

St. Gabriel's

Covid-19 Response
Plan

September 2020

St. Gabriel's School
Covid-19 Policy Statement
August 2020


COVID-19 Policy Statement

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

All school staff will be consulted on an ongoing basis and feedback is encouraged on any concerns, issues or suggestions. This can be done through the Lead Worker Representative(s), who will be supported in line with the agreement between the Department and education partners.

Signed:  Date: 17/09/2020

Introduction:

The Minister for Education published *'The Roadmap for the Full Return to School'* on the 27th July 2020. It set out what the operation of schools will look like and the range of supports which will be available in a COVID-19 context. Each workplace is required to have a 'COVID-19 Response Plan'. The COVID-19 Response Plan for St. Gabriel's School is working document and will be updated frequently in line with the most up-to-date guidelines as issued by the Department of Education. As the advice issued continues to evolve, the protocols and the measures used by the Board of Management and staff may also change.

In line with the Return to Work Safely Protocol, the key to a safe and continued return to work, and reopening of our schools requires strong communication and a shared collaborative approach between the Board of Management, staff, pupils and parents. The assistance and cooperation of all staff, pupils, parents/guardians and visitors is critical to the success of the plan.

School Profile

Staff

64 Pupils
Administrative Principal
11 Teachers
2 Part time teachers
23 Full time SNA posts
5 Part time SNA posts
Part time caretaker (? Hours)
2 Ancillary staff
2 Cleaners (contracted after school)
Bus escorts

Classrooms

10 Classrooms: 9 classrooms have direct access to toileting and intimate care facilities. All classrooms have a sink with hot and cold water. All classrooms have opening windows and an external door. 9 Classrooms have immediate access to external recreation area, 10th classroom in close proximity to the swing area. There is a soft play room and a sensory room.

School Perspective

The ISM and the LWRs believe that the school is in a strong position, especially in relation to other schools, to deal with the issues posed by the pandemic. Class sizes are small and would represent the Department guidelines of a pod without any further intervention. Separation of classes to prevent interaction can be achieved. Separation within the classroom is possible for non-ambulant children but will be more difficult for pupils who are ambulant. The department recognises that separation is not a practicality for younger pupils. The regulation of visitors to and from the classroom can be managed in an organised way and pupil movement can be easily accounted for. Staff teams within the classroom are stable and staff will need to show personal responsibility when engaging with other staff members outside of the classroom.

We are fortunate that many staff are familiar with the use of PPE such as aprons and gloves and staff are aware of infection control measures. July provision has provided a particular boost to preparations. A deep clean was carried out within the school, many staff are familiar with the additional PPE and sanitisation requirements. Importantly many staff have now

worked and engaged with students in a physical capacity during the current crisis. This is a resource that provides others with a calm, professional reassurance that we are capable to work safely and effectively to support our students and each other to the best of our ability.

Roles/Responsibilities:

The re-opening of our school is a whole-community effort. The Board of Management is responsible for the implementation of this plan. The principal is responsible for the day to day management of the school and therefore will oversee the reopening process.

Lead Worker Representative:

To support the BOM and the management team a 'Lead Worker Representative' (LWR) and deputy LWR will be elected from among the staff body. The LWRs can be taken from any staff cohort.

Mary Stenson will be our 'Lead-Worker Representative'. Our 'Deputy Lead-Worker Representative' will be Catherine Troy.

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.

Induction Training

All staff will undertake and complete COVID-19 Induction Training prior to returning to school. The aim of such training is to ensure that staff have a full knowledge and understanding of the following:

- The latest and 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 of the control measures in place in the school and their duties and responsibilities in preventing the spread of COVID-19 and will be updated with any changes to the control measures or guidance available from the public health authorities .

If a staff member is unsure about any aspect of the COVID-19 response plan, the associated control measures, or his/her duties, he or she should immediately seek guidance from the principal, who is supported in this role by the Board of Management.

