



COVID - 19

RESPONSE

PLAN



COVID - 19 Response Plan Jonah Special School

Introduction

This Covid-19 Response Plan is designed to support the staff and Board of Management (BOM) in putting measures in place that will prevent the spread of Covid-19 in Jonah Special School.

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

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

The response plan will support the sustainable reopening of our school where the overriding objective is to protect the health of staff and students 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, students and parents.

This is a living document and may be reviewed and amended to take into account new guidance.

Staff and students MUST stay at home if sick or if they have any symptoms of COVID-19



This Document aims to provide details of –

1. COVID-19 School Policy Statement
2. Planning and Preparing for Return to School
 - a. School Building
 - b. Signage
3. Procedure for Returning to Work (RTW) and School
4. Return to Work Safely and Lead Worker Representative(s)
5. Safety Statement and Risk Assessment
6. General Advice to Prevent the Spread of the Virus & Symptoms of COVID-19
7. Managing the Risk of Spread of Covid-19
 - a. Wash your Hands Frequently
 - b. Hand Hygiene and Hand Sanitiser
 - c. Avoid Touching your Eyes, Nose and Mouth
 - d. Physical Distancing
 - e. Practice Respiratory Hygiene
 - f. Do
 - g. Do Not
 - h. People at Very High Risk (Extremely Vulnerable)
8. Control Measures
 - a. Return to Work Form
 - b. Induction Training
 - c. Hygiene and Respiratory Etiquette
 - d. Personal Protective Equipment (PPE)
 - e. Wearing of Gloves
 - f. Masks
 - g. Cleaning
 - h. Access to the School Building/Contact Log



- i. First Aid/Emergency Procedure
 - j. Temperature Checks
 - k. Eating
9. Dealing with a Suspected Case of COVID-19
10. Staff Duties
11. Covid Related Absence management
12. Employee Assistance and Wellbeing Programme
13. Appendixes –
- 1) Template COVID-19 School Policy Statement
 - 2) Staff and Student Pre-Return to Work Questionnaire COVID-19
 - 3) Lead Worker Representative
 - 4) Risk Assessment
 - 5) School Contact Tracing Log
 - 6) Procedure for Taking Temperature with an Infrared Thermometer
 - 7) Checklist for School Managers
 - 8) Checklist for Managing a Suspected Case of COVID-19
 - 9) Checklist for Lead Worker Representative
 - 10) Checklist for Cleaning
 - 11) Dropping and Collecting Procedure
 - 12) Staff Weekly Return to Work COVID-19 Questionnaire
 - 13) Back to School Safely Information for Staff

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

Note: The plan is a live working document and may be reviewed and amended to take into account new guidance from www.Gov.ie, www.dbei.ie, www.hse.ie, www.hpsc.ie, www.hsa.ie; www.education.ie; or agreements with education partners as appropriate for primary and special schools



1. Jonah Special School COVID-19 Policy

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

Jonah Special School COVID-19 Policy Statement

Jonah Special School are committed to providing a safe and healthy workplace for all our staff and a safe learning environment for all our students. To ensure that, we have developed the following COVID-19 Response Plan. The Board of Management and all school staff are responsible for the implementation of this plan and a combined effort will help contain the spread of the virus. We will –

- Continue to monitor our COVID-19 Response Plan and amend this plan in consultation with our staff.
- Provide up to date information to our staff and students on the Public Health advice issued by the HSE and Gov.ie.
- Display information on the signs and symptoms of COVID-19 and correct hand-washing techniques.
- Agree with staff, a worker representative who is easily identifiable to carry out the role outlined in this plan.
- Inform all staff and students of essential hygiene and respiratory etiquette and physical distancing requirements.
- Adapt the school to facilitate physical distancing as appropriate in line with the 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 students to follow if they develop signs and symptoms of COVID-19 during school time.
- Implement cleaning in line with Department of Education advice.

All school staff will be consulted on an ongoing basis and feedback is encouraged on any concerns, issues or suggestions.

This can be done through the Lead Worker Representative, Carol Deane and Assistant Lead Worker Representative, Rachel Power who will be supported in line with the agreement between the Department and education partners.

Signed: _____

Chairperson of Board of Management

Signed: _____

Principal

Date: _____

Date: _____



2. Planning and Preparing for Return to School

The Board of Management aims to facilitate the resumption of school based teaching and learning and the return to the workplace of staff. The return to the work must be done safely and in strict adherence to the public health advice and any guidance issued by the Department of Education.

Details for the reopening of the school facility and the applicable controls are outlined in this document.

a. **School Building**

Before re-opening the Board of Management checked the following –

- ✓ The water system was checked and outlets which needed flushing were identified following low usage to prevent Legionella disease.
- ✓ School equipment and mechanical ventilation has been checked for signs of deterioration or damage before being used again.
- ✓ All classrooms and other areas have been reconfigured to support physical distancing in line with the guidance in advance of school reopening.
- ✓ Bin collections and other essential services resumed.

b. **Signage**

- ✓ The Board of Management has displayed signage outlining the signs and symptoms of COVID-19 and to support good hand and respiratory hygiene.

3. Procedure for Returning to Work (RTW) and School

In order to return to the workplace, staff must complete a Return to Work form (RTW) (Appendix 2), which will be emailed to each staff member electronically by the Principal. A RTW form should only be completed at least 3 days prior to any proposed date of return to the workplace.

To ensure that staff are aware of and understand the COVID – 19 measures in place in school and understand what is expected of them to prevent the spread of COVID-19, staff are also required to complete and sign the Back to School Checklist for Staff (Appendix 13).

The Principal will also provide details of the Induction Training for completion by staff prior to the return to the workplace 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.

Parents will also be required to complete a Return to School Form for their child at least 3 days prior to commencing school (Appendix 2).

Parents of children returning to school will be asked to complete the following declaration form -

<https://www.hpsc.ie/az/respiratory/coronavirus/novelcoronavirus/guidance/educationguidance/Return%20to%20Educational%20Facility%20declaration%20form.pdf>

4. Return to Work Safely and Lead Worker Representatives

Responsibility for the development and implementation of the Covid-19 Response Plan and the associated control measures lies primarily with the Board of Management and the School Leadership Team.

The Return to Work Safely protocol provides for an agreed procedure to appoint a Lead Worker Representative (LWR) to carry out a specific role.



The role of the Lead Worker Representative is to ensure that Covid-19 measures are adhered to in the workplace as follows –

- Work collaboratively with the Principal to ensure, so far as is reasonably practicable, the safety, health and welfare of employees in relation to COVID-19.
- 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 with the implementation of measures to suppress COVID-19 in the workplace.
- Monitor adherence to measures put in place to prevent the spread of COVID-19.
- Consult with colleagues on matters relating to COVID-19 in the workplace.
- Keep up to date with the latest COVID-19 public health advice.
- Make representations on behalf of their colleagues on matters relating to COVID-19 in the workplace.

If a staff member has any concerns or observations in relation to the COVID-19 Response Plan and control measures or the adherence to such control measures by staff, parents/guardians, contractors or visitors, he/she should contact the Lead Worker(s) who will engage with the Principal/Board of Management.

