



### **Covid-19 Response Plan**

The following Covid-19 Response Plan has been developed in line with the Return to Work Safely Covid-19 Response Plan from the Health and Safety Authority (HAS), the Health Services Executive (HSE) and the Department of Health. This document lays out the measures the school will put in place to prevent the spread of Covid-19 in our school.

### COVID-19 Policy Statement

St. Paul's Community College is 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 BOM/ETB 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 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, lead worker representatives who are 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 public health guidance and direction of the Department of Education and Skills.
- keep a contact log to help with contact tracing.
- ensure staff and students 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 and Skills advice.

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

This can be done through the Lead Worker Representatives, who will be supported in line with the agreement between the Department and education partners.

Signed: Kevin Lewis

Date: 17 August 2020

## Introduction

The following Covid-19 Response Plan has been developed in line with the Government's Roadmap for the Full Return to School, guidelines from the Health and Safety Authority (HSA), the Health Services Executive (HSE) and the Department of Health. This document lays out the measures the school will put in place to prevent the spread of Covid-19 in our school. The situation will be reviewed in light of any issued circulars from the Department of Education and Skills.

The Covid-19 Response Plan incorporates current advice about measures to reduce the spread of COVID-19 in the community issued by the National Public Health Emergency Team (NPHET). As the advice issued by NPHET continues to evolve, this document may also change. Therefore, it shall be noted that the following measures are non-exhaustive and are also subject to change.

As stated above, the challenge we are facing is changing, and we need to be able to quickly respond to those changes. We also need to monitor how our school is coping with the new way of working and whether changes need to be made to elements of this Covid-19 Response Plan.

We will follow closely the advice issued by relevant government departments and if necessary, update/amend this Covid-19 Response Plan.

## Occupational Health and Safety Measures and Recommendations

All existing Occupational Health and Safety provisions will continue to apply to our school during this time and we will continue to adhere to our existing Health & Safety Management System.

We will periodically review the advice available on the Health and Safety Authority website [www.hsa.ie](http://www.hsa.ie) including additional occupational health and safety information on the specific Covid-19 webpages.

As St. Paul's Community College implements the measures in the school to reduce the risk of exposure to Covid-19 for staff, students and wider school community specific occupational health and safety measures may also need to be considered and implemented.

St. Paul's Community College shall first take into account the most up-to-date official public health advice and guidance from the Department of Health and the Health Protection Surveillance Centre on how to mitigate the health risk.

Where a risk of exposure to Covid-19 is identified in the Covid-19 Response Plan, an occupational health and safety risk assessment shall also be completed. All of the public health and occupational health and safety measures shall be developed in consultation with staff and ultimately communicated to staff and others in the school.

St. Paul's Community College shall also communicate with safety representatives under the Occupational Health and Safety Legislation and consult with staff on safety measures to be implemented in the school.

### What is Coronavirus / Covid-19

Covid-19 is a new illness that can affect your lungs and airways. Current evidence suggests that the virus is significantly more infectious than the flu that circulates every winter. Viruses can be easily spread and patients are normally infectious until all the symptoms are gone. Covid-19 may survive on surfaces for up to 72 hours. A combination of good personal hygiene and management of social distancing can protect from infection. This is at the core of this document.

This non-exhaustive document describes the steps that St. Paul's Community College and staff shall take in order to reduce the risk of spread of Covid-19 in our school. It also provides policies and procedures to reduce the spread of Covid-19.

St. Paul's Community College and staff will however keep up to date with the latest measures introduced by Government and any advice issued as a result.

### Symptoms of Covid-19

Infection with the virus that causes Covid-19 can cause illness, ranging from mild to severe, and, in some cases, can be fatal. It can take anything from 2 days up to 14 days for symptoms of coronavirus to appear.

They can be similar to the symptoms of cold and flu. Common symptoms of coronavirus include:

- a fever (high temperature – 38 degrees Celsius or above).
- A cough – this can be any kind of cough, not just dry.
- Shortness of breath or breathing difficulties.

Some people infected with the virus, so called asymptomatic cases, have experienced no symptoms at all.

Symptoms	Coronavirus Symptoms range from mild to severe	Flu Abrupt onset of symptoms	Cold Gradual onset of symptoms
Fever or chills	Common	Common	Rare
Cough	Common (usually dry)	Common (usually dry)	Mild
Shortness of breath	Common	No	No
Fatigue	Common	Common	Sometimes
Aches and pains	Common	Common	Common
Sore throat	Sometimes	Sometimes	Common
Headaches	Sometimes	Common	Rare
Runny or stuffy nose	Sometimes	Sometimes	Common
Feeling sick or vomiting	Rare	Sometimes	No
Diarrhoea	Rare	Sometimes in children	No
Sneezing	No	No	Common

*Table 1: Compare symptoms of coronavirus, flu and cold*

## **How Covid-19 Spreads**

The virus that causes Covid-19 disease is spread from people in fluid and in droplets scattered from the nose or mouth of an infected person when the person with Covid-19 coughs, sneezes or speaks.

The fluid or droplets land on objects and surfaces around the infected person. Other people contaminate their hands by touching these objects or surfaces and then bring the virus into contact with their eyes, nose or mouth by touching them with their contaminated hands. Covid-19 can also spread if droplets from an infected person land directly on the mucous membranes of the eye, nose or mouth of a person standing close to them.

It is still not known how long the virus survives in different conditions. The period of survival may vary under different conditions (e.g. type of surface, temperature or humidity of the environment). Studies indicate that it can persist on surfaces for hours and up to several days in the absence of effective cleaning. Thorough and regular cleaning of frequently touched surfaces is essential. If disinfection is required it must be performed in addition to cleaning, never as a substitute for cleaning.

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

## **Working together to suppress Covid-19 in the school**

Strong communication and a shared collaborative approach between St. Paul's Community College, our staff, students, and the wider community is key to protecting against the spread of Covid-19. It is also essential to achieve success and maximum buy-in. St. Paul's Community College will have regular engagement about Covid-19 and the preventative measures established to address the current pandemic.

Adherence to the Covid-19 Response Plan will only be achieved if all associated with St. Paul's Community College share the responsibility of implementing the measures contained in this plan. A collaborative approach to the implementation of the Covid-19 Response Plan is essential to achieve success.

St. Paul's Community College has appointed Lead Worker Representatives charged with ensuring that Covid-19 measures are strictly adhered to. The persons undertaking the role will receive the necessary training and have a structured framework to follow in order to be effective in preventing the spread of the virus.

St. Paul's Community College will have regular and meaningful engagement with the staff representatives, about the measures being put in place to address the occupational exposure to Covid-19 in the school. St. Paul's Community College and staff representatives will work together to ensure that all the actions in this Covid-19 Response Plan are fully adhered to in order to ensure the suppression of Covid-19 in the school.

## **Consulting, Communicating and Implementing Workplace Changes or Policies**

St. Paul's Community College shall:

- Consult with and communicate to staff, students and the wider school community, in line with normal procedures, on any changes that are introduced to reduce the spread of Covid-19.
- Communicate the messages about good hand hygiene, respiratory etiquette and physical distancing.
- Provide training and advice on the measures recommended to reduce the spread as well as dealing with any anxieties or concerns staff may have about Covid-19.
- Make available the necessary public health advice from the HSE and other sources as appropriate to their staff where there is no occupational health service available in the workplace.
- Ensure that Lead Worker Representatives are appointed and involved in communicating the health advice around Covid-19 in the workplace.
- Implementing temporary restructuring of work patterns that may be required to implement the Covid-19 prevention measures in the workplace.