Procedure for Returning to Work

1. All staff will be contacted by the Principal/ Deputy Principal
2. In order to return to the workplace, staff must complete a Return to Work (RTW) form which has been emailed, is available [here](#) or from the Principal. A RTW form should be completed and returned three days before returning to work.
3. The principal will also provide details of the Induction Training for completion by staff and details of any additional health and safety measures in place in the school to facilitate the staff member's return to the school facility.
4. All staff will verify that they have engaged with and understood the
 - i. St. Gabriel's Covid-19 Response Plan
 - ii. St. Gabriel's Risk Assessments to minimise the risk of exposure to COVID-19
 - iii. Induction training videos from the DES/ HSE

Staff will verify that they have engaged in all induction and have read all necessary documents

People at Very High Risk

There are some school staff who may be unable to return to school. Current public health guidelines have identified these people as being in groups who are defined as being at very high risk. This will be updated in line with public health advice. **Currently no staff fall into the high risk category**

Guidance from the HSE for people at very high risk (extremely vulnerable) is available [here](#).

Staff who are categorised at very high risk and are unlikely to return to work will need to read and follow the advice in the following DES circulars

[Teachers and SNAs](#)

[Ancillary Staff](#)

Health and Safety Risk Assessment

The school has developed a risk assessment to minimise the risk of exposure to COVID-19

The school is reviewing our emergency procedures to consider any new risks that arise due to the school's COVID-19 Response Plan. Any changes to the school's existing emergency procedures will be documented and incorporated into the school's safety statement. The school will also review our existing risk assessments to consider any new risks that arise due to the school's COVID-19 Response Plan. Any changes to the school's current risk assessment will be documented and incorporated into the school safety statement.

Signage

Signage outlining the signs and symptoms of COVID-19 and to support good hand and respiratory hygiene has been printed and displayed throughout the school in prominent areas such as offices, corridors, staffroom area, classrooms and toilets.

Procedures to follow in the event of a student presenting with symptoms of COVID-19 in school are displayed in each room.

Procedures to be followed when a student is admitted to the isolation room are displayed at the entrance to the isolation room

Changes to classroom and school layout and to school routines

Bubbles and Pods. A class bubble is a grouping that stays apart from other classes as much as is possible. The aim of the system in school is that pupils only mix with their own bubble from arrival in school in the morning until the pupils go home at the end of the day. Due to the small class sizes in St. Gabriel's, bubbles and pods are essentially the same thing. There are 10 bubbles within the school.

Movement between bubbles is to be severely restricted to and only permitted for staff who work with children in different bubbles. Strict sanitising will be enforced in any area prior to any pupil or bubble entering an area of learning (e.g. the sensory room) outside of their own bubble

Each bubble will keep a contact log (for irregular contact) for students in the class e.g. OT appointment.

Classroom Layout

To maintain physical distancing in the classroom, primary schools and special schools should:

1. Reconfigure class spaces to maximise physical distancing
2. Keep the room clear of any unnecessary furniture, shelves etc on the walls
3. Utilise and reconfigure all available space in the school in order to maximise physical distancing

The teacher's desk should be at least 1m and where possible 2m away from pupil desks.

Outside space

As far as possible classes should only use the area directly outside their classroom. If other areas are to be used (such as the swing) it should be wiped and sanitised after use.

Relaying messages

All messages should be relayed via email or by telephone with the class concerned.

School Transport

The transport manager has organised the buses and bus escorts. Bus escorts will receive appropriate update to their training regarding COVID-19

Bus times will be staggered to facilitate social distancing within the school.

Arrival and dispersal

Bus arrival times will be staggered to facilitate social distancing at beginning and end of the school day. Buses will have assigned entry points

Arrival:

The first wave of buses will arrive at 08.50 the second at 09.10. SNAs will meet the escorts and the children at the assigned entry points and bring children to the classroom.

Parents bringing their children to school must bring them to the assigned entrance at the assigned time this must be arranged in advance.

Parents must only bring their children to school with prior permission. Parents will not be allowed inside the school building

Teachers must be in their classrooms by 08.50 ready to greet the cohort of students to arrive.