Jonah Special School will also appoint an Assistant Lead Worker Representative in addition to the LWR. The role of the Assistant LWR will be to –

- Assist the LWR in their duties as set out above.
- Deputise as LWR where the LWR is absent.

Lead Worker Representative	Assistant Lead Worker Representative
Name: Carol Deane Contact Details: caroldeane63@yahoo.co.uk	Name: Rachel Power Contact Details: racheypach@gmail.com

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

Full details of the arrangements which will apply for the LWR in Special Schools are set out at Appendix 3.

5. Safety Statement and Risk Assessment

COVID-19 represents a hazard in the context of health and safety in the school environment. Please see Safety Statement and amended Risk Assessment. A template risk assessment to identify the control measures required to mitigate the risk of COVID-19 in school settings is attached at Appendix 4.

The standard First Aid/emergency procedure shall continue to apply. In an emergency or in case of a serious incident, Jonah Special School will call for an ambulance or the fire brigade on 112/999 giving details of location and type of medical incident.

6. General Advice to Prevent the Spread of the Virus & Symptoms

In order to prevent the spread of COVID-19 it is important to know and recognise the symptoms (which include the DELTA Variant). The symptoms are –

- High temperature – 38 degrees Celsius or above.



- Cough – this can be any kind of cough, not just dry.
- Shortness of breath or breathing difficulties.
- Loss of or change to your sense of smell or taste.
- Headaches.
- Fatigue, aches and pains.

Other uncommon symptoms of COVID – 19 include –

- Sore throat.
- Runny or stuff nose.
- Feeling sick or vomiting or diarrhoea.

It can take up to 14 days for symptoms to show. They can be similar to symptoms of cold and flu. Anyone experiencing any of the common symptoms of COVID-19 should self-isolate and phone your GP straightaway to arrange a test.

The best way to prevent the spread of COVID-19 in a school is to minimise the risk of introduction of the disease into the school setting in the first place. This can be achieved through the following measures –

- Promote awareness of COVID-19 and its symptoms amongst staff, students, parents and visitors.
- Advise staff and students to self-isolate or restrict their movement's at home if they display any signs or symptoms of Covid-19 and contact their family doctor to arrange a test.
- Advise staff and students not to return to or attend school in the event of the following –
 - If they are identified by the HSE as a close contact of a confirmed case of COVID-19.
 - If they live with someone who has symptoms of the virus.
 - If they have travelled outside of Ireland; in such instances staff are advised to consult and follow latest Government advice in relation to foreign travel.
 - Advise staff and students to cooperate with any public health officials and the school for contact tracing purposes and follow any public health advice in the event of a case of outbreak in the school.
 - Advise staff and students who develop symptoms at school to bring this to the attention of the Principal promptly.
- Ensure that staff and students know what to do if they develop symptoms at school.
- Ensure that staff know the protocol for managing a suspected case of COVID-19 in school (details in Appendix 8).
- Everyone entering the school building should be required to perform hand hygiene with hand sanitiser.
- Visitors to school during the day should be by prior arrangement and should be received at a specific contact point by the Principal.
- Physical distancing (of 2m) should be maintained between staff and visitors where possible.

Staff, students and visitors should at all times adhere to the up to date advice and instructions of the public health authorities in relation to protecting oneself and others against the risk posed by the COVID-19 virus.

Updated advice from the HSE is available on its website – <https://www2.hse.ie/coronavirus/>

The Department of Education and Skills will ensure all updated advice is circulated to schools. Jonah Special School will arrange for this advice to be circulated to staff, students and visitors in a timely manner via electronic email.

7. Managing the Risk of Spread of COVID-19

a. Wash your Hands Frequently



Regular hand washing with soap and water is effective for the removal of COVID-19. Children who are unable to wash their hands by themselves should be assisted to clean their hands using soap and water or/and a hand sanitiser.

Students 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.
- Before and after using shared equipment (e.g. computers, OT equipment, sensory room, fridges, kettle, microwave, toaster, photocopier)

Follow the HSE guidelines on handwashing –

- ✓ For advice from HSE on how to wash your hands the following link will be helpful:
<https://www2.hse.ie/wellbeing/how-to-wash-your-hands.html>

b. Hand Hygiene and Hand Sanitisers

Hand hygiene can also be achieved by the use of hand sanitisers (when hands are clean). Alcohol based sanitiser is utilised unless there is a specific allergy. Hand sanitisers are more readily deployed the school to avoid disruption to teaching and learning and to avoid congestion of staff and students waiting to use hand washing facilities. Hand sanitiser dispensers have been installed at all exit and entry points to the school and on the corridors outside classrooms. Care should be taken to clean up any hand sanitiser spills to prevent risks of falls. Alcohol based sanitiser must not be stored or used near heat or naked flames. Wash hand basins, running water, liquid soap and hand drying facilities have been provided in all toilets, kitchens and any food preparation areas. Hand washing facilities will be maintained in good condition and supplies of soap will be topped up regularly to encourage everyone to use them.

Posters displaying hand washing techniques and promoting hand washing will be placed on walls adjacent to washing facilities.

Note: Young or vulnerable students should not have independent use of containers of alcohol gel. Children who are unable to wash their hands by themselves should be assisted to clean their hands using soap and water or a hand sanitiser (if their hands are visibly clean) as outlined previously.

c. Avoid Touching Eyes, Nose and Mouth

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

d. Physical Distancing

Physical distancing is recommended in all areas in Jonah Special School, where possible, especially in the communal areas to reduce the spread of infection in the workplace.

Physical distancing falls into two categories:

- Increasing Separation –



- School Management will utilise the guidance documents provided by the Department of Education on optimal school layout to increase separation to the greatest degree possible. To maintain physical distancing in the classroom we will –
 - ✓ Reconfigure class spaces to maximise physical distancing.
 - ✓ Utilise and reconfigure all available space in the school in order to maximise physical distancing.
- Decreasing Interaction –
 - Per DES Guidelines for Special Schools a distance of 1m will be maintained between desks or between individual students.
 - Shared spaces such as playgrounds, sensory room etc. will be on a rota, where possible, with a cleaning protocol by each user group.
 - The risk of infection may be reduced by structuring students and their teachers into Class Bubbles and groups or “Pods” within those class bubbles. However, given the size, layout and dynamics of Jonah Special School, we will be operating as a ‘School Bubble’ and there will be no need to divide into Class Bubbles or pods within the class.
 - Sharing educational material between students should be avoided/minimised where possible.
 - Intimate care settings – staff and students cannot maintain appropriate social distancing during some settings. Any interaction where staff cannot maintain the minimum one metre distance at all times should be kept to a maximum time of fifteen minutes. PPE equipment must be worn by staff at all times during any intimate care activities. This includes a mask, gloves and an apron which all must be disposed of immediately following the event. Intimate care may arise when someone is sick, hurt, upset or during some daily living tasks such as hygiene routines and toileting.
 - Additional measures to decrease interaction include –
 - ✓ Limit interaction on arrival and departure and in hallways and other shared areas.
 - ✓ Social physical contact (hand to hand greetings, hugs) should be discouraged.
 - ✓ Where students need to move about within the classroom to perform activities (access to a shared resource) it should be organized to the greatest degree possible to minimize congregation at the shared resource.
 - ✓ Staff and students should avoid sharing of personal items.
 - ✓ Encourage students 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 should be cleaned regularly and hand hygiene encouraged.
- Physical Distancing outside of the classroom and within the school –
 - School drop off/collection –
 - ✓ When students are being dropped off/collected a physical distancing of 2m will be encouraged where possible between parents/guardians and school staff.
 - ✓ The majority of students come to school using taxis. A drop of and collection procedure has been developed and all staff, escorts and drivers are familiar with the procedure.
- Ventilation –

