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## **Covid-19 Response Plan**

This Response Plan outlines the planning and preparation, control measures and induction being undertaken in Ballyfin NS to support a safe return to school for pupils, staff, parents and others.

This plan will remain a live document and will be updated and amended in keeping with the latest advice from Government and Department of Education. The Principal will ensure that advice is made available in a timely manner to staff and pupils and adjust plans and procedures in line with that advice.

Following discussion with the Board of Management on Wednesday the 19<sup>th</sup> August 2020 the school COVID-19 response plan will be updated and made available to staff and to parents.

This document was further updated on February 24<sup>th</sup> 2021 in line with the latest guidance and advice from the DES and the HSE.

This document was further updated on 23<sup>rd</sup> August 2021 in line with the latest guidance and advice from the DES and the HSE.

Staff and pupils will be provided 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.

## **Controls and measures to minimise the introduction and spread of Covid 19**

### **Awareness of Covid 19**

COVID-19 **signage** will be displayed at entrance points, in classrooms, in staff areas and in outdoor areas highlighting the signs and symptoms of Covid 19.

**Social distancing measures** are in place outdoors where parents collect children on school grounds.

### **Arrangements for Visitors and Contact Tracing**

A Covid 19 **Contact Tracing Log** has been put in place in order to facilitate contact tracing by the HSE should the need arise.

Any **VISITORS** experiencing symptoms are asked to refrain from entering the school building and signage is in place at the main door advising visitors of this.

**Access** to the building for all staff, contractors , parents and visitors is through **the main front door**.

Arrangements for necessary **visitors** such as contractors and parents will be **restricted to essential purposes** and **limited to those who have obtained prior approval from the principal**. The Department of Education Inspectorate may also need to visit schools to support schools in their work.

In so far as possible the normal servicing of systems and machines in the school has been undertaken during the school closure eg Heating System Sewage & Water Treatment Electrical & Plumbing issues Lift Maintenance Fire Alarm Intruder Alarm Painting & Repairs Photocopier  
Contractors have been advised of the need to make an appointment in the future.

Signage advises visitors of the need for a prior approval from the Principal.

### **Arrangements to oversee measures and identify risks**

The school has in place a **Lead Worker Representative** and a **Deputy Lead Worker** representative as required in the roadmap for the Safe and Sustainable Re-opening of schools. Duties and responsibilities attached to these roles were forwarded to all staff members and interested parties were invited to put their names forward.

**Lead Worker Representative** : Martina Kelly

**Deputy Lead Worker Representative** : Mary Phelan

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, pupils or others he/she should contact the Lead Worker Representative or Deputy Lead Worker who will then engage with the Principal or Board of Management.

COVID-19 represents a hazard in the context of health and safety in the school environment. An initial **Risk Assessment** has been carried out to identify the control measures required . The risk assessment will be ongoing and updated as necessary .

The Lead Worker Representative and the Deputy Lead Worker will be involved in this process.

The **Fire Drill Procedure** will be amended to take account of new exit doors and the assembly area will be the school playground.

Changes affect Second/Third class – Ms.Bennetts to exit via door to courtyard. Ms Kavanagh’s to exit via new Fire Exit door in her classroom.

The **Critical Incident** policy shall continue to apply .

In an emergency or in case of a serious incident, we will call for an ambulance or the fire brigade on 112/999 giving details of location R32 N92 0 and type of medical incident.

## Safe return to work of staff

A COVID-19 return-to-work form is to be completed by all staff members and returned to the school before they return to the workplace. The school should request that staff (verbally or in writing) confirm that the details in the pre-return to work form have remained unchanged following subsequent periods of closure such as school holidays.

Staff have been emailed copies of this form and advised to return same **in advance of returning to work**.

All staff members have been made aware of the DES agreed arrangements for management of staff members in the High Risk and Very High Risk categories in relation to Covid 19 and have been referred to the HSE guidance which defines those included in the Very High Risk and High Risk categories.

Each staff member has received a copy of **Circular 0042/ 2021** and has been advised to complete the online **OHS Covid 19 Risk Assessment** and submit it to the OHS if they have concerns in relation to their own risk at work.

Staff members must inform the Board of Management immediately or on diagnosis of being in the Very High Risk group.

Staff will be required to complete the Department of Education's online training and Induction programme as soon as it becomes available. This will provide updated training on infection prevention and control re: hand hygiene and use of PPE

## Minimising the risk of introduction of Covid 19

Staff and pupils **must not attend school if they have any symptoms of COVID-19** and must seek medical advice from their doctor and follow HSE guidance on self-isolation.

Staff and pupils will have to self-isolate or restrict their movements at home if they display any signs or symptoms of COVID-19 and contact their family doctor to arrange a test.

Staff and pupils should not 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.

- Staff and pupils should co-operate 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.