Home time:

The first buses are due for departure at 14.10 the second at 14.30. SNAs will bring students to the assigned bus pick up point.

Teachers must wait with their students in the classroom until they have all departed.

Room Changes

The former staffroom has become the isolation room. The new staff room is the former HE/PE/ Dining room, a much larger space that allows for improved social distancing. The new staffroom Will only be accessible to staff at break and lunch times in a socially distanced fashion.

Physical Distancing

Physical distancing can be usefully applied 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.

In the Department's roadmap for reopening, it is 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 pupil 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, where possible, to avoid close contact at face to face level such as remaining standing rather than sitting beside/crouching down.** A distance of 1m should be maintained between desks or between individual pupils.

The following measures will be in place to facilitate social distancing:

- Where possible work stations should be allocated consistently to the same staff and pupils rather than having spaces which are shared.
- In as far as practical staff and pupils must remain within their class. In order to provide adequate supervision levels staff and substitute staff might be required to rotate to other classrooms. To the greatest extent possible, pupils and teaching staff should consistently be in the same class although this will not be possible at all times due to supervision and care needs.
- The objective is to limit contact and sharing of common facilities between people in different Bubbles as much as possible.
- The aim of the system within the school is that class grouping mix only with their own Bubble from arrival at school in the morning until departure at the end of the school day.
- Sharing educational material should be avoided/minimised where possible.
- Limit interaction on arrival and departure and in hallways and other shared areas.
- Social physical contact (hand to hand greetings, hugs) should be discouraged.
- Staff and pupils should avoid sharing of personal items.
- Where teaching and learning involves use of keyboards or tablets, the contact surface of the device should be cleaned regularly and hand hygiene encouraged.

Physical Distancing outside of the classroom and within the school

Staff

- A distance of 2m is recommended for physical distancing by staff. This is particularly relevant to distancing between adults when they are not engaged in teaching such as the staff room and arriving to work.
- If 2m cannot be maintained in staff groups, as much as distance as is possible and visors will be used.
- Physical distancing should be observed between staff members within the staff room through the use of staggered breaks etc. Refer to break timetable.
- Staff meetings will be held in small groups, in large spaces or online to facilitate physical distancing.
- Staff are requested not to gather in groups within the school premises before or after school. Staff are welcome to go directly to their classroom if they wish to work at school. For example, teaching staff may use their classroom for planning and preparation.
- Unless otherwise specified Croke Park hours must be carried out within the class.
- Staff can rotate between areas/classes but this should be minimized where possible.

Corridors

- Briefly passing someone in a hall is very unlikely to contribute significantly to the spread of infection if people do not have physical contact and avoid informal group discussions.
- We will observe our usual practice of keeping to the left when in the corridors. Directional arrows and vinyl floor tape are in place as visual reminders for staff and pupils. To minimise traffic in the corridors, pupils will enter and exit through their designated entry and exit point.

Additional Measures

While we will all be delighted to see each other again, as previously mentioned hand shaking, and high-fives and hugging will not be allowed.

Doors and Windows

Where practical, doors within the corridors will be left open to minimise hand contact with common surfaces.

To ensure that classrooms are well ventilated, windows will be kept open as often as possible, and will be opened while pupils are taking breaks in the yard. Additional outdoor movement breaks will be timetabled in order to give the opportunity for classrooms to be ventilated.

Doors from classrooms to corridors should remain closed.

Lunches

Lunch boxes and drink bottles/containers must be washed and sanitised **at home** on a daily basis to reduce the risk of transmission of Covid-19. Pupils will eat their lunch in their own classrooms in school, with the exception of students with special feeding arrangements. We will also sanitise them after use in school.

Proper hand washing and sanitisation of desk areas (cleaned with sanitising spray and paper towels) should be ensured for by staff before pupils begin their lunch. Sharing of drinks and lunch items will not be permitted under any circumstances. Parents and staff should remind pupils of this rule where applicable.

The reheating of meals. The reheating of meals was proving logistically challenging. The Parents Association kindly have offered to fund microwave ovens for each classroom to help alleviate the difficulties.