The Department has published guidance setting out the practical steps for good ventilation in accordance with public health advice ‘Practical Steps for the Deployment of Good Ventilation Practices in Schools’. Following this guidance, all classes will have windows partially open when inside. When classrooms are not in use windows should be fully opened to ensure maximum ventilation. The guidance provides that good ventilation can be achieved in classrooms without causing discomfort, particularly during cold weather. The Department has also published guidance regarding on how these practical steps measures can be supplemented and enhanced by the use of Carbon Dioxide (CO₂) monitors.



- 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 a face covering should be observed.
 - Physical distancing should be observed between staff members within the staff room through the use of staggered breaks.
 - Staff will need to remember to stand back if someone is using the microwave, kettle, sink, etc.
 - There will be a number of tables available to those who want to sit in the staff room, two to a table and keep 2 M distancing *where practical* but always at least 1 M.
 - Staff will need to bring their cutlery and dishes to school and home again.
 - Staff will be required to clean the table, chair and any equipment used after they have finished their lunch.
 - Staff meetings will be held in the staffroom or in the playground where possible to facilitate physical distancing.
- Yard/Supervision –
 - The risk of transmission from contact with outside surfaces or play areas is low.
 - It is not possible to maintain physical distancing when students in Special Schools play together outdoors, but in so far as practical we will keep to consistent groups in the playground at any one time.
 - Where possible, we will stagger outdoor access.
 - Students will be encouraged to perform hand hygiene before and after outdoor activities.
 - We will minimise equipment sharing and clean shared equipment between uses by different people.

e. Practice Respiratory Hygiene

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

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

Good hygiene practices and washing your hands properly and regularly can help stop the spread of the virus. It is, therefore, crucial that all staff adhere to this advice and adopt the following practices as strictly as possible.

f. Do

- Wash your hands properly and often.
- Cover your mouth and nose with a tissue or your sleeve when you cough and sneeze.
- Put used tissues into a bin and wash your hands.
- Clean and disinfect frequently touched objects and surfaces.

g. Do Not

- Touch your eyes, nose or mouth if your hands are not clean.
- Share objects that touch your mouth – for example, bottles, cups, cutlery, etc.

h. People at Very High Risk (Extremely Vulnerable):

Current public health guidelines have identified groups who are defined as being at very high risk. The HSE has set out these groups, which include people who –



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

The advice for this group is available from the HSE. Staff who are in this group should self-declare on the Return to Work form if they believe that they are at very high risk. Details of the leave arrangements that will apply will be updated by the Department of Education and Skills. See Circular 0049/2020.

If the Board of Management/Principal is unsure whether or not staff falls into the very high-risk category, advice will be sought from the Occupational Health Service.

8. Control Measures

A range of essential control measures have been implemented to reduce the risk of the spread of COVID-19 virus and to protect the safety, health and welfare of staff, students, parents/guardians and visitors as far as possible within the school. These control measures are outlined in this document. The control measures shall continue to be reviewed and updated as required on an ongoing basis.

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

The Board of Management recommends that all staff and parents download the HSE contact tracing app.

Staff, in particular, should note that they have a legal obligation under Section 13 of the Safety, Health and Welfare at Work Act 2005 to comply with health and safety requirements and to take reasonable care for the health and safety of themselves, their colleagues and other parties within the workplace.

The following control measures have been put in place –

a. Return to Work Form

Staff will be required to complete a RTW form at least 3 days prior to any return to the school facility (see section 2 above). The purpose of the RTW form is to get confirmation from staff that, to the best of his/her knowledge, he/she has no symptoms of COVID-19 and is not self-isolating or cocooning or awaiting the results of a COVID-19 test. Staff will also complete a weekly questionnaire form every Monday.



b. Induction Training

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

- Latest up to-date advice and guidance on public health.
- COVID-19 symptoms.
- What to do if a staff member or student 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 with any changes to the control measures or guidance available from the public health authorities.

If a staff member is unsure about any aspect of the COVID-19 Response Plan, the associated control measures, or his/her duties, he/she should immediately seek guidance from the Principal or Lead Worker Representative, who is supported in this role by the BOM.

Note: Induction Training for reopening schools in the new school year will be developed by the Department in consultation with stakeholders and made available for all schools and staff.

c. Hygiene and Respiratory Etiquette

It is crucial that all staff, students, parents/guardians, contractors and visitors are familiar with, and adopt, good hand and respiratory hygiene practices.

Guidance documentation and information posters will be available at various locations within the school building. Information posters will be prominently displayed at appropriate locations within the school building including office, corridors, staffroom area, corridors and toilet areas. Such are intended to inform but also remind everyone about the importance of hygiene in preventing the spread of COVID-19 virus and protecting health and safety. Handwashing facilities and/or hand sanitisers are available at multiple locations within the school building.

d. Use of Personal Protective Equipment (PPE)

Due to the nature of work areas and certain work activities which staff engage in –

- Working with vulnerable children.
- Working with medically fragile children.
- Engaging in intimate care tasks throughout the school day.
- Limited ability to maintain physical distancing while teaching and learning.
- Dealing with first aid or a suspected COVID-19 case.

Jonah Special School staff will be required to wear PPE (masks or visors) within the school building. Appropriate PPE will be available to staff.

e. Wearing of Gloves

The use of disposable gloves in the school setting by students or staff is not appropriate. It does not protect the wearer and may expose others to risk from contaminated gloves. Routine use of disposable gloves is not a substitute for hand hygiene. Gloves are only to be used for intimate care tasks.

f. Face Masks/Visors



In line with the latest guidance from the Department of Education & Skills, it is recommended that all teachers and SNAs wear a surgical face mask throughout the school day where it is not possible to adhere to physical distancing guidelines. Staff will be provided with a sufficient supply of surgical face masks and a reusable visor for use in school. It is the responsibility of each staff member to dispose of their masks and disinfect their visor at the end of each day.

In line with public health guidelines, all bus escorts must wear a surgical face mask on school transport. A sufficient supply of surgical face masks and a reusable visor will be provided by the school to each escort.

Public health guidance regarding the use of face masks is as follows –

- ✓ **Face masks** – Face masks are recommended as a simple barrier to help prevent respiratory droplets from traveling into the air and onto other people when the person wearing the mask coughs, sneezes, talks, or raises their voice. This is called source control. Masks reduce the spray of droplets when worn over the nose and mouth. COVID-19 spreads mainly among people who are in close contact with one another. Therefore, the use of masks is particularly important in settings where people are close to each other or where social distancing is difficult to maintain.
- ✓ **Visors** – A visor is primarily used for eye protection for the person wearing it. The HPSC advises that if a surgical face mask or a cloth face covering is not practical for any reason, a visor of a suitable quality should be used. However, HPSC advice is that a visor does not have protection equivalent to a mask.

