on bottles, etc. Mops etc. should be rinsed out each day and left soaking in a disinfectant solution. **All store rooms and presses with cleaning products to be kept locked.** The kitchen is to be thoroughly cleaned and all appliances/cupboards cleaned out with disinfectant.
- 2.4 Furniture on castors to be moved and area behind and under to be vacuumed and cleaned thoroughly.
- 2.5 Clean radiators with detergent.
- 2.6 Dust/clean all hard surfaces & paintwork e.g. window ledges, ledges over doors, notice boards, coat racks, etc.