As information about the virus is evolving, public health advice is being updated and it is important for St. Paul's Community College staff, students and the wider school community to recognise that flexibility will be required on their part in meeting the measures to reduce the spread.

## **Health and Safety Documentation**

Prior to the reopening of the school after the Covid-19 shutdown period, all health and safety documentation including the school Health & Safety Statement has been reviewed to ensure that the documentation is aligned with the measures as outlined in this Covid-19 Response Plan and general / standard health and safety requirements, considering the constraints of Covid-19.

## Roles

### Role of the Covid-19 Response Team

For the purposes of the document, anyone with supervisory responsibilities is classified as a member of the Covid-19 Response Team. These include:



**Covid-19 Response Team will collectively implement this document. Note: This team must stay agile as new information comes available that may change approach in procedures, processes or PPE.**

#### **Responsibilities include:**

- Managing and instructing all our staff on various control measures and compliance.
- Ensuring that all personnel on school premises, including staff, students and visitors have been made aware of the specific requirements of the Covid-19 Response Plan.
- Ensure that Lead Worker Representatives are appointed.
- Ensure the Return to School Safely Induction has been undertaken by all staff prior to reopening the school.
- Ensure sufficient arrangements are in place to allow for social distancing and hygiene requirements of this plan and to take appropriate immediate action where they are not.

## **Role of Staff**

Staff shall follow the public health advice and guidance, as well as any specific direction from the St. Paul's Community College. They shall also adopt good hygiene practices, such as frequent hand washing, respiratory etiquette and physical distancing to protect themselves and their work colleagues against infection and shall seek professional healthcare advice if unwell. If staff have symptoms of Covid-19 they shall not attend work. Staff shall also avoid making contact with their face and in particular their eyes, nose and mouth. Where necessary, staff shall wash their hands immediately after touching their face.

As noted above, the key to effective implementation of the infection prevention and control measures as well as occupational health and safety measures in the school is having a strong communication and shared collaborative approach between St. Paul's Community College and staff.

In addition, Staff shall:

- Undertake the Return to School Safely (Covid-19) Induction and adhere to the measures identified.
- Complete the Covid-19 Self Declaration Form three days in advance of returning to school and after mid-term / term, breaks.
- Review the Covid-19 Response Plan, provide constructive input and adhere to the measures identified.
- Follow signage, allow for social distancing and adhere to hygiene requirements.
- Coach other staff to self-assess their task for social distancing and transmission points.



### **Role of Parents / Guardians / Students**

Parents / Guardians / Students are asked to follow the public health advice and guidance, as well as any specific direction from St. Paul's Community College. They shall also adopt good hygiene practices, such as frequent hand washing, respiratory etiquette and physical distancing to protect themselves, teachers and fellow students against infection and shall seek professional healthcare advice if unwell. If students have symptoms of Covid-19 they must not attend school. Students must also avoid making contact with their face and in particular their eyes, nose and mouth. Where necessary, students shall wash their hands immediately before touching their face.

In addition, students shall:

- Undertake the Return to School Safely (Covid-19) Induction and adhere to the measures identified.
- Follow signage, allow for social distancing and adhere to hygiene requirements.
- Inform teachers should they experience any of the symptoms of Covid-19.
- Inform the school on any planned international trips and their intention to return to school after the 14-day self-isolation period has passed.

## **Role of the Lead Worker Representative**

As noted above, St. Paul's Community College has appointed Lead Worker Representatives whose role is to work collaboratively with the school to assist in the implementation of measures and monitor adherence to the measures to prevent the spread of Covid-19. Staff representatives shall together with the Covid-19 response management team, support the implementation of the measures identified in this Covid-19 Response Plan. Such a person will receive the relevant and necessary training by St. Paul's Community College.

### **Role**

- Represent all staff in the workplace regardless of role, and be aware of specific issues that may arise in respect of different staff cohorts.
- Keep up to date with the latest Covid-19 public health advice.
- Work collaboratively with school management to ensure, in so far as is reasonably practicable, the safety, health and welfare of employees in relation to Covid-19.
- Consult with school management on the control measures required to minimise the risk of staff and students being exposed to Covid-19.
- Promote good hygiene practices, in conjunction with school management, 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.
- Monitor, in conjunction with school management, adherence to measures put in place to prevent the spread of Covid-19.
- Conduct reviews of safety measures that are in place to address and suppress Covid-19 in the workplace. Reviews (including an examination of the workplace) should be conducted on a regular basis (at least twice per week).
- 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 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.

## **Communicating the Plan**

In advance of the school reopening following the Covid-19 shutdown period, we have considered the following, in conjunction with communications and briefings that will be required:

### **St. Paul's Community College shall:**

- Inform staff, students and the wider school community not to enter the school if they are displaying any symptoms of coronavirus.
- Inform parents that if their child needs to be accompanied to the school only one parent should attend.
- Make clear to parents that they cannot gather at entrance gates or doors, or enter the school (unless they have an appointment, which should be conducted safely).
- Make parents and students aware of recommendations on transport to and from school.
- Inform staff about the school's Covid-19 Response.
- Communicate early with contractors and suppliers that will need to prepare to support the school's plans for opening for example, cleaning, catering, food supplies etc.
- Discuss with cleaners the additional cleaning requirements and agree hours to allow for this.

## **Stay at Home Policy**

The prompt identification and isolation of potentially infectious individuals is a crucial step in protecting staff, students and the wider school community. St Paul's Community College has a policy of 'Staying at home if unwell'.

### **St. Paul's Community College will:**

- Ensure a policy of 'staying at home if unwell' as it applies to all staff, students and ancillary staff.
- Establish procedures for students or staff who have symptoms of Covid-19 or are feeling unwell in any way to be sent home or isolated from others.
- Provide for enhanced supervision arrangements for teachers for such scenarios.
- Inform parents about the measures the school is putting in place and ask for cooperation to report any cases of Covid-19 that occur in the household. If someone in the household is suspected to have Covid-19, it is important to keep the school informed.

### **At Extremely High Risk / Vulnerable Staff and Students**

- |   |
|---|
| <ul style="list-style-type: none"><li>• The school will follow DES circulars regarding Extremely High Risk / Vulnerable Staff &amp; Students.</li></ul> |
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### **Return to School Requirements**

In advance of St. Paul's Community College reopening following the Covid-19 shutdown period, we have considered the following, in conjunction with communications and briefings that will be required:

- Updates to Risk Assessments, Safety Statement and other relevant documents will have to be communicated to all staff members.
- All staff returning to school must complete the Return to School Safely Induction training.
- This training shall at a minimum include the latest up to-date advice and guidance on public health: what staff shall do if they develop symptoms of Covid-19; details of how the school is organised to address the risk from Covid-19; an outline of the Covid-19 response plan; and any other sector specific advice that is relevant.

### **Covid-19 Self Declaration Form**

All persons returning to school must complete a Covid-19 Self Declaration Form at least three days in advance of planning to do so.