For maximum protection, staff are advised to wear both a surgical face mask and a visor, as this provides both respiratory and eye protection.

Masks and visors should be donned and doffed and disposed of as demonstrated in videos available on the [HPSC website](#). Masks should be removed and disposed of if they are wet or damaged. Masks should be removed and disposed of if going on a break or visiting the toilet.

Face coverings are not suitable for children under the age of 13 and anyone who –

- Has trouble breathing;
- Is unconscious or incapacitated;
- Is unable to remove it without help;
- Has special needs to who may feel upset or very uncomfortable wearing the face covering.

g. Cleaning

Arrangements for more regular and thorough cleaning of areas and surfaces within the school will be made.

Regular and thorough cleaning of communal areas and frequently touched surfaces shall be conducted, in particular, toilets, door handles, sensory room and PE room. Cleaning will be performed regularly and whenever facilities or surfaces are visibly dirty.

All staff will have access to cleaning products and will be required to maintain cleanliness of their own work area, children's equipment and resources in the classroom.

Staff should thoroughly clean and disinfect their work area before and after use each day.



There will be a regular collection of used waste disposal bags from office, classrooms and other areas within the school facility.

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

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

Shared electronic devices such as tablets, touch screens, keyboards should be cleaned between use. See Appendix 9 for Cleaning Timetable

h. Access to the School Building/Contact Log

Access to the school building will be in line with agreed school procedures.

Parents and guardians will not be permitted to enter the school building and students will be greeted in the morning, taken from parents & delivered back to the porch at the end of the school day.

Arrangement for visitors will be through prior approval from the Principal.

The prompt identification and isolation of potentially infectious individuals is a crucial step in restricting the spread of the virus and protecting the health and safety of the individuals themselves and other staff, contractors and visitors in the school building. A detailed sign in/sign out log of those entering the school facilities should be maintained. Jonah Special School will maintain a log of staff. Class teachers will maintain a log of students' contacts. A sample contact log is available at Appendix 5.

i. First Aid/Emergency Procedure

The standard First Aid/Emergency procedure shall continue to apply in Jonah Special School.

In an emergency or in case of a serious incident, call the principal or nearest first aider giving details of location and type of medical incident.

j. Temperature Checks

All staff and students will be requested to have their temperature checked daily. Student's temperatures will be checked by the bus escorts in advance of getting on the school bus or for students who are brought to school by car; their temperatures will be checked in advance of entering the school building. Staff temperatures will be checked by the Principal or a member of the Covid-19 Response Team in advance of entering the school building. Further information can be found in Appendix 6.

k. Eating

Students should be encouraged to sit in the same place each day while eating.

Students should have their own dishes, cutlery, cups or bottles for drinking which will need to go home each day.



9. Dealing with a Suspected Case of COVID-19

Jonah Special School staff are encouraged to download the HSE COVID-19 tracker app to assist Public Health for contact tracing purposed both in and out of the school setting.

Staff or students should not attend school if displaying any symptoms of COVID-19. The following outlines how Jonah Special School will deal with a suspected case that may arise during the course of the school day. A designated isolation area has been identified within the school building which is away from other staff and students. **The isolation room is where the unused store room/toilet is.** If a second person displays signs of COVID-19 at the same time, the 'Chill Out Room'; in the particular students room has been designated as the back-up isolation area. If a staff member/student displays symptoms of COVID-19 while in Jonah Special School the following are the procedures to be implemented –

- If the person with the suspected case is a student, the parents/guardians should be contacted immediately.
- Isolate the person and have a procedure in place to accompany the individual to the designated isolation area via the isolation route, keeping at least 2 metres away from the symptomatic person and also making sure that others maintain a distance of at least 2 metres from the symptomatic person at all times.
- Provide a mask, where possible, for the person presenting with symptoms if. He/she should wear the mask if in a common area with other people or while exiting the premises.
- Assess whether the individual who is displaying symptoms can immediately be directed to go home/be brought home by parents and call their doctor and continue self-isolation at home.
- 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.
- 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.
- 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 will not be used.
- 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 confidentiality is essential at all times.



10. Staff Duties

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

- Adhere to the School COVID-19 Response Plan and the control measures outlined.
- Coordinate and work with their colleagues to ensure that physical distancing is maintained in communal areas.
- Make themselves aware of the symptoms of COVID-19 and monitor their own wellbeing.
- Self-isolate and contact their GP promptly for further advice if they display any symptoms of COVID-19.
- Not return or attend school if they have symptoms of COVID-19.
- Not return to or attend school if they live with someone who has symptoms of COVID-19.
- Not return to or attend school if they have travelled outside of Ireland: in such instances staff are advised to consult and follow latest Government advice in relation to foreign travel.
- If they develop any symptoms of COVID-19 whilst within the school facility, they should adhere to the procedure outlined above.
- Complete the RTW form before they return to work and weekly questionnaire.
- Staff must inform the Principal if there are any other circumstances relating to COVID-19, not included in the form, which may need to be disclosed to facilitate their safe return to the workplace.
- Staff must complete COVID-19 Induction Training and any other training required prior to their return to school.
- Staff must be aware of, and adhere to, good hygiene and respiratory etiquette practices.
- Keep informed of the updated advice of the public health authorities and comply with same.
- Consent to getting their temperatures checked daily.
- Download the HSE Covid Tracing App.
- Cooperate with any public health personnel and their school for contact tracing purposes and follow any public health advice given in the event of a case or outbreak in our school.
- Undergo any COVID-19 testing that may be required as part of a mass or serial testing as advised by Public health.

11. Covid Related Absence Management

The management of a COVID-19 related absence will be managed in line with agreed procedures with DES.

12. Employee Assistance and Wellbeing Programme

The Board of Management aims to protect and support the health and wellbeing of all staff (physical, mental, spiritual etc.) both at work, whether in the school facility or at home and outside of work. The Board of Management is mindful that the support and promotion of staffs health and wellbeing is particularly important in the current context where the COVID-19 pandemic has caused considerable challenges for, and disruption to, people's personal, family and social lives as well as their work arrangements. The Board of Management aims to foster a culture and work environment that support



healthy behaviours and staff wellbeing and shall continue to make health and wellbeing tools and guidance available to staff as well as organising suitable support programmes, initiatives and events.

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.

These are challenging times for everyone. Should a staff member experience any stress or anxiety in respect of work or work arrangements, he/she should speak to the Lead Worker Representative or the Principal.