Home economics and PE

The home economics and PE teachers will attend the bubble to deliver their lessons. Classes will no longer go to the dining hall. Extra class sets of equipment for both Home Economics and PE will be provided. These will be washed after use and will remain, boxed, in the classroom until the following week.

Toys

All toys should be cleaned on a regular basis for example weekly. This will remove dust and dirt that can harbour germs. Toys that are visibly dirty or contaminated with blood or bodily fluids should be taken out of use immediately for cleaning or disposal. When we purchase toys we choose ones that are easy to clean and disinfect (when necessary). If cloth or soft toys are used they should be machine washable. Jigsaws, puzzles and toys that young pupils to those with special educational needs may be inclined to put into their mouths should be capable of being washed and disinfected. All play equipment should be checked for signs of damage for example breaks or cracks. If they cannot be repaired or cleaned they should be discarded. Clean toys and equipment should be stored in a clean container or clean cupboard. The manufacturer's instructions should always be followed. **Soft modelling materials and play dough where used should be for individual use only.**

Sensory room/ Soft play room

The sensory room and the soft play room will operate on a time table that allows for cleaning after each use.

Uniforms/Tracksuits

There is no guidance or advice to say that school uniforms or tracksuits should be washed every day and this is probably not practical for most families.

As a school we strongly advise that pupils should wear their school uniforms or tracksuits **only for school related activities.** We will follow our usual practice in relation to uniforms and tracksuits. Uniforms should be worn every day, except on P.E. days, or when otherwise requested by teachers.

Uniforms or tracksuits should be taken off straight after the pupil arrives home from school for the day. They should not be worn in after-school facilities, shops, during after-school activities, etc.

Principal's Office

Appointments to see the principal or any staff member should be made with the Principal in advance by phone at (061) 302733.

As far as possible, if a staff member wishes to meet the Principal, they should arrange a meeting in advance.

Photocopying

Any staff member who uses the photocopier should clean it down after use with the wipes provided – the sanitising spray should not be applied directly on the photocopier. Staff waiting to use the photocopier should ensure they are adhering to Social Distancing of 2m.

ICT

Devices should be cleaned before and after use.

Substitute Teachers and SNAs

A copy of the Covid-19 Response Plan will be provided to each substitute teacher/SNA. Substitutes will be required to complete a Return to the Workplace form, confirm that they have engaged in the online Induction Training and complete the contact tracing form in addition to the regular child safeguarding arrangements, before they enter a classroom. Our substitute teachers will come from our own panel of substitute teachers in the first instance.

Visitors to the school.

All visitors to the school will require a prior appointment. If parents need to collect their child for any reason, they are asked to phone ahead.

Where possible the external classroom doors will be used.

All visitors to the school, including delivery drivers will be asked to complete the school's 'contact tracing log'.

Visitors to the classroom

As far as is possible visitors to the classroom should be prearranged. Clinic/ Nursing staff will not enter the classroom (unless absolutely necessary).

Students leaving the classroom

Students who are leaving the classroom for feeding will be brought by an SNA to the nursing entrance. There will be a one way system through nursing. They will be met at the door. When the student is ready for collection nursing staff will call the classroom and SNA will collect from the other door.

Students with appointments eg. OT: SNAs will bring the student to the door and the clinic/ nursing staff will take the student from there and return them to the same place. Classrooms/ Bubbles will keep a log of irregular contact.

Parent/ Teacher Meetings/ communication

Parent/Teacher Meetings and Pupil Support Plan meeting will be facilitated via Zoom or over the phone. A suitably convenient time will be arranged in advance.

We will be encouraging email as a primary means of communication instead of hand written notes.

Staffroom

The new staff room is technically able to accommodate 25 persons allowing for 2m physical distancing.

All staff members should maintain a physical distance of 2 metres when they are not engaged in teaching e.g. when they are using the staff room and arriving to work. If 2m cannot be maintained in staff groups, face coverings / visors should be worn. Staff will be taking breaks together within their Bubbles as much as possible. Staff members must bring their own cups, bottles, cutlery, etc. to school and cannot share utensils in the staffroom.