- This form shall seek confirmation that staff, to the best of their knowledge, have no symptoms of Covid-19 and also confirm that staff are not self-isolating or awaiting the results of a Covid-19 test.
- If conditions change at any time, resulting in a re-appearance of symptoms – staff are instructed to not come to school.
- The following questions on the form. If any member of staff answers Yes to any of them, they are strongly advised to follow the medical advice they receive or seek medical advice before returning to work:

**1. Name:**

**2. School/Centre/Office:**

(Please state the school/centre/office to which you ordinarily are based)

**3. Name of Line Manager:**

**4. 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?**

Yes/No

**5. Have you been diagnosed with confirmed or suspected COVID-19 infection in the last 14 days?**

Yes/No

**6. Have you been advised by the HSE that you are a close contact of a person who is a confirmed or suspected case of COVID-19 in the past 14 days?**

Yes/No

**7. Have you been advised by a doctor to self-isolate at this time?**

Yes/No

**8. Have you been advised by a doctor to cocoon at this time?**

Yes/No

**9. Have you been advised by your doctor that you are in the very high risk group? If yes, please liaise with your doctor and Line Manager re return to work.**

Yes/No

**10. Please provide details\* below of any other circumstances relating to COVID-19, not included in the above, which may need to be considered to allow your safe return to work. Alternatively, please liaise with your line manager regarding these circumstances.**

*\*Further information on people at higher risk from Coronavirus can be accessed on the HSE website: <https://www2.hse.ie/conditions/coronavirus/people-at-higher->*

*risk.html. If you are unsure whether or not you are in an at-risk category, please check the information on the HSE website.*

*(If your situation changes after you complete and submit this form, please tell your line manager.)*

*11. 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.*

**I confirm the above statement to be correct.**

**Name:**

**Signature:**

**Date:**

Staff shall:

- Complete and return the Covid-19 Self Declaration Form before they return to school.
- Inform St. Paul's Community College if there are any other circumstances relating to Covid-19, not included in the form, which may need to be disclosed to allow their safe return to work.
- Self-isolate at home and contact their GP routinely for further advice if they have any Covid-19 symptoms.
- Stay out of work until all symptoms have cleared following self-isolation.
- Participate in any induction training provided by St. Paul's Community College on tier return to school.

## **Blended Learning**

It is recognised that for students vulnerable to the disease, attendance at school may not be possible. St. Paul's Community College also recognises that given the potential for an upturn in the disease (and/or a second wave) that 'stay-at-home' may have to be re-introduced (at a school, regional or national level).

Therefore, a blended learning approach (online / in school) will be necessary to ensure that the school has the ability to respond very quickly to changed circumstances at a local, regional or national level.

It is also possible that St. Paul's Community College may be required to provide both in-school and remote learning support during the coming school year. This approach to learning which combines face-to-face and remote learning experiences is known as blended learning.

The school has implemented Office 365 for education and VSware and these technologies will be core to the delivery of blended learning should the need arise.

Resources and webinar training have been provided to schools by the Professional Development Service for Teachers (PDST) and Junior Cycle for Teachers (JCT) in the use of digital technology to support learning.

In that context the Department of Education and Skills together with the NCCA is working towards:

- Identifying an appropriate blended learning models for individual school contexts.
- Adapting the delivery of the overall curriculum in the context of a blended learning environment.
- Providing specific advice on particular curriculum subjects and programmes.
- Maximising the use of digital technologies to support a blended learning approach.
- Supporting and enhancing the role of parents / guardians and other partnerships.

### **Further actions**

- Guidance: The NCCA will provide overarching guidance on how the curriculum can be differentiated.
- Curriculum advice: The Department's Inspectorate, in collaboration with the Department's Curriculum and Assessment Policy Unit, will develop more detailed advice on operational aspects of curriculum implementation.
- Supporting the readiness of the teachers to work in new ways and to use technology in lesson preparation and delivery.
- Supporting access to technology in the school and home.
- Providing further guidance to parents.
- Training and support programmes for teachers in the use of digital technologies.

## **Legionella**

Legionella is the name given to the pneumonia like illness caused by legionella bacteria, including the most serious legionnaires' disease. Infection is caused by breathing in small droplets of water contaminated by the bacteria. Common symptoms include coughing, breathlessness, high fever, muscle aches and headaches and usually appear 5 -6 days after infection by t may take longer.

Systems at greatest risk assessed, e.g. showers, cisterns, fire-fighting systems – sprinklers or hoses, humidifiers in food cabinets, water fountains, dispensers etc.

- Competent contractor has been contracted to test water on the school premises and treat it accordingly.
- Water storage tanks are checked and cleaned, any build-up of sludge/slime is cleaned, and tanks are disinfected annually
- There are arrangements in place for little used outlets, to either:
  - Flush through showers / taps / water fountains and all other sources arising on at least a weekly basis, or
  - Carry out a safe purge of the water-system;
  - Before use e.g. prior to reopening after summer holidays.

## **Statutory Training Updates**

### **First Aid Responder Training**

The Pre-hospital Emergency Care Council (PHECC) is responsible for the provision of First Aid Certification in Ireland. PHECC have confirmed that if a First Aid Responder's certification has lapsed and they are unable to complete a refresher course, their certification will remain valid until such time that the situation is rescinded. This departure from normal standards shall be limited to the duration of the current Covid-19 outbreak.



## Mental Health and Wellbeing

Staff and students who are returning to the school after a period of isolation are likely to have concerns about the risk of infection or changes to their job due to the implementation of measures to prevent the spread of Covid-19.

Staff on their return to work, may have also gone through traumatic events such as the serious illness or death of a relative or friend, or be experiencing financial difficulties or problems with their personal relationships. St. Paul's Community College will support our staff who may be suffering from anxiety or stress.

The following publicly available sources of support and advice should be noted by all staff.

Your family doctor is usually the first person to approach in relation to mental health concerns. Many people attend their General Practitioner (GP) with mental health problems such as depression or anxiety and may not need the help of a mental health professional.

In other cases, the GP may decide to refer you to the community mental health team. St. Paul's Community College will support you during this time. In addition to seeing your GP the following organisations provide mental health support and advice:

- Employee Assistance and Wellbeing programme (EAWP). The service is accessible through Freephone Helpline at 1800 411 057 and is available 24 hours a day, 365 days a year.
- Aware  
Depression & Bipolar Disorder Support  
[www.aware.ie](http://www.aware.ie) / 1800 80 48 48 / [Supportmail@aware.ie](mailto:Supportmail@aware.ie)
- Pieta House  
Free therapeutic support to people who are in suicidal distress and those who engage in self-harm.  
[www.pieta.ie](http://www.pieta.ie) /1800 247 247
- Turn2me  
They offer self-help, peer support and professional support through an online platform for those who are experiencing poor mental health.  
[www.Turn2Me.org](http://www.Turn2Me.org)
- Grow  
Mental Health support and Recovery Organisation  
[www.grow.ie](http://www.grow.ie) /1890 474 474 / [alex@bodywhys.ie](mailto:alex@bodywhys.ie)
- Parentline  
The national helpline for parents.  
[www.parentline.ie](http://www.parentline.ie) /1890 92 72 77 or 01 873 3500
- Childline  
The national helpline for young persons.  
[www.childline.ie](http://www.childline.ie) / 1800 666 666

## Environmental Hygiene

### **St. Paul's Community College shall ensure:**

- Non-essential items, clutter, equipment shall be removed to facilitate cleaning and maximise physical distancing.
- Enhanced cleaning procedures are in place in the school to prevent cross contamination, particularly in communal areas at touch points.
- The school is cleaned each day and there is a roster daily of cleaning touch points including:
  - Taps and washing facilities.
  - Toilet flush and seats.
  - Door handles and push plates.
  - Equipment controls in practical rooms.
  - Food preparation and eating surfaces.
  - Communications equipment.
  - Keyboards, photocopiers and other school equipment.
  - Rubbish collection and storage points shall be increased and emptied regularly twice per day including at the end of each day.
  - Regular cleaning of welfare facilities, handrails and touch points shall be undertaken.
- If disinfection in an area is required it must be performed in addition to cleaning, never as a substitute for cleaning.
- An increase in the number of water collection points and we will ensure these are emptied regularly throughout each day.