Jonah Special School

COVID -19 Response Plan

This plan was adopted by the Board of Management of Jonah Special School at its meeting held on:

Ratified by the Jonah Board of Management on: _____

Date

Signed: _____

Principal

Signed: _____

Chairperson, Board of Management

Next Review Period: *Live Working Document*



Appendix 1

Template COVID-19 School Policy Statement

Jonah Special School are committed to providing a safe and healthy workplace for all our staff and a safe learning environment for all our students. To ensure that, we have developed the following COVID-19 Response Plan. The Board of Management and all school staff are responsible for the implementation of this plan and a combined effort will help contain the spread of the virus. We will –

- Continue to monitor our COVID-19 Response Plan and amend this plan in consultation with our staff.
- Provide up to date information to our staff and students on the Public Health advice issued by the HSE and Gov.ie.
- Display information on the signs and symptoms of COVID-19 and correct hand-washing techniques.
- Agree with staff, a worker representative who is easily identifiable to carry out the role outlined in this plan.
- Inform all staff and students of essential hygiene and respiratory etiquette and physical distancing requirements.
- Adapt the school to facilitate physical distancing as appropriate in line with the guidance and direction of the Department of Education.
- Keep a contact log to help with contact tracing.
- Ensure staff engages with the induction/familiarisation briefing provided by the Department of Education.
- Implement the agreed procedures to be followed in the event of someone showing symptoms of COVID-19 while at school.
- Provide instructions for staff and students to follow if they develop signs and symptoms of COVID-19 during school time.
- Implement cleaning in line with Department of Education advice.

All school staff will be consulted on an ongoing basis and feedback is encouraged on any concerns, issues or suggestions.

This can be done through the Lead Worker Representative, Carol Deane and Assistant Lead Worker Representative, Rachel Power who will be supported in line with the agreement between the Department and education partners.

Signed: _____

Chairperson of Board of Management

Signed: _____

Principal

Date: _____

Date: _____



Appendix 2

Jonah Special School **Staff** Pre-Return to Work COVID-19 Questionnaire

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:

Date:

Name of School: Jonah Special School

Name of Principal: Caitríona Barry

	Questions	Yes	No
1.	Do you have symptoms of cough, fever, high temperature, sore throat, runny nose, difficulty breathing, loss or change in your sense of taste or smell 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.	Are you awaiting the results of a COVID – 19 test?		
4.	In the past 14 days, have you been in contact with a person who is a confirmed or suspected case of COVID – 19?		
5.	Have you been advised by a doctor to self-isolate at this time?		
6.	Have you been advised to restrict your movements at this time?		
7.	Have you been advised by a doctor to cocoon at this time?		
8.	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 and follow the agreed DOE arrangements for the very high risk groups.		
9.	Have you visited another country in the last 14 days? If yes, state the country_____. As per Government guidelines, you may be required to restrict your movements for 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: _____



Jonah Special School **Students** Pre-Return to School COVID-19 Questionnaire

This questionnaire must be completed by parents **at least 3 days** in advance of your child returning to school. If the answer is Yes to any of the below questions, you are advised to seek medical advice before your child returns to school.

Name:

Name of School: Jonah Special School

Name of Principal: Caitríona Barry

Date:

	Questions	Yes	No
1.	Does your child have symptoms of cough, fever, high temperature, sore throat, runny nose, difficulty breathing, loss or change in your sense of taste or smell or flu like symptoms now or in the past 14 days?		
2.	Has your child been diagnosed with confirmed or suspected COVID-19 infection in the last 14 days?		
3.	Is your child awaiting the results of a COVID – 19 test?		
4.	In the past 14 days, has your child been in contact with a person who is a confirmed or suspected case of COVID – 19?		
5.	Has your child been advised by a doctor to self-isolate at this time?		
6.	Has your child been advised to restrict their movements at this time?		
7.	Has your child been advised by a doctor to cocoon at this time?		
8.	Has your child been advised by their doctor that they are in the very high risk group? If yes, please liaise with your doctor and Principal re return to school and follow the agreed DOE arrangements for the very high risk groups.		
9.	Has your child visited another country in the last 14 days? If yes, state the country_____. As per Government guidelines, you may be required to restrict your movements for 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 school 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: _____



Return to Educational Facility Parental Declaration Form

Child's Name:	Manager's Name: Caitríona Barry
Parents/Guardian's Name:	
Name of Setting: Jonah Special School	
This form is to be used when children are returning to the setting after any absence.	
<p>Declaration:</p> <p>I have no reason to believe that my child has infectious disease and I have followed all medical and public health guidance with respect to exclusion of my child from educational facilities.</p> <p>Signed _____</p> <p>Date: _____</p>	



Appendix 3

Lead Worker Representative

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

The Protocol provides for the appointment of at least one Lead Worker Representative (LWR) in each workplace.

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

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

This document should be read in conjunction with –

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

Collaborative Approach

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

Strong communication and a shared collaborative approach is key to protecting against the spread of COVID-19 in schools, and looking after the health, safety and wellbeing of staff and students.

Adherence to the Return to Work Protocol will only be achieved if everyone has a shared responsibility in implementing the measures contained within the Protocol in their place of work.

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

Role of the Lead Worker Representative

In summary, the role of the LWR is to –

- Represent all staff in the workplace regardless of role, and be aware of specific issues that may arise in respect of different staff cohorts;
- Work collaboratively with school management to ensure, so far as is reasonably practicable, the safety, health and welfare of employees in relation to COVID-19;
- Keep up to date with the latest COVID-19 public health advice;
- Conduct regular reviews of safety measures;
- 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;
- 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;
- 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;
- Make representations to school management on behalf of their colleagues on matters relating to COVID-19 in the workplace.

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.

Lead Worker Representative

Every school will appoint one Lead Worker Representative.

Deputy Lead Worker Representative/Assistant Lead Worker Representative

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

- Assist the LWR in their duties as set out above.
- Deputise as LWR where the LWR is absent.

Selection of Lead Worker Representative and Assistant LWR

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

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



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

Supports for the Lead Worker Representative and Assistant LWR

The LWR and Assistant LWR shall be entitled to –

- Receive information and training in respect of their role.
- 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 and Assistant LWR is a teacher, 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 to carry out their duties in that role.

Where the 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.

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

Glossary of Terms

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



Appendix 6

Procedure for Taking Temperature with an Infrared Thermometer

- Perform hand hygiene and apply disposable gloves.
- Keep in mind that infrared thermometers are sensitive to magnetic fields, so it is important to keep them away from mobile phones, televisions and consoles. They should also be kept away from humidity.
- With a forehead infrared thermometer, you must stand still for a few seconds to get a correct reading.
- Non-contact infrared thermometers are held 3 to 15 cm away from the person and typically measure temperature on the forehead or temple.
- Record that you have checked the person's temperature/symptoms and note in the comment table any actions required on the Temperature/Symptom Record Sheet.
- If someone has a temperature of $\geq 38^{\circ}\text{C}$ notify Caitríona or Carol immediately.
- If someone has a borderline raised temperature 37.7°C - 37.9°C take temperature again after 30 minutes.
- Perform hand hygiene.

Storage of the Thermometer

It is a good idea to keep the manual that comes with your thermometer so you can refer back to it for questions. If your thermometer comes with a case to protect it, store your thermometer in the case. Keep your thermometer (or thermometers) in a dry place that is easy to find and that is not exposed to drastic changes in temperatures.



Jonah Special School

Child Temperature/Symptom Record Sheet

Private & Confidential

Name	Time	Date	Temperature	Symptom Free	Relevant Comments	Signature



Appendix 7

Checklist for School Management

This checklist supports planning and preparation, control measures and induction needed to support a safe return to school for students, staff, parents and others.