Staff meetings will be held remotely in small groups or in large spaces to facilitate physical distancing.

Teaching and Learning

As a staff, we are very aware that the pupils have been away from school since March 12th. We appreciate the time and effort that went into Distance Learning by families and school staff, and we recognise the challenges that Distance Learning presented. We are very proud of the collective effort each member of our school community put in during this time, but we cannot wait to get back to the classroom.

Each pupil will be in a different place in relation to his/her learning, and we wish to assure you that staff will take that into consideration when planning for Teaching and Learning during the 2020/2021 school year.

We ask you to trust our experience and professional expertise as we work with all the pupils during the return to school.

Supporting the Learning of Pupils who Cannot Attend School

If a pupil is not able to attend school for an extended period of time due to medical reasons, the class teacher will provide work to support the pupil's learning at home and this will be shared with parents/guardians. Please speak to the Principal if you have any concerns.

The majority of parents have already provided an email address at which the school can contact them to support Distance Learning. This will be especially important if the school, or parts of the school have to close due to HSE advice.

The Use of Personal Protective Equipment (PPE)

For the most-part, with the exception of face coverings or visors, staff members are not required to wear PPE. However, for a limited number of staff, PPE will need to be used throughout the day due to the nature of certain work activities. This includes roles such as:

- Assisting with intimate care needs
- Where a suspected case of COVID-19 is identified while the school is in operation
- Assisting with eating
- Administering First Aid

Masks

The pupils are not required to wear masks or face coverings.

Where staff by necessity are required to be in close proximity to students face masks should be worn. These should conform to EU Standard EN 14683. The school has a supply of face masks available for staff. Staff are free to provide their own face masks.

The current guidelines from the Department of Education and Health Protection Surveillance Centre (HPSC) recommend the use of visors for staff who are interacting with pupils with Special Educational Needs and Hearing Loss. Visors are recommended as cloth face coverings would hide facial expressions and make communication more difficult. Visors will be provided to staff members and pupils who wish to wear them.

Gloves

Staff members do not need to wear disposable gloves unless they are looking after a pupil's intimate care needs, assisted eating or administering First Aid.

There will be an emphasis on appropriate and regular hand hygiene rather than on the wearing of disposable gloves.

Hygiene and Cleaning

Sanitiser dispensers have been installed throughout the school e.g. at main entrance, in each classroom and along corridors close to entrances

In accordance with the DES guidelines, the school will be thoroughly cleaned at least once per day. Particular attention will be focused on frequently touched surfaces – door handles, handrails, chairs/arm rests, communal eating areas, sink and toilet facilities.

High frequency touch points will be cleaned at regular intervals throughout the day.

The sensory and calm rooms will be deep cleaned after use by each group. A rota will be drawn up to accommodate the cleaning regime between each use

All staff will have access to cleaning products and will be required to maintain cleanliness of their own work area. Under no circumstances should these cleaning materials be removed from their classroom or work area. Staff should thoroughly clean and disinfect their work area before and after use each day as well as intermittent cleaning during the day.

All bins will be emptied regularly throughout the school day.

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

The newly established cleaning protocols for the housekeeper and cleaning team will be communicated by the Principal and In-School Management Team. Checklists will be adhered to and monitored to ensure all steps are adhered to.

COVID 19 Related Absence Management

Covid-19 related absences will be managed in line with agreed procedures with the Department of Education.

If a teacher is unable to attend school, every effort will be made to secure a substitute teacher for the class. If a substitute teacher is not available, it is not appropriate for the class to be divided into groups and accommodated in other classes. In the first instance the support teacher will act as the substitute teacher. In the second instance, if the principal is

available, he will act as the substitute teacher in the class for the day. If this, or a combination of these alternatives, is not possible the classroom may need to close for that particular day.

Substitution.