### **Staff shall ensure:**

- Clean workstations, desktops, tables and any other equipment before and after use, including any meeting rooms and shared space.
- Clean down their table after break times.
- Clean touch points in toilets before and after use.
- Staff are provided with essential cleaning materials to keep their own workspace clean (for example wipes / disinfection products, paper towels and waste bins / bags).

### **Students shall ensure:**

- Clean workstations, computers, tables and any other equipment and after use.
- Clean down their table at the start and end of each class.
- Clean touch points in toilets before and after use.
- Maintain good hand hygiene i.e. washing hands regularly with hot water and soap.
- Use good respiratory hygiene i.e. coughing or sneezing into a tissue or the back of their elbow.

**Cleaning staff shall ensure:**

- Cleaning is best achieved using a general-purpose detergent and warm water, clean cloths, mops and the mechanical action of wiping/scrubbing. They should then be rinsed and dried.
- The routine use of disinfectants is generally not appropriate but is recommended in circumstances where there is a higher risk of cross-infection for example someone has become ill whilst at school or if there has been a spillage of blood, faeces or vomit.
- Disinfectants are potentially hazardous and must be used with caution and according to the manufacturer's instructions. Surfaces and items must be cleaned before a disinfectant is applied as most disinfectants are inactivated by dirt.
- The manufacturer's instructions for mixing, using and storing solutions must always be followed.
- Using excessive amounts of cleaning agents will not kill more germs or clean better but it will damage work surfaces, make floors slippery and give off unpleasant odours.
- Water should be changed when it looks dirty, after cleaning bathrooms and after cleaning the kitchen.
- Always clean the least dirty items and surfaces first (for example countertops before floors, sinks before toilets).
- Always clean high surfaces first, and then low surfaces.
- Separate colour coded cleaning cloths and cleaning equipment should be used for kitchen areas, classrooms and toilets.
- Cleaning cloths can either be disposable or reusable. Disposable cloths should be disposed of each day.
- Ideally, reusable cloths should be laundered daily on a hot wash cycle in a washing machine and then tumble dried.
- Ideally, mop heads should be removed and washed in the washing machine at the end of each day or in accordance with the manufacturer's instructions.
- Buckets should be emptied after use, washed with detergent and warm water and stored dry.
- If equipment is stored wet, it allows germs to grow increasing the risk of cross infection.

## Physical Distancing

Physical distancing is recommended to reduce the spread of infection. The current recommended distance to be maintained between staff to minimise risk of transmission is 2 metres. In classrooms where 2 metre physical distancing cannot be achieved at least 1 metre shall be maintained between desks or individual students and staff.

### **St. Paul's Community College identified a number of measures for physical distancing, and how this will be achieved in a number of ways:**

- All available space in the school shall be availed of in order to safely maximise physical distancing. The class space shall be reconfigured to maximise physical distancing.
- The class space shall be reconfigured to maximise physical distancing in line with the 'Illustrative Classroom layouts referenced in the Framework to maintain Physical Distancing in the Classroom in post Primary Schools with a full return of all Students for the 2020/2021 School Year'.
- Situations that require people to sit or stand in direct physical contact with other people should in particular be avoided.
- The teacher's desk will be placed at least 1 metre and where possible 2 metres from student's desks.
- Multiple entrance / exit points into the school building will now be utilised. Chairs, benches, non-essential notices are removed from all the hallways / corridors to maximise the available space in these areas.
- Student lockers use will be under continual review.
- We have a no hand-shaking policy.
- Breaks are organised in such a way as to ensure physical distancing.
- Staff room has been reorganised and provisions are in place to minimise the transmission of Covid-19.
- Meetings as much as possible are not conducted where 2 metres social distancing cannot be achieved or alternatively using Teams.
- Where face to face meetings are absolutely necessary, the length of the meeting will be kept to a maximum of 40 minutes and the numbers attending are to be kept to a minimum. At all times participants must maintain physical distancing at the advised 2 metres. In addition, the location of these meetings will facilitate good ventilation i.e. an open window. Meetings shall not take place in rooms without natural ventilation.
- Where office work is essential, free office capacity must be used as much as is reasonably practicable and work organised in such a way that multiple occupancy of premises is avoided and/or physical distances maintained.
- Gathering of staff in the school at the beginning and end of working hours (such as in the staff room) is not permitted where 2 metre cannot be achieved.
- One-way system in operation – please follow all signage.

## Hand Hygiene

Regular hand washing with soap and water is very effective in tackling Covid-19. St. Paul's Community College shall ensure that appropriate hygiene facilities are in place to accommodate staff and students in adhering to hand hygiene measures.

We will also display posters on how to wash hands in appropriate locations.

### **Staff and students shall:**

- Ensure they are familiar with and follow hand hygiene guidance and advice.
- Wash their hands with soap and water or with alcohol-based hand rub regularly and in particular:
  - After coughing and sneezing,
  - Before and after eating,
  - Before and after preparing food,
  - If in contact with someone who is displaying any Covid-19 symptoms,
  - Before and after being on public transport (if using it),
  - Before and after being in a crowd,
  - When arriving and leaving school.
  - When hands are dirty,
  - After toilet use,
  - Avoid touching their eyes, mouth, or nose.
- Use hand sanitiser/handwipes/ hand washing facilities frequently.
- Not share objects that touch their mouth, for example, bottles or cups.
- Use own pens for signing in.

## Use of Sanitiser

Hand sanitiser is suitable for use for hand hygiene when hands are not visibly soiled (look clean). The targeted use of sanitisers is a critical measure limiting the spread of Covid-19. The school will provide the required materials in the required locations and we all depend on each other to use them appropriately and advise when any refills are required. The areas where hand sanitiser is provided and required to be used are as follows:

- At Entrances / Exits – must be used when entering and leaving the building.
- Outside each toilet block – must be used going into and out of the toilets.
- Outside the staff room door – must be used entering the staffroom.
- Inside the staff room – should be used after washing hands.
- At each teacher's desk in each classroom – to be used regularly.
- In all meeting areas – used before meetings when handling paperwork.
- In practical rooms – i.e. labs, computer rooms etc. and should be used to wipe down equipment both before and after class.

Sanitising wipes are located:

- At each teacher's desk – to clean the desk, computer keyboard/mouse before and after daily use.
- In the staff room – for everyone to clean surfaces before and after preparing and consuming food-beverages.
- In the toilets – to clean surfaces such as door handles.

## Respiratory Hygiene

In addition to hand hygiene, good respiratory hygiene and etiquette is also necessary. St. Paul's Community College will provide tissues as well as bins/bags for their disposal. Bins will be emptied at regular intervals.

### **Staff and students shall:**

- Adopt good respiratory hygiene and cough etiquette i.e. using a tissue or a bent elbow to avoid dispersing droplets into the air.
- Ensure they are familiar with and follow respiratory hygiene guidance.

## **Prevention of Cross Contamination**

The potential for cross contamination is higher at school building entry and exit points and where there are high levels of surface points.