For completion by the agreed person with overall responsibility of managing the implementation of the COVID-19 Response plan in line with the supports as agreed with Department of Education.

PLANNING AND SYSTEMS		
1	Is there a system in place to keep up to date with the latest advice from Government & Department of Education, to ensure that advice is made available in a timely manner to staff and students and to adjust your plans and procedures in line with that advice?	
2	Have you prepared a school COVID-19 Response Plan and made it available to staff and students?	
3	Have you a system in place to provide staff and students with information and guidance on the measures that have been put in place to help prevent the spread of the virus and what is expected of them?	
4	Have you displayed the COVID-19 posters in suitable locations highlighting the signs and symptoms of COVID-19?	
5	Have you told staff of the purpose of the COVID-19 contact log?	
6	Have you a COVID-19 contact log in place to support HSE tracing efforts if required?	
7	Have you informed staff on the measures and provided a system for them to raise issues or concerns and to have them responded to?	
8	Have you reviewed and updated risk assessments in line with DES advice to take account of any controls to help prevent the spread of COVID-19?	
9	Have you updated emergency plans, if necessary to take account of the COVID-19 Response Plan?	
STAFF		
10	Have you requested confirmation that details in the pre-return to work form remain unchanged following periods of closure such as school holidays?	
11	Have you made available to each staff member a COVID-19 return-to-work form to be completed and returned 3 days before they return to the workplace?	
12	Are you aware of staff members who are at very high risk under the HSE guidance on people most at risk (HSE guidance on people most at-risk) and advised them of the DES agreed arrangements for management of those staff?	
13	Have you advised staff and students they must stay at home if sick or if they have any symptoms of COVID-19?	



14	Have you advised staff and students not to return to or attend school if they are identified by the HSE as a close contact of a confirmed case of COVID-19 or if they live with someone who has symptoms of the virus?	
15	Have you advised staff and students not to return or attend school if they have travelled outside of Ireland; in such instances staff are advised to consult and follow the latest Government advice in relation to foreign travel?	
16	Have you advised staff and students to cooperate with any public health officials and the school for contact tracing purposes and follow any public health advice in the event of a case or outbreak in the school?	
17	Have you told staff and students what to do and what to expect if they start to develop symptoms of COVID-19 in school, including where the isolation area is?	
18	Have you advised staff of the availability of the supports of the occupational health and wellbeing programme through Spectrum Life?	
19	Has a lead worker representative been identified (in line with the process agreed with the DES and education partners) and detailed at Section 4.3 of this plan to help advise staff and to monitor compliance with COVID-19 control measures in the school and taken measures to ensure all staff know who the representative is?	
TRAINING AND INDUCATION		
20	Have you advised staff to view the Department of Education's training materials which are available online?	
21	Have you taken the necessary steps to update your school induction/familiarisation training to include any additional information relating to COVID-19 for your school?	
22	Have first aiders, if available, been given updated training on infection prevention and control re: hand hygiene and use of PPE as appropriate?	
BUILDINGS AND EQUIPMENT		
23	If you have mechanical ventilation does it need cleaning or maintenance before the school reopens?	
24	Does your water system need flushing at outlets following low usage to prevent Legionnaire's Disease?	
25	Have you visually checked, or had someone check, all equipment in the school for signs of deterioration or damage before being used again?	
26	Have you arranged for the school, including all equipment, desks, benches, doors and frequent touched surfaces points, to be cleaned before reopening?	
CONTROL MEASURES IN PLACE – HAND/RESPIRATORY HYGIENE		
27	Have you accessed supplies of hand sanitisers and any necessary PPE equipment in line with the interim HPSC health guidance relating to the reopening of schools, from the national framework provided by the Department?	
28	Are there hand washing/hand sanitising stations in place to accommodate staff, students and visitors adhering to hand hygiene measures in accordance with Department guidance?	
29	Have arrangements been made for staff and students to have regular access to hand-washing/hand sanitising facilities as appropriate?	
30	Are hand sanitisers easily available and accessible for all staff, students and visitors?	
31	Have you made arrangements to ensure hand hygiene facilities are regularly checked and well-stocked?	
32	Does the alcohol-based hand sanitiser have at least 60% ethanol or 70% isopropanol as the active ingredient?	
33	Have you informed staff about the importance of hand washing?	
34	Have you arranged for staff to view how to wash their hands (with soap and water for at least 20 seconds) and dry them correctly through the use of the HSE video resource?	
35	Have you shown staff and students how to use hand sanitiser correctly and where hand-sanitising stations are located?	
36	Have you displayed posters on how to wash hands correctly in appropriate locations?	



37	Have you told staff and students when they need to wash their hands or use hand sanitiser? This includes: ➤ before and after eating and preparing food ➤ after coughing or sneezing ➤ after using the toilet ➤ where hands are dirty ➤ before and after wearing gloves ➤ before and after being on public transport ➤ before leaving home ➤ when arriving/leaving the school /other sites ➤ after touching potentially contaminated surfaces ➤ if in contact with someone displaying any COVID-19 symptoms	
38	Have you told staff and students of the importance of good respiratory measures to limit the spread of the virus? ➤ avoid touching the face, eyes, nose and mouth ➤ cover coughs and sneezes with an elbow or a tissue ➤ dispose of tissues in a covered bin	
PHYSICAL DISTANCING		
39	Have you identified all available school space to be used to maximise physical distancing?	
40	Have you reviewed the templates provided by the Department of Education which show options for revised layout of school rooms to meet physical distancing requirements?	
41	Have you arranged to revise the layout of the rooms and furniture as per the Department guidelines if necessary?	
42	Have you arranged in each room that the teacher's desk should be at least 1m and where possible 2m away from students' desks?	
43	Have you arranged in each room that students would be at least 1m away from each other?	
44	Have you allocated work stations consistently to the same staff and children rather than having spaces that are shared?	
45	Have you advised staff of the Departments guidance to achieve good ventilation?	
46	Have you checked any mechanical ventilation systems to ensure adequate supply of fresh air is used?	
47	Have you structured students and their teachers into Class Bubbles (i.e. a class grouping which stays apart from other classes as much as possible) and discrete groups or "Pods" within those class bubbles to the extent that this is practical?	
48	If you have divided a class into Pods, have you arranged at least 1m distance between individual Pods within the class bubble and between individuals in the pod, whenever possible?	
49	Have you arranged Pod sizes to be as small as it is likely to be reasonably practical in the specific classroom context	
50	Have you arranged to the greatest extent possible for students and teaching staff to be consistently in the same Class Bubbles acknowledging that this will not be possible at all times?	
51	Have you arranged where possible that different class bubbles to have separate breaks and meal times or separate areas at break or meal times?	
52	Have you made arrangements to limit interaction on arrival and departure from school and in other shared areas?	
53	Have you encouraged walking or cycling to school as much as possible?	
54	Have you made arrangements, in so far as practicable, to open additional access points to school to reduce congestion?	
55	Can you provide a one system for entering and exiting the school, where practical?	