Staff and pupils must not attend school if they have been identified by the HSE as a contact for person with COVID-19 and follow the HSE advice on restriction of movement

The **symptoms of Covid 19** are

- Cough – any kind of cough
- Fever - temperature of 38 degrees C or above
- Shortness of breath or breathing difficulties
- Loss or change to sense of smell or taste

(Updated 6<sup>th</sup> August HSE.ie )

Staff have been made aware of this and **parents are being informed of this by email or text message** in the case of those who have not furnished email addresses.

### **Protocols to be followed should a pupil or staff member develop symptoms at school**

If a pupil develops symptoms of Covid 19 while at school the Principal and the Parents / Guardians will be contacted immediately.

The pupil with symptoms will be taken to the Isolation Room which is the small room beside the stage in the GP Hall – this room is behind a closed door, well ventilated, easy to clean and near a quiet exit away from the main hall . The principal or class teacher will escort the child to the room.

(Should there be more than one pupil needing the Isolation area at the time we may have to consider waiting in the shelter at the main exit to the school. The Deputy Principal may be called on to accompany this child.)

En route to the Isolation Area others should keep at least 2m from the symptomatic person and the accompanying person should make sure that others maintain a distance of 2m from the symptomatic person at all times.

If a staff member develops symptoms while at school, they should ensure they are wearing their face covering, maintain 2m distance from everyone and contact the Principal who will direct them to go home and seek advice from their GP and follow HSE self-isolation guidance unless the person is too ill to go home.

School staff should be encouraged to download the HSE COVID-19 tracker app to assist Public Health for contact tracing purposes both in and out of the school setting.

A mask will be provided for the person presenting with symptoms as appropriate. He/she should wear the mask if in a common area with other people or while exiting the premises.

If it is not possible to maintain a distance of 2m a staff member caring for the pupil should wear a face covering or mask.

Gloves should not be used as the virus does not pass through skin.

Assess whether the person with symptoms can immediately be directed to go home or be brought home by parents who will 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 the person is well enough to go home, arrange for them to be transported home by a family member, as soon as possible and advise them to inform their general practitioner by phone of their symptoms.

Public transport of any kind should not be used.

If they are too unwell to go home or advice is required, contact 999 or 112 and inform them that the sick person is a Covid-19 suspect.

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

Afterwards the Principal and Lead Worker Representatives will carry out an assessment of the incident which will form part of determining follow-up actions.

The Principal will arrange for the appropriate cleaning of the isolation area and work areas involved following the DES and HSPC guidance on cleaning.

## **Control Measures**

### **Cleaning**

The classrooms – pupil tables and chairs, doors, frequently touched surfaces and touchpoints have all been cleaned by our current cleaner following DES guidelines.

A final cleaning of all touch surfaces will take place on Monday the 30<sup>th</sup> August in readiness for the children's return.

Given the volume of cleaning required on an on-going basis an extra cleaner has been employed for an extra 13.5 hours a week.

The teaching staff and SNAs will clean manipulatives and equipment in their own rooms and for their own pupils.

A Daily Cleaning schedule is in the process of being drawn up in line with DES guidelines for cleaning and the cleaning materials to be used. In general touchpoints, wash areas, toilets and work surfaces will be cleaned daily using appropriate cleaning agents as outlined in guidance advice from HSE.

## **PPE**

Hand sanitisers have been installed at the main entrance , the entrance to each classroom and resource room, the entrance to the staffroom and offices and the Isolation Room.

Soap dispensers have been checked and replaced where necessary.

Paper towel dispensers have been installed in each Hand washing area.

CO2 monitors are to be delivered and installed before the school re-opens.

We have purchased and taken delivery of supplies of **hand sanitiser** (alcohol-based hand sanitiser with 60% ethanol ) **soap , paper towels, visors, disposable masks, disinfectant, wipes and sprays** and general household detergent and cleaning materials.

Gloves and aprons are also available if required for the Isolation Room.

Our cleaners will check supplies each evening and ensure that soap dispensers are full, paper towel dispensers are loaded and ready, the hand sanitiser units are working and loaded.

A spare sanitiser bottle, paper towel block and soap pouch will be located under each Classroom sink in case supplies run out in the course of the school day.

Each teacher and SNA will be supplied with a Hand Sanitiser and a Disinfectant spray and paper towel for wiping down their own work surfaces or touchpoints. The secretary will have the same.

The DES guidelines suggest that masks / face coverings are not appropriate for children under 13.

Teachers and staff have been advised to wear face coverings/masks / where a distance of 2m cannot be maintained.

## **Use of PPE in School**

It is recommended that medical grade masks of the standard **EN14683** are provided for SNAs and Special Education Teachers and for those teachers or staff who need to be in close and continued proximity with pupils with intimate care needs. (Appendix 1 DES Guidance 23/02/21)

**All staff must wear masks where social distance of more than 2 metres cannot be maintained.**

Staff are referred to the signage regarding the appropriate wearing and disposal of masks

## **Hand Hygiene**

Child-friendly posters are displayed in each Handwashing Area in classrooms to remind pupils of the importance of washing their hands.