The following measures are in place:

- Each morning and directly before school ends, entrances will be held open to allow for the free flow of staff/students from the school building. Multiple entry points will allow for large numbers to come and go in the school.
- Office staff will record all names for the Sign in / Sign out book rather than having multiple persons signing-in using shared pen/booklet.
- Staff meetings will be held where 2 metre social distancing can be maintained. The use of Teams will be considered if communicating with large groups.
- School entry is now limited to staff and students. Visitors are only permitted to attend the school by appointment only. Appropriate signage will be posted at the front door of the school.
- Sanitising dispensers are in position at all building entrance /exits as well as in each classroom, outside toilet blocks and staff room.
- Common contact surfaces in classrooms, offices, photocopying areas, staff room etc. are cleaned at least daily by cleaning staff.
- Staff/students are asked to clean down tabletops, desks, computers, practical room equipment etc. using the PPE provided.
- All persons entering the school shall be directed to sanitise their hands.

## Classrooms

The potential for cross contamination is higher at entry and exit points where there are high levels of surface contact points.

### **Arrangements for classrooms are as follows:**

- Student based classrooms are in operation for 1<sup>st</sup>, 4<sup>th</sup>, LCA 1&2.
- Dedicated seating plans i.e. individual chairs and desks will be established in so far as is reasonably practicable.
- The teacher's desk will be placed at least 1 metre and where possible 2 metres from students' desks.
- Where possible teachers should maintain a minimum of 1m distance and where possible 2m. They should take measures to avoid close contact at face to face level such as remaining standing rather than sitting beside/crouching down.
- Situations that require people to sit or stand in direct physical contact with other people should in particular be avoided.
- All rooms will be cleared out to maximise the available space for social distancing i.e. all non-essential equipment, furniture and other items.
- Sanitising stations are in position in each classroom.
- Common contact surfaces in classrooms, are cleaned at least daily by cleaning staff.
- Staff /students are asked to clean down table- tops, desks, computers, practical equipment etc. using the PPE provided. This should be done at the start and end of each class.
- Windows to be kept open to ensure good ventilation into the classroom.
- Posters / Illustrations of 2 metre spacing shall be posted to clearly demonstrate social distancing.
- Good respiratory etiquette throughout the meeting i.e. coughing/ sneezing into a tissue or the back of the elbow. All rubbish to be disposed in a suitable bin. Teachers will be responsible for coordinating / staggering those students leaving classrooms in areas that may lead to unnecessary congestion.



## Specialist Rooms

The potential for cross contamination is higher in practical rooms due to shared use of equipment in any classroom.

### **Arrangements for Specialist Rooms are as follows:**

- Where students are moving to specialist classrooms, to the greatest extent possible they should sit with their base classroom classmates.
- The teacher's desk will be placed at least 1 metre and where possible 2 metres from students' desks.
- Where possible teachers should maintain a minimum of 1m distance and where possible 2m. They should take measures to avoid close contact at face to face level such as remaining standing rather than sitting beside/crouching down.
- Situations that require people to sit or stand in direct physical contact with other people should in particular be avoided.
- All rooms will be cleared out to maximise the available space for social distancing i.e. all non-essential equipment, furniture and other items.
- Where students need to move about within the classroom to perform activities (for example to access shared equipment) the teacher will be responsible for organising the room to the greatest extent possible to minimise congregation around the point of access to the shared resource.
- Staff /students are asked to clean down specialist room equipment etc. using the PPE provided. This should be done at the start and end of each class.
- Where equipment is shared between students, then this too should be cleaned down before and after use. Teachers to advise students on the common touch points in the specialist rooms i.e. on/off buttons etc.
- Windows to be kept open to ensure good ventilation into the classroom.
- Good respiratory etiquette throughout the meeting i.e. coughing / sneezing into a tissue or the back of the elbow.
- All rubbish to be disposed in a suitable bin.
- Teachers will be responsible for coordinating / staggering those students leaving classrooms in areas that may lead to unnecessary congestion.

## **Choir / Music Performances**

Choir practices /performances and music practices /performances involving wind instruments may pose a higher level of risk.

### **Arrangements for Specialist Rooms are as follows:**

- The teacher's desk will be placed at least 1 metre and where possible 2 metres from students' desks.
- Where possible teachers should maintain a minimum of 1m distance and where possible 2m. They should take measures to avoid close contact at face to face level such as remaining standing rather than sitting beside/crouching down.
- Situations that require people to sit or stand in direct physical contact with other people should in particular be avoided.
- All rooms will be cleared out to maximise the available space for social distancing i.e. all non-essential equipment, furniture and other items.
- Common contact surfaces in classrooms, are cleaned at least daily by cleaning staff.
- To the greatest extent possible, instruments should not be shared between students and if sharing is required, the instruments should be cleaned between use.
- Rehearsals to be held in well ventilated areas.
- Spectators / audiences will not be permitted.

## **Visitors to the school i.e. Parents/Guardians etc.**

The potential for cross contamination is higher at entry and exit points and where there are high levels of surface contact points.

### **Arrangements for Visitor meetings on the school premises are as follows:**

- School entrance will be closed at all times with the exception of before school begins and ends.
- Visitors will be informed of the requirement to make an appointment before attending the school.
- Advice on the Covid-19 measures will be visible to ensure that visitors are also adhering to what is required.
- All visitors to wait outside until the meeting time.
- Once the person for whom the visitor is attending is ready and at reception – only then will the visitor be permitted to enter the building.
- Sanitising stations in position at all school entry points and the visitor / member of staff are expected to use it.
- Member of staff should use the nearest available meeting room giving due consideration to the size of the room, and those likely to attend.
- Meetings should be kept to a maximum of 40 minutes.
- Meeting room signage will be posted on each door to advise the maximum number that should be in attendance.
- Windows and/or doors (where practicable) to be kept open to ensure good ventilation into the meeting area.

## **Management of Deliveries to the School (School office Supplies, Stationery, Furniture etc).**

### **Arrangements for deliveries at our premises:**

- Signage is in place externally advising delivery personnel to contact reception before attempting to enter the building.
- Over the office intercom, they will then be advised to drop any delivery in the reception porch. School personnel will then come out to collect.
- All collections should be managed in the same reverse order.
- All deliveries will be done through paperless delivery acceptance and acknowledgements with suppliers to ensure materials management and material reconciliations are accurate.
- Appropriate sanitising arrangements are in place at points of school access.

## **Main Office**

As the central location in the school for staff and students the following measures are necessary to safeguard the school community.

### **Control measures**

- Visitors to the school will be by appointment only.
- Main office door will be closed during the day – staff and students are not permitted in the office.
- A Perspex screen will be used to protect those in the main office.
- PPE pack will be available in the main office.
- Messages for staff will be delivered via email.
- Office staff will be responsible for keeping workstation surfaces clear and clean i.e. wipe with sanitiser regularly throughout the working day.
- Visitor books and sign-in/sign-out books will be filled by those in the office and not by students/parents signing the student out.
- Payments are by Way2Pay.
- Parents/students will be advised to ensure that they bring all items that are needed for a given school day.