56	Have you arranged for staff meetings to be held remotely or in small groups or in large spaces to facilitate physical distancing?	
57	Have you a system to regularly remind staff and students to maintain physical distancing?	
58	Have you advised staff not to shake hands and to avoid any physical contact?	
VISITORS TO SCHOOLS		
59	Have you identified the activities that involve interacting with essential visitors to the school, made arrangements to minimise the number of such visitors and put in place measures to prevent physical contact, as far as possible?	
60	Are there arrangements in place to inform essential visitors to the school of the measures to help prevent the spread of infection?	
61	Have you a system in place for all visitors who do need to come to the school to make appointment, arrange to contact a central point and to record their visit using the contact tracing log?	
62	Have you identified the activities that involve interacting with essential visitors to the school, made arrangements to minimise the number of such visitors and put in place measures to prevent physical contact, as far as possible?	



Appendix 8

Checklist for Managing a Suspected Case of COVID-19

Staff members will be required to manage a suspected case in line with the protocol and training. A nominated member of the School Management Team will be responsible for ensuring that all aspects of the protocol to deal with suspected cases have been adhered to.

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

ISOLATION AREA		
1	Have you identified a place that can be used as an isolation area, preferably with a door that can close? <i>The isolation area does not have to be a separate room but if it is not a room it should be 2m away from others in the room.</i>	
2	Is the isolation area accessible, including to staff and students with disabilities?	
3	Have you a contingency plan for dealing with more than one suspected case of COVID-19?	
4	Are the following available in the isolation area(s)? <ul style="list-style-type: none"> • Tissues • Hand sanitiser • Disinfectant/wipes • Gloves/Masks • Waste Bags • Bins 	
ISOLATING A PERSON		
1	Are procedures in place to accompany the infected person to the isolation area, along the isolation route with physical distancing from them?	
2	Are staff familiar with this procedure?	
3	Have others been advised to maintain a distance of at least 2m from the affected person at all times?	
4	Is there a disposable mask to wear for the affected person while in the common area and when exiting the building?	
ARRANGING FOR THE AFFECTED PERSON TO LEAVE THE SCHOOL		
1	Staff – have you established by asking them if the staff members feel well enough to travel home?	
2	Student – have you immediately contacted their parents/guardians and arranged for them to collect their child? Under no circumstances can a student use public or school transport to travel home if they are a suspected case of COVID-19. The affected person should be advised to avoid touching other people, surfaces and objects. The affected person should be advised to cover their mouth and nose with disposable tissue(s) when they cough or sneeze, and to put the tissue in the bin.	
3	Has transport home or to an assessment centre been arranged if the affected person has been directed to go there by their GP?	
4	Has the affected person been advised not to go to their GP's surgery or any pharmacy or	



	hospital?	
5	Has the affected person been advised they must not use public transport?	
6	Has the affected person been advised to continue wearing the face mask until they reach home?	
FOLLOW UP		
1	Have you carried out an assessment of the incident to identify any follow-up actions needed?	
2	Are you available to provide advice and assistance if contacted by the HSE?	
CLEANING		
1	Have you taken the isolation area out-of-use until cleaned and disinfected?	
2	Have you made arrangements to clean and disinfect any classroom space where the staff or students were located?	
3	Have you arranged for cleaning and disinfection of the isolation area and any other areas involved, as soon as practical after the affected person has left the building?	
4	Have the cleaners been trained in dealing with contaminated areas and supplied with the appropriate PPE?	



Appendix 9

Checklist for Lead Worker Representative

1	Have you agreed with your school to act as a Lead Worker Representative for your school?	
2	Have you been provided with information and training in relation to the role of Lead Worker Representative? (<i>Training for this role is currently being explored with the HSA</i>).	
3	Are you keeping up-to-date with the latest COVID-19 advice from Government?	
4	Are you aware of the signs and symptoms of COVID-19?	
5	Do you know how the virus is spread?	
6	Do you know how to help prevent the spread of COVID-19?	
7	Have you watched and do you understand the online Induction Training provided by the Department of Education before returning to school?	
8	Are you helping in keeping your fellow workers up to date with the latest COVID-19 advice from Government?	
9	Have you completed the COVID-19 return-to-work form and given it to your school? (Department template Return-to-Work form available)	
10	Are you aware of the control measures your school has put in place to minimise the risk of you and others being exposed to COVID-19? (See Checklist 1 – Management)	
11	Did your school consult with you when putting control measures in place? Control measures will be agreed centrally between the Department and education partners. Consultation at school level should take place on any specific local arrangements necessary to implement the protocol.	
12	Have you a means of regular communication with the person with overall responsibility for the school COVID-19 plan?	
13	Are you co-operating with your school to make sure these control measures are maintained?	
14	Have you familiarised yourself with the cleaning requirements needed to help prevent cross contamination? (Checklist for Cleaning and Disinfection available)	
15	Have you been asked to walk around and check that the control measures are in place and are being maintained?	
16	Are you reporting immediately to the person with overall responsibility for the school COVID-19 plan any problems, areas of non-compliance or defects that you see?	
17	Are you keeping a record of any problems, areas of non-compliance or defects and what action was taken to remedy the issue?	
18	Are you familiar with what to do in the event of someone developing the symptoms of COVID-19 while at school?	



19	Are you co-operating with your school in identifying an isolation area and a safe route to that area? (See Checklist 2 – Suspected Case)	
20	Are you helping in the management of someone developing symptoms of COVID-19 while at school?	
21	Once the affected person has left the school, are you helping in assessing what follow-up action is needed?	
22	Are you helping in maintaining the contact log?	
23	Have you been made aware of any changes to the emergency plans or first aid procedures for your school?	
24	Are you making yourself available to fellow staff to listen to any COVID-19 control concerns or suggestions they may have?	
25	Are you raising those control concerns or suggestions with your school and feeding back the response to the worker who raised the issue?	
26	Are you aware of the availability of the Spectrum Life Wellbeing Together Programme?	
27	Have you been provided by the Principal/ school management with the supports to which you are entitled in your role as Lead Worker Representative?	
28	If you are a teacher, have you been provided with the 2 hours per week of protected time off class contact hours, as provided for in the protocol?	
29	If you are an SNA, have you been provided with 66 of the “72 hours”, as provided for in the protocol?	