A register of substitute teachers and SNAs will be maintained. Circular 45/2020 along with DYS information note 08/2020 outline the system for substitution and the updated instances where a substitute teacher can be employed by a school.

Substitute teachers will be asked to complete a return to work form and the contract tracing log in addition to the regular child safeguarding arrangements. They will be provided with the necessary PPE. All teachers are asked to have a timetable of work ready for the substitute teacher in the case of an unforeseen absence.

Illness and Dealing with a Suspected Case of COVID-19

We are all delighted to be back at school and we love to see all of our pupils every day. However, under the current circumstances, parents/guardians must keep pupils at home if they display any Covid-19 Symptoms.

<https://www2.hse.ie/conditions/coronavirus/symptoms.html>

Staff must not attend school if they display any Covid-19 Symptoms.

<https://www2.hse.ie/conditions/coronavirus/symptoms.html>

A designated isolation area has been created in the former staff room area.

If a **staff member** displays symptoms of COVID-19 while at school, the following procedure will be implemented:

- Staff members who are symptomatic should immediately inform a member of staff in their classroom or Bubble that they are feeling unwell. The Principal/Deputy Principal should then immediately be informed.
- The person displaying symptoms should immediately go to the isolation room.
- A staff member will accompany the individual to the designated isolation room, keeping at least 2 metres away from the symptomatic person and also making sure that others maintain a distance of at least 2 metres from the symptomatic person at all times. All doors will be opened for the person displaying symptoms.
- The staff member who is symptomatic should avoid touching people, surfaces and objects.
- Provide a mask for the person presenting with symptoms. He/she should wear the mask if in a common area with other people or while exiting the premises. The member of staff who accompanies the person presenting with symptoms should don the following PPE: goggles/ visor, disposable face mask, apron, disposable gloves. After the accompanying person is finished with the PPE, they should doff the

equipment and place it in a sealed bag and place it in the foot-pedal bin in the Isolation Area.

- Assess whether the individual who is displaying symptoms can immediately be directed to go home and call their doctor and continue self-isolation at home.
- Facilitate the person presenting with symptoms remaining in isolation if they cannot immediately go home and facilitate them calling their doctor. The individual should avoid touching people, surfaces and objects. Advice should be given to the person presenting with symptoms to cover their mouth and nose with the disposable tissue provided when they cough or sneeze and put the tissue in the waste bag provided. The person presenting with symptoms will continue to wear a mask until they have left the premises. They should not remove their disposable mask until after they have left the building.
- If the person is well enough to go home, arrange for them to be transported home by a family member, as soon as possible and advise them to inform their general practitioner by phone of their symptoms. Public transport of any kind should not be used.
- If they are too unwell to go home or advice is required, contact 999 or 112 and inform them that the sick person is a Covid-19 suspect.
- Carry out an assessment of the incident which will form part of determining follow-up actions and recovery.
- Arrange for appropriate cleaning of the isolation area and work areas involved.

If a **pupil** displays symptom of COVID-19 while at school, the following procedure will be implemented:

- The pupil displaying symptoms should immediately be brought to the isolation room by a staff member. Contact the Principal/Deputy Principal immediately.
- A staff member will bring the pupil to the isolation room, making sure that others maintain a distance of at least 2 metres from the symptomatic pupil at all times. All doors will be opened for the pupil displaying symptoms.
- The pupil who is symptomatic should avoid touching people, surfaces and objects.
- Parents/Guardians will be contacted immediately by telephone. **To help us in this regard, parents and guardians are asked to make sure that their contact details are kept up to date and that they are available to be contacted at all times.**
- Provide a mask (if appropriate) for the pupil presenting with symptoms and closely monitor them while wearing the mask. He/she should wear the mask if in a common area with other people or while exiting the premises. The member of staff who accompanies the person presenting with symptoms should don the following PPE: goggles/visor, disposable face mask, long sleeved apron, disposable gloves (there is a pack in each classroom plus additional pack in the isolation room) . After the accompanying person is finished with the PPE, they should doff the equipment and place it in a sealed bag and place it in the foot-pedal bin in the Isolation Area.