## Toilet Blocks

### Control Measures

- A minimum of 2 toilet cubicles to one sink will be maintained in the student toilet blocks. Each sink will have warm water and adequate supplies of hand soap (restocked regularly).
- Hand sanitiser dispensers will be located at the exit/entrances to each of the toilet blocks to ensure that hand hygiene is maintained.
- Those using the facilities shall adhere to physical distancing as much as is reasonably possible.
- Windows in/ or adjacent to the toilet block should be opened to ensure good ventilation and fresh air circulation.
- Those using the facilities should practice good respiratory etiquette i.e. coughing / sneezing into a tissue or the back of the elbow.
- Congregation is not permitted in the toilet blocks.
- Soap and hand washing pictorial guides provided.
- Cleaning regime frequency will be increased for toilet facilities particularly door handles, locks and the toilet flush handle. In addition, regular checks of soap dispensers will be conducted.
- Suitable and sufficient pedal bins for waste-paper are provided with regular removal and disposal.

## Staff Room

### Control Measures

- Those using the staff room shall adhere to the current physical distancing guidance of 2 metres from each other.
- Posters / Illustrations of 2 metre spacing shall be posted to clearly demonstrate social distancing.
- Seating areas will be clearly marked with signage indicating areas where seating is not permitted.
- Those attending staff rooms are advised to bring a packed lunch.
- Staff are also advised to bring their own cutlery to school each day.
- Seating arrangements will be modified to ensure good ventilation in the area.
- Staff are required to clean/sanitise tables and equipment used during the break with the supplied sanitising equipment.
- Disinfection wipes and hand sanitiser dispensers will be located at the entrance/exit of the staff room to ensure that hand hygiene is maintained.
- All rubbish will be disposed in a suitable bin.
- Tables shall be cleared when finished eating.
- Those using the staff room should practice good respiratory etiquette at all times i.e. cough / sneezing into a tissue or the back of the elbow.

### **Management of meetings i.e. PTMs, Year Heads, Student Support Team, SEN, Guidance Counsellor, Chaplain**

Where meetings necessitate face-to-face discussion, the numbers attending will be kept to a minimum so as to ensure the mandatory 2 metres distancing is maintained. These meetings shall be kept as brief as possible.

#### **Face to Face Meeting Considerations**

- Teams will be used primarily for all meetings here 2 metres social distancing cannot be maintained.
- Only absolutely necessary face to face meeting shall be facilitated.
- In that case the following will apply:
  - Attendees shall adhere to the current physical distancing guidance of 2 metres from each other for the duration of the meeting. Where this cannot be achieved, then the meeting should be suspended, moved to a larger meeting room (where one is available) or online i.e. Teams.
  - Windows should be opened to ensure good ventilation and fresh air circulation.
  - Meeting room tables etc. should be cleaned down before and after use using the sanitising wipes provided.
  - Attendees should practice good respiratory etiquette throughout the meeting i.e. coughing / sneezing into a tissue or the back of the elbow.
  - Ideally meetings should be kept to a maximum of 40 minutes.
  - Individuals may if they wish wear suitable face coverings.

### **Sports Facilities**

**The potential for cross contamination is higher when using the Sports Facilities:**

#### **Arrangements for the students use of Sports Facilities:**

- The use of the gym will follow the pending advice from the Department of Education and Skills and in line with public health advice.
- The following will be considered:  
Sanitising stations are in position at entrance/exits as well as in and around the sports hall and gym.
- Common contact surfaces to be cleaned at least daily by cleaning staff.
- Teachers will organise individuals into small groups or pods that remain together and work through stations, rather than switching groups or mixing groups.
- Students are not permitted to spit or clear their nose in the presence of others and will be reminded of coughing and sneezing etiquette.
- The teacher supervising will communicate any concerns they have during the class to ensure issues can be addressed quickly.
- Gym equipment to be sanitised before and after use using the PPE provided.
- Good ventilation must be maintained in all areas i.e. open a window/door.

## Evacuation Procedures

Physical distancing also needs to be maintained when evacuating the school.

### Control Measures

- Assembly point signage will be spaced out to minimise the congregation of students in one fixed area.
- A drill will take place, following health and safety guidelines.

## School Travel

School trips shall be reduced to the absolute minimum and, as far as is reasonably practicable, technological alternatives will be made available.

### For necessary work-related trips the following shall be considered by all:

- Arrangements around student travel on buses will be subject to DES circulars.
- School tours and trips will be reviewed in line with Public Health advice.
- Where staff are travelling for a work-related event the use of the same vehicles by multiple staff is not encouraged. The number of staff who share a vehicle – simultaneously or consecutively- shall be kept to a minimum as far as is reasonably practicable.
- Staff are advised to consider to travel alone if using their personal cars to travel to work or at a maximum be accompanied by one passenger who shall be seated in adherence with physical distancing guidance.
- Where staff are returning from an international trip as per public health advice isolation at home for 14 days is required.

## Contractors on site

Contractors may from time to time be required in the school to carry essential work for the continuance of school activities.

### For necessary construction work in the school:

- Contractors on the school premises where there are restrictions arising from the risk of Covid-19 shall follow the infection prevention and control measures and take into account public health advice around preventing the spread of Covid-19.
- Contractors will be requested to submit their Covid-19 Response Plan, Health and Safety Statement, Risk Assessment & Method Statements which will take into account the requirements for the Return to Work Protocol.
- A system for recording visits to the school by contractors is in place.
- The school's measures i.e. physical distancing, hand hygiene and respiratory etiquette must be maintained by all contractors in the school.

## Personal Protective Equipment

While correctly using the PPE can help prevent some exposures, it shall not take the place of other preventative measures as outlined above.

PPE will be required to be worn within schools according to current occupational and public health guidance. However, for a limited number of staff, additional PPE will need to be used occasionally or constantly due to the nature of certain work activities or work areas. These might include roles such as:

- Performing intimate care.
- Where a suspected case of Covid-19 is identified while the school is in operation.
- Where staff are particularly vulnerable to infection but are not in the list of those categorised as people in very high risk groups, or may be living with people who are in a very high risk category.

Appropriate PPE will be available for dealing with suspected Covid-19 cases, intimate care needs and for first aid. Where staff provide healthcare to children with medicinal needs in the school environment, they should apply standard precautions as per usual practice.

## Contact Tracing

The prompt identification and isolation of potentially infectious individuals is a crucial step in protecting staff, students, and the wider school community.

### **St. Paul's Community College will:**

- Use the attendance module on VSware for the purpose of tracing the whereabouts of staff/students in any given week for the specific purpose of contact tracing.
- Staff must keep their own log of meetings held and who was in attendance – this should be done by the meeting organiser.
- Where logs are kept electronically these will need to be emailed to the Principal on request.
- The visitor sign-in book will also be used for the purposes of contact tracing.
- The sign-in/ sign-out book will also be utilised for tracing students.

Should staff be identified as coming into contact with someone suspected of having Covid-19 they shall:

- Make themselves aware of the signs and symptoms of Covid-19 and monitor their own wellbeing.
- Self-isolate at home and contact their GP promptly for further advice if they display any signs or symptoms.
- Report to the Principal immediately if any symptoms develop during the working day.

## **First Aid Responder Guidance**

Covid-19 infects people through contact with the mucous membranes. First Aid Responders must think of these as being the mouth, nose and eyes. It does not infect through the skin. The key interventions to manage this risk as to minimise hand-contamination, avoid touching your face and clean your hands frequently with soap and water or alcohol-based hand gel.

There is also a significant risk of direct transfer of the virus on to mucous membranes by droplet transmission, that is, by direct impact of larger infectious virus droplets generated from the person's respiratory tract landing directly in your eyes, nose or mouth. This risk is managed by use of appropriate PPE (mask and eye protection) and by providing the ill person with a mask to cover their nose and mouth when coughing or sneezing (respiratory hygiene and cough etiquette).