Appendix 10

Checklist for Cleaning

1	Have you a system in place for checking and keeping up to date with the latest public health advice from Government & the DOE, to ensure that advice is made available in a timely manner in order to adjust your cleaning procedures in line with that advice?	
2	Have you reviewed the HPSC interim health advice for the safe reopening of schools, in particular Section 5.6 Environmental Hygiene?	
3	Have you explained the need for the enhanced cleaning regime to staff?	
4	Are you aware that cleaning is best achieved using a general purpose detergent and warm water, clean cloths, mops and the mechanical action of wiping and cleaning, following by rinsing and drying?	
5	Have you sufficient cleaning materials in place to support the enhanced cleaning regime?	
6	Have you provided training for cleaning staff on the enhanced cleaning regime?	
7	Have you made arrangements for the regular and safe emptying of bins?	
8	Are you familiar with the cleaning options for school settings set out in the interim HPSC health advice for schools for surfaces, toilets, cleaning equipment, PPE and waste management?	
9	Are you aware that each school setting should be cleaned once per day?	
10	Have you provided cleaning materials to staff so that they can clean their own desk or immediate workspace?	
11	Have you advised staff that they are responsible for cleaning personal items that have been brought to work and are likely to be handled at work or during breaks (for example, mobile phone and laptops) and to avoid leaving them down on communal surfaces or they will need to clean the surface after the personal item is removed?	
12	Have you advised staff and students to avoid sharing items such as cups, bottles, cutlery, and pens?	
13	Have you put in place a written cleaning schedule to be made available to cleaning staff including: <ul style="list-style-type: none"> • Items and areas to be cleaned • Frequency of cleaning • Cleaning materials to be used • Equipment to be used and method of operation? 	
14	Details of how to clean following a suspected case of COVID-19 are in Response Plan	
15	If disinfection of contaminated surfaces is required, is a system in place to do this following cleaning?	
16	If cleaning staff have been instructed to wear gloves when cleaning are they aware of	



	the need to wash their hands thoroughly with soap and water, both before and after wearing gloves?	
17	Have you a system in place for the disposable of cleaning cloths and used wipes in a rubbish bag? <i>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.</i>	
18	Have you ensured there is a system in place to make sure reusable cleaning equipment including mop heads and non-disposable cloths are clean before re-use?	
19	Have you ensured there is a system in place to ensure that equipment such as buckets are emptied and cleaned with a fresh solution of disinfectant before re-use?	



Appendix 11

Dropping and Collecting Procedure

Drop Off

- Cars/School Transport should pull into the car park and park to the right hand side of the building where the playground is.
- Please stay in your car with your child, no parents or guardian is permitted to enter the school building or playground area.
- Staff from the relevant classes will come to the playground gate and collect your child where a brief hand over will be had at their designated time slots.
- Each child will have their Temperature taken and hands sanitised before entering the building. Children arriving on school transport will have their temperatures taking before entrancing the vehicle.
- With a forehead infrared thermometer, you must stand still for a few seconds to get a correct reading.
- Non-contact infrared thermometers are held 3 to 15 cm away from the person and typically measure temperature on the forehead or temple.
- This info is recorded on a checklist by teacher or designated staff member.
- The teacher or designated staff member will record the child's temperature and note in the comment table any actions required on the Temperature Record Sheet.
- If someone has a temperature of $\geq 38^{\circ}\text{C}$ notify the Principal or LWR and the child must be taken home and monitored for other symptoms immediately.
- If someone as a borderline raised temperature $37.7^{\circ}\text{C} - 37.9^{\circ}\text{C}$, the temperature will be taken again after 30 minutes.
- If temperature is then within a normal range the staff member brings the child to the classroom.
- Where possible child to carry own bag.

Collection

- Cars/School Transport should pull into the car park and park to the right hand side of the building where the playground is.
- A staff member will bring your child to you and give a brief handover.



Appendix 12

Staff Weekly Return to Work COVID 19 Questionnaire

	Yes	No
Are you currently experiencing any of the following symptoms:		
Fever		
Cough		
Shortness of Breath		
Runny Nose		
Sore Throat		
Body Aches		
<p>Have you been in close contact with a known or suspected case of COVID19 within <u>the last 14 days?</u></p> <p>Close contact is defined as being within 2 meters of person, having cared for, having lived with, or spent 15 minutes or more with the person; or been in close contact with a person who has been in direct contact with a known case.</p>		
<p>Have you travelled anywhere outside Ireland or travelled anywhere <u>within Ireland</u> with a COVID19 outbreak <u>within the last 14 days</u>, this could include a hospital or other relevant location?</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>If Yes, list Countries and Area(s) below:</p> </div>		

If you answered **Yes** to any of these questions, you may not enter Jonah Special School ***until at least 14 days after you are free of fever/symptoms without the use of medication*** and you may want to seek medical attention.

Thank you for your understanding and cooperation



Appendix 13

Back to School Safely Information for Staff

<p>This HSA checklist has been adapted to help School Leaders, In-school Management Teams and BoMs prepare for School Staff return to school in a way that will help prevent the spread of Covid-19. School leaders and staff must work together to protect everyone in the school. Further information can be found at www.Gov.ie, www.hse.ie, www.hpsc.ie and www.hsa.ie</p>			
	Control	Yes / No	Action needed
1.	Do you feel well and fit enough to return to school?		
2.	Are you keeping up to date with the latest COVID-19 advice from Government?		
3.	Are you aware of the signs and symptoms of COVID-19 ?		
4.	Do you know how the virus is spread ?		
5.	Have you completed Back to School Questionnaire for Staff Members and given it to your Principal?		
6.	Have you told your Principal if you fall into any of the at-risk categories ?		
7.	Have you been given induction training before returning to work and made aware of the control measures the BoM has put in place to minimize the risk of you and others being exposed to COVID-19?		
9.	Have you co-operated with the BoM to make sure these control measures are maintained?		
10.	Do you know who your Staff Representative is and how to contact him/her?		
11.	Do you know how to contact your Staff Representative if you have any concerns about exposure to COVID-19, control measures not been maintained or have any suggestions that could help prevent the spread of the virus?		
12.	Do you know what to do in relation to physical distancing, good hand hygiene and respiratory etiquette?		
13.	Do you know how to wash your hands properly?		
14.	Do you know when to wash your hands: i.e. <ul style="list-style-type: none"> • before and after eating and preparing food • after coughing or sneezing • after using the toilet • before smoking or vaping • where hands are dirty • before and after wearing gloves • before and after being on public transport • before leaving home • when arriving/leaving the workplace/other sites • after changing tasks • after touching potentially contaminated surfaces • if in contact with someone displaying any COVID-19 symptoms 		
15.	Do you know where your nearest hand washing/hand sanitizing stations are?		
16.	Do you know to avoid touching your face?		
17.	Do you know to keep 2 meters physical distancing where possible from others while at school, including in the staffroom or bathroom?		
18.	Do you know to avoid any physical contact with colleagues, parents		



	or visitors?		
19.	Do you know what to do if you start to develop symptoms of COVID-19 while at work, including where the isolation area is?		
20.	Do you understand the purpose of giving your employer any necessary information to maintain a COVID-19 contact log?		
21.	Do you understand any proposed new staff rosters, changing of start/finish times, rostering of breaks, wet-day supervision, etc.?		
22.	Have you been made aware of any changes to the emergency plans or first aid procedures for your workplace in response to controls to minimize the risk of you and others being exposed to COVID-19?		
23.	Do you know to avoid sharing items such as cups, bottles, cutlery, pens etc.?		
24.	Have you been made aware that any personal items brought into work must be cleaned and to avoid leaving them down on communal surfaces or to clean the surface after the personal item is removed?		
25.	Have you been provided with cleaning materials to clean your own workspace twice daily?		
26.	Do you know to clean your hands before and after using public transport when commuting and when you enter and exit the workplace?		
27.	Do you know when you have to wear PPE, where and how it is stored and how to fit, use, remove, clean, store and dispose of any required PPE?		
28.	Do you know what supports are available to you if you are feeling anxious or stressed?		

Additional Information

Name: _____

Date: _____

Signature: _____