- Facilitate the pupil presenting with symptoms remaining in isolation if they cannot immediately go home. Advice where appropriate will be given to the person presenting with symptoms to cover their mouth and nose with the disposable tissue provided when they cough or sneeze and put the tissue in the waste bag provided. The pupil presenting with symptoms will continue to wear a mask until they have left the premises. They should not doff their disposable mask until after they have left the building.
- If the pupil is well enough to go home, arrange for them to be transported home by a parent/guardian, as soon as possible and advise them to inform their general practitioner by phone of their symptoms. Public transport of any kind should not be used.
- If they are too unwell to go home or advice is required, contact 999 or 112 and inform them that the sick person is a Covid-19 suspect.
- Carry out an assessment of the incident which will form part of determining follow-up actions and recovery.
- Arrange for appropriate cleaning of the isolation area and work areas involved.

The HSE will inform any staff/parents who have come into close contact with a diagnosed case via the contact tracing process. The HSE will contact all relevant persons where a diagnosis of COVID-19 is made. The instructions of the HSE should be followed and staff and pupil confidentiality is essential at all times.

School staff must not inform families or other individuals outside of the classroom with the exception of the Principal.

It is important to remember that any of us can get sick or unwell, and if we do, we need understanding and support from those around us. It is essential that anyone who feels unwell makes that known to the Principal/Deputy Principal as soon as possible.

An isolation room kit including the following items will be placed permanently in the isolation room: face masks, tissues, hand sanitiser, infrared thermometer, gloves, disposable aprons, plastic bags, sanitising spray, blue roll, spare visor, goggles.

Well Being

Employee Assistance and Wellbeing Programme

The Department recognises the need for school staff wellbeing and collective self-care. Support for school staff wellbeing will be provided by Department Support Services including the PDST and CSL, as well as by the HSE's Health Promotion Team. An [Occupational Health Strategy](#) is in place as a supportive resource for 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 under the logo of *'Wellbeing Together: Folláinne Le Chéile'*.

Under the EAS, employees have a dedicated free-phone confidential helpline 1800 411 057 available 24 hours a day, 365 days a year providing advice on a range of issues such as wellbeing, legal, financial, mediation, management support etc. Where required, short-term counselling is available to employees and their families (over the age of 18 years and living at home). A bespoke wellbeing portal and app which offers access to podcasts and blogs on topics around wellbeing and mental health, family life, exercise and nutrition is also available. In addition online cognitive behavioural therapy is provided. As part of the services provided by Spectrum.Life a Mental Health Promotion Manager is available to develop and deliver evidence based mental health and wellbeing initiatives to reduce stigma and improve mental health literacy and to increase engagement with the service. They will also be providing a series of webinars and presentations to promote staff wellbeing in schools as schools reopen and during the upcoming school year.

St Gabriel's School

Pre-Return to Work Questionnaire COVID-19

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 Principal: Derek Cox Date: _____

	Questions	YES	NO
1.	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?		
2.	Have you been diagnosed with confirmed or suspected COVID-19 infection in the last 14 days?		
3.	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?		
4.	Have you been advised by a doctor to self-isolate at this time?		
5.	Have you been advised by a doctor to cocoon at this time?		
6.	Have you been advised by your doctor that you are in the very high risk group? If yes, please liaise with your doctor and Principal re return to work.		
7.	Are you or have you been working in a care setting, e.g: disability, nursing home, hospital, 1:1 care in the home?		
8.	Have you travelled from countries not on the most recent Green List in the last 14 days?		

I confirm, to the best of my knowledge that I have no symptoms of COVID-19, am not self-isolating, awaiting results of a COVID-19 test or 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 will be held securely in line with our retention policy.

Signed: _____

St Gabriel's School

Pupil Pre-Return to School Questionnaire COVID-19

This questionnaire must be completed by parents in advance of their child returning to school if they have been absent.

If the answer is Yes to any of the below questions, you are advised to seek medical advice and call the school before returning your child.