If, as a First Aid Responder, you can avoid close contact with a person who may require some level of first aid, do so. This, of course, will not be possible in the event of having to provide emergency lifesaving measures such as an incident of cardiac arrest, heart attack, choking, stroke. First Aid Responders shall be familiar with the symptoms of Covid-19 i.e. fever or chills, cough, shortness of breath, fatigue, aches and pains.

### **Key Control Measures when administering First Aid**

- Standard infection control precautions are applicable when responding to any first aid incident in the school. Hand washing with warm water and soap or an alcohol-based hand gel must be performed before and after providing any first aid treatment.
- Any person presenting with symptoms consistent with Covid-19 should be treated as a suspected case. In such cases, move individual to the Primary Isolation Room or Secondary Isolation Room to minimise risk of infection to others. Only one First Aid Responder to provide support, where practical.
- Additional PPE shall be worn by First Aid Responders when responding to all first aid incidents where close contact cannot be avoided.
- If you suspect a person has experienced a cardiac arrest a person in cardiac arrest shall have compression only CPR applied.
- Persons with minor injuries (cuts, abrasions, minor burns) – where practical, a First Aid Responder shall avoid close contact and advise the injured party what steps to take in treating their injury.
- No reusable equipment shall be returned to service without being cleaned/disinfected appropriately.
- First Aid Responders must ensure that the mask covers both the mouth and nose and is fitted correctly to create an adequate seal to the face. Following first aid treatment, disposable PPE and any waste shall be disposed of appropriately and reusable PPE cleaned/disinfected thoroughly.
- St. Paul's Community College shall replenish PPE stock as appropriate.



## **Covid-19 Suspect / Confirmed Cases**

### **Suspect Covid-19 Case in St. Paul's Community College**

The Principal / Deputy Principal will be responsible for the management of a suspected case of Covid-19. Staff/students with symptoms / suspected symptoms will be isolated initially. This isolation area will be well ventilated and be stocked with a PPE pack.

If someone displays symptoms of Covid-19, the school shall:

1. Isolate the person, accompany the individual to the designated isolation area, keeping at least 2 metres from the symptomatic person at all times.
2. The Principal/Deputy Principal will be called and shall attend the primary isolation room.
3. Where it is a member of staff, assess whether the unwell individual can immediately go home and call their doctor and continue self-isolation at home. Public transport of any kind should not be used.
4. Facilitate the person presenting with symptoms remaining in isolation if they cannot immediately go home. Staff shall avoid touching people, surfaces and objects.
5. Advice shall be given to the person presenting with symptoms to cover their mouth and nose with the disposable provided when they cough or sneeze and put the tissue in the waste bag provided.
6. Carry out an assessment of the incident which will form part of determining follow-up actions and recovery.
7. Arrange for appropriate cleaning of the isolation area and work areas involved.
8. Provide advice and assistance if contacted by the HSE.

### **Closure of the school is not recommended**

The school will be contacted by the HSE to discuss the case and identify people who have been in contact with the suspected case of Covid-19 and advise on any actions or precautions that shall be taken.

A risk assessment of each setting will be undertaken by the HSE with the Principal. Advice on the management of staff and members of the public will be based on this assessment. The HSE will also be in contact with the case directly to advise on isolation and identifying other contacts and will be in touch with any contacts of the case to provide them with appropriate advice.

Advice on cleaning of communal areas such as offices or toilets is outlined later in this document.

### **Confirmed Covid-19 Case in St. Paul's Community College**

If a confirmed case is identified in St. Paul's Community College, the HSE will provide the Principal and anyone potentially affected with advice. This may include:

- Staff or student(s) in close face-to-face or touching contact.
- Talking with or being coughed on for any length of time while the staff or student(s) was symptomatic.
- Anyone who has cleaned up any bodily fluids.
- Close friendship groups or workgroups.
- Staff or student(s) living in the same household as a confirmed case.
- Contacts are not considered cases and if they are well, they are very unlikely to have spread the infection to others.

Those who have had close contact will be asked to stay at home for 14 days from the last time they had contact with the confirmed case and follow the home isolation information sheet provided by the HSE. They will be actively followed up by the HSE if they develop new symptoms or their existing symptoms worsen within their 14-day observation period they shall call their doctor for reassessment if:

- They become unwell with cough and/or fever they will be tested for Covid-19.
- If they are unwell at any time within their 14-day Observation period and they test positive for Covid-19 they will become a confirmed case.

Staff / student(s) who have not had close contact with the original case do not need to take any precautions and can continue to attend school.

Note: Close contact is defined by the HSE as spending more than 15 minutes face-to-face contact within 2 metres of an infected person / living in the same house or shared accommodation as an infected person.

### **Reporting Requirements under Occupational Health and Safety Legislation**

There is no requirement for St. Paul's Community College to notify the Health and Safety Authority if a member of staff contracts Covid-19. Diseases are not reportable under the Safety, Health and Welfare at Work (Reporting of Accidents and Dangerous Occurrences) Regulations 2016 (S.I No. 370 of 2016).

Covid-19 is however reportable under the Infectious Diseases (Amendment) Regulations 2020 by a medical practitioner who becomes aware of or suspects an instance of such disease. Such a report shall be sent to the Health Protection Surveillance Centre (HPSC) in the HSE by the medical practitioner.

## **Cleaning Spaces with Suspected / Confirmed Cases**

- It is recommended cleaning an area with normal household disinfectant after a suspected Covid-19 case has left will reduce the risk of passing the infection on to other people.
- For cleaning purposes, cleaners will wear a face mask, disposable gloves. Following use, these items shall be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished.
- Using a disposable cloth, first clean hard surfaces with warm soapy water. Then disinfect these surfaces with the cleaning products you normally use. Pay particular attention to frequently touched areas and surfaces, such as bathrooms, grab-rails and door handles.
- If an area has been heavily contaminated, such as with visible bodily fluids, from a person with Covid-19, eye protection / face shield is required as well as wearing gloves and an apron.
- Wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning.

### **Cleaning and Disinfection**

Public areas where a symptomatic individual has passed through and spent minimal time, such as corridors, canteens etc. but which are not visibly contaminated with body fluids should be cleaned thoroughly. All surfaces that the symptomatic person has come into contact with must be cleaned and disinfected, including:

- Objects which are visibly contaminated with body fluids.
- All potentially contaminated high-contact areas such as toilet blocks, door handles, handrails in corridors and stairwells.
- Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings, following one of the options below:
  - Use either a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine or,
  - A household detergent followed by disinfection (1000 ppmav.cl).  
Follow manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants or,  
If an alternative disinfectant is used within the organisation, this shall be checked and ensure that it is effective against enveloped viruses.
- Those cleaning these areas should avoid creating splashes and spray when cleaning.
- Any cloths and mop heads used must be disposed of and shall be put into waste bags.
- When items cannot be cleaned using detergents or laundered, for example, upholstered furniture, then steam cleaning shall be used.
- Any items that are heavily contaminated with bodily fluids and cannot be cleaned by washing shall be disposed of.
- If possible, keep the area closed off and secure for 72 hours. After this time the amount of virus contamination will have decreased substantially, and you can clean as normal with your usual products.