Name: _____ Date: _____

Name of Principal: Derek Cox

	Questions	YES	NO
1.	Has your child had symptoms of cough, fever, high temperature, sore throat, runny nose, breathlessness, or flu like symptoms now or in the past 14 days?		
2.	Has any member of your household had symptoms of cough, fever, high temperature, sore throat, runny nose, breathlessness, or flu like symptoms now or in the past 14 days?		
3.	Have you or your child been diagnosed with confirmed or suspected COVID-19 infection in the last 14 days?		
4.	Has your child been advised by the HSE that they a close contact of a person who is a confirmed or suspected case of COVID-19 in the past 14 days?		
5.	Have you or your child been advised by a doctor to self-isolate at this time?		
6.	Have you or your child travelled from countries not on the most recent Green List in the last 14 days?		

I confirm, to the best of my knowledge that my child has no symptoms of COVID-19, is not self-isolating, awaiting results of a COVID-19 test or 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 will be held securely in line with our retention policy.

Signed: _____

What to do if Covid Symptoms Develop at School - staff

If you get any symptoms at work:

Phone the Principal/ Deputy Principal or the nearest member of the Covid Response Team immediately. Follow their guidelines and advice

You will need to:

- Isolate immediately from other staff
- Wear a face mask
- Keep a distance of at least 2 metres from others
- Phone your GP to arrange a test for corona virus

Go home as soon as it is safe to do so. Self isolate at home

Do not use public transport of any kind to go home

If you cannot go home immediately:

- Arrange transport home as soon as possible to reduce the amount of time in the building
- Remain self isolating in the building (isolation room)
- Avoid touching people, surfaces and objects
- Cover your mouth and nose with tissues when you cough or sneeze. Bin these tissues in a waste bag separately to general waste.

St. Gabriel's Covid Response Team Members:

Derek Cox - Principal

Cathy Cooper – Deputy Principal

Catherine Troy - RTW

Mary Stenson - RTW

St. Gabriel's School

Suspected case of COVID-19

Procedure

You should be familiar with the symptoms related to COVID-19

If a child presents with any new symptoms **you must do the following**

- 1. Ensure that the child is separated from any other individuals in the classroom. Do not let them touch any further people, surfaces or objects.**
- 2. Notify other members of staff in the classroom.**
- 3. Don PPE : Mask, Visor, Apron, Gloves.**
- 4. Provide a mask for the child if appropriate.**
- 5. Take the child to the isolation room using the shortest route possible.**
- 6. Another member of staff in the classroom should notify the Principal – Tel: 151/ 0838583998**
- 7. When you reach the isolation room follow procedures displayed.**

St. Gabriel's School

Suspected case of COVID-19

Procedure

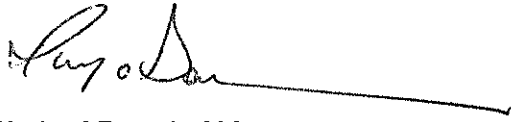
You should be familiar with the symptoms related to COVID-19

If a child presents with any new symptoms **you must do the following**

- 1. Ensure that the child is separated from any other individuals in the classroom. Do not let them touch any further people, surfaces or objects.**
- 2. Notify other members of staff in the classroom.**
- 3. Don PPE : Mask, Visor, Apron, Gloves.**
- 4. Provide a mask for the child if appropriate.**
- 5. Take the child to the isolation room using the shortest route possible.**
- 6. Another member of staff in the classroom should notify the Principal – Tel: 151/ 0838583998**
- 7. When you reach the isolation room follow procedures displayed.**

This COVID Response Plan was reviewed and ratified by the Board of Management on THURSDAY 17th SEPTEMBER 2020

The COVID Response Plan is a continuous working document and may be amended and updated at any point in line with DES, HSE and HSPC guidelines.

A handwritten signature in black ink, appearing to read "Lynne Don", with a long horizontal line extending to the right from the end of the signature.

Chair of Board of Management

A handwritten signature in black ink, appearing to read "Aislinn Cox", written in a cursive style.

Principal and Secretary