### **Personal Protective Equipment (PPE)**

- The minimum PPE to be worn for cleaning an area where a person with possible or confirmed Covid-19 is disposable gloves and an apron. Hands shall be washed with soap and water for 20 seconds after all PPE gear has been removed.
- If an area has been heavily contaminated, such as with bodily fluids, from a person with Covid-19, eye protection / face shield is required as well as wearing gloves and an apron.

### **Laundry**

Wash items in accordance with the manufacturer's instruction. Use the warmest water setting and dry items completely. Dirty laundry that has been in contact with an unwell person can be washed with other people's items.

Do not shake laundry, this minimises the possibility of dispersing virus through the air. Clean and disinfect anything used for transporting laundry with products in line with the cleaning guidance above.

### **Waste Management**

Waste from possible cases and cleaning of areas where possible cases have been (including disposable cloths and tissues):

- Shall be put in a plastic rubbish bag and tied when full.
- The plastic bag shall then be placed in a second bin bag and tied. It shall be put in a suitable and secure place and marked for storage until the individual's test results are known.

Waste shall be stored safely and kept away from children. Waste should not put in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours.

- If the individual tests negative, this can be put in with the normal waste;
- If the individual tests positive, then store it for at least 72 hours and put in with the normal waste.

## Return to School Process

In the event of a member of staff / student wither being a suspected/confirmed case of Covid-19 or a known close contact with a confirmed or suspected case, the following protocol must be followed to ensure they are fit to return to work be means of self-declaration.

Fitness for Work shall be considered from two perspectives;

1. Does their illness pose a risk to the individual themselves in a school setting?
2. Does their illness pose a risk to others in the school?

The following steps shall be followed, in line with current public health advice in Ireland:

- Any staff/student(s) who display symptoms consistent with Covid-19 must stay home, self-isolate and contact their GP by phone as part of the triage process.
- They must also notify the school of their suspected illness.
- An individual will be classified as either a suspected or confirmed case, based on outcome of test.
- An individual who is a known close contact with a confirmed or suspected case will be contacted by the HSE through its contact tracing process. Advice regarding self-isolation for a period of 14 days since their last close contact with a confirmed/suspected case must be followed.

An individual must only return to school if deemed fit to do so and upon approval of their GP and having coordinated with the Principal. When an individual is symptom-free and are deemed fit to return to work, the key criteria are:

1. It's been 14 days since their last close contact with a confirmed/suspected case and they have not developed symptoms in that time, or 14 days since the onset of their symptoms and 5 days since their last fever (high temperature), or
2. They have been advised by a GP / healthcare provider to return to work and have been given a 'Fitness to Return' Certificate.

The school shall confirm the relevant criteria above with the individual involved.

# COVER YOUR COUGH AND SNEEZE

STOP THE SPREAD OF GERMS THAT MAKE PEOPLE SICK



When you cough or sneeze **cover your nose and mouth** with a tissue

**OR** Cough or sneeze into your elbow, **not your hands.**

**Throw away your tissue!**

**Clean your hands after coughing or sneezing.**

## THANKS!

 Building a Better Health Service |  Seirbhís Sláinte Níos Fearr & Forbairt |  hpsc |  RESIST

An illustration of a handwashing poster. It features a blue faucet on the left with water flowing into a pair of hands being washed with soap suds. The background is orange. At the top, the text reads 'Protect yourself and others from getting sick'. Below this, a dark red box contains the text 'Wash your hands'. To the right of the hands, a list of when to wash hands is provided. At the bottom, there is a 'RESIST' logo, the website 'www.hse.ie/handhygiene', and logos for HSE and hpsc.

# Protect yourself and others from getting sick

## Wash your hands

- after coughing or sneezing
- when caring for the sick
- before and after you prepare food
- before eating
- after toilet use
- when hands are visibly dirty
- after touching cuts, blisters or any open sores
- you can use alcohol hand rub, if hands are not visibly dirty

**RESIST**

[www.hse.ie/handhygiene](http://www.hse.ie/handhygiene)

HSE hpsc

# How to use Face Coverings



ALWAYS CLEAN YOUR HANDS BEFORE **AND** AFTER WEARING A FACE COVERING

### Correct Covering

**Medical masks should be reserved for health workers or patients in treatment.**  
If you have been advised to wear a medical mask, always have the coloured side showing and the metal band at the top of your nose.



### Check Your Fit

Check that the face covering is made from a fabric that you are comfortable wearing.

Check that it is easy to fit and completely covers your nose and mouth, all the way down under your chin.

Tighten the loops or ties so it's snug around your face, without gaps. If there are strings, tie them high on top of the head to get a good fit. Do not touch or fidget with the face covering when it is on.



**DO NOT:**  
Wear the face covering below your nose.



**DO NOT:**  
Leave your chin exposed.



**DO NOT:**  
Wear it loosely with gaps on the sides.



**DO NOT:**  
Wear it so it covers just the tip of your nose.



**DO NOT:**  
Push it under your chin to rest on your neck.



**FOLLOW THESE TIPS TO STAY SAFE:**

**ALWAYS** wash your hands before and after handling your face covering.

**ALWAYS** change your face covering if it is dirty, wet or damaged.

Carry unused face coverings in a sealable clean waterproof bag, for example, a ziplock.

Carry a second similar type bag, to put used face coverings in.

**CHILDREN UNDER 13** should not wear face coverings.

**ALWAYS** wash cloth face coverings on the highest temperature for cloth.

### Safe Removal

Use the ties or ear loops to take the face covering off.

Do not touch the front when you take it off.



### Disposing Of Single-Use Mask

Always dispose of single-use masks properly in a bin.

Don't forget to clean your hands and keep social distance.



Stay safe. Protect each other.





Rialtas na hÉireann  
Government of Ireland



## Coronavirus COVID-19



Coronavirus  
**COVID-19**  
Public Health  
Advice

# How to use hand sanitiser

- > Rub hands for hygiene
- > Remember washing with soap and water is still best (and essential if your hands are visibly dirty)



**1. Apply**  
a squirt of sanitiser



**2. Rub**  
your hands palm  
to palm



**3. Rub**  
between your fingers



**4. Rub**  
the back of each hand



**5. Clean**  
each thumb



**6. Rub**  
your fingertips in  
your palm



**7. Once**  
dry, you're done!

Remember, hand hygiene helps  
prevent COVID-19 spreading.

**#holdfirm**

Ireland's public health advice is guided by WHO and ECDC advice



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Coronavirus **COVID-19**



Coronavirus  
**COVID-19**  
Public Health  
Advice

# Information for visitors

**Visits to the school during the school day should be by prior arrangement.**

If you do not have a prior arrangement please do not enter the school building.

**Please contact reception at:**

T: \_\_\_\_\_



**#holdfirm**

[www.gov.ie/health-covid-19](http://www.gov.ie/health-covid-19)  
[www.hse.ie](http://www.hse.ie)

Ireland's public health advice is guided by WHO and ECDC advice



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Coronavirus **COVID-19**



Coronavirus  
**COVID-19**  
Public Health  
Advice

# When at school continue to:



**Wash**  
your hands well  
and often to avoid  
contamination.



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



**Distance**  
yourself away from  
other people,  
especially those who  
might be unwell



**Avoid**  
crowds and  
crowded places



**Know**  
the symptoms. If you  
have them self isolate  
and contact your GP  
immediately

**COVID-19 symptoms include**

- > high temperature
- > cough
- > breathing difficulty
- > sudden loss of sense of smell or taste
- > flu-like symptoms

**#holdfirm**  
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