Teachers are asked to “teach” the children 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 or other suitable video.

There is a requirement for access to hand washing facilities after activities that are likely to soil hands, for example playing outside or certain sporting activities as hand sanitiser does not work on dirty hands.

Alcohol- based sanitiser must not be used near heat or naked flame.

### **Frequency of Hand Hygiene**

Pupils and staff should perform hand hygiene

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

Teachers are asked to limit the congregation of pupils at sinks when waiting to wash their hands.

Steps have been made to enable children to use the sink at the back of classroom as well as the usual sink in order to limit waiting times.

The heating system has been re-programmed to ensure a supply of warm water to the classrooms.

Where hand washing is not an option hand sanitisers are available throughout the school eg Resource rooms

### **Good Respiratory Measures**

Staff and pupils are asked to employ good respiratory etiquette 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

Posters have been provided for each class to illustrate these points and remind pupils

### **Physical Distancing**

All unnecessary furniture has been removed from classrooms to maximise physical distancing in the classrooms.

Changes have been made to classroom layouts to meet physical distancing requirements.

DES Guidelines recommend a distance of at least 1m between pupils in Senior Classes.

Third, Fourth, Fifth and Sixth class pupils are seated at a distance of 1m from each other. Pupils will need to be respectful of the other person's space and confine their belongings to their own share of the space.

Our Junior Infants , Senior Infants, First and Second classes are seated in groups of four ie four children at two tables in a group. Each group is known as a **pod**. Each pod is 1m distance from the next pod.

Children remain in their pod in class during the day but can play together outside.

Pods can also share a limited amount of equipment but will have their own equipment as far as possible.

### **Physical Distancing/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". The guidance sets out an overall approach for schools that windows should be **open as fully as possible** when classrooms are not in use (e.g. during break- times or lunch- times (assuming not in use) and also at the end of each day) and **partially** open when classrooms are in use.

The guidance provides that good ventilation can be achieved in classrooms without causing discomfort, particularly during cold weather.

**Carbon Dioxide (CO2) monitors are to be introduced for this school year to support these ventilation measures.**

### **Class Bubbles**

DES guidelines advise that the risk of infection may be reduced by structuring pupils and their teachers into Class Bubbles (i.e. a class grouping which stays apart from other classes as much as possible )

Each individual class will operate as it's own little bubble - individual classes / bubbles will not mix during the school day either in the building or outside at play.

The risk of infection may be reduced by structuring pupils into pods within a class bubble- our Junior Classes are working in pods.

### **Yard & Break times**

**NB: From Tuesday August 31<sup>st</sup> all classes will return to school**

**Here is the timetable for break times for classes Junior Infants to Sixth class from Tuesday 31<sup>st</sup> August.**



**Small break: 10.50am- 11.00am-Junior Infants/Senior Infants/First class**

**11.00am-11.10am- Second/Third/ Fourth/ Fifth and Sixth class**

**Lunch break: 12.30 pm-1.00pm-Junior Infants/Senior Infants/ First class**

**1.00pm-1.30pm- Second/ Third /Fourth, Fifth / Sixth class**

In order to preserve the class bubbles each class will have their own enlarged zone in which to play. This necessitated splitting breaks and increasing supervision duties for all staff.

**Junior Infants Senior Infants and First** will play outside in the newly extended main school yard in their allocated class zone from **10.50-11.00** and again at **12.30-12.45**. They will wash their hands and eat their lunch on return indoors **12.45-1.00**

**Second classes/ Third class/Fourth class/Fifth class/Sixth class** will play outside in the newly extended main school yard in their allocated class zone from **11.00-11.10** and again at **1.00-1.15** They will wash their hands and eat their lunch on return indoors 1.15-1.00

The route to and from the play areas has been devised so that the risk to classes mixing/crossing each other is minimised.

#### **Physical Distancing                  Staff**

Teacher's tables are at least 1m from pupils tables and are 2m in as many rooms as possible. (Guidance :Where possible staff should maintain a minimum of 1m distance and where possible 2m.) Teachers should also take measures to avoid close contact at face to face level such as remaining standing rather than sitting beside/crouching

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

SNA work stations take these guidelines into account but it is recognised that Special Needs children may have difficulty with understanding and adhering to social distancing.

Where staff cannot maintain a social distance of 2m they are advised to follow HSE advice on face coverings.

The staffroom layout has been changed to reduce numbers in the staffroom and allow staff to maintain as much physical distance as possible.

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 guidance on face covering should be observed.

Special Education teachers and SNAs will be deployed to work with the same Class bubbles and pupils consistently so as to minimise risk ie the Special Education teacher will provide both Learning support and Resource to pupils in the same Class Bubble.

Staff meetings will be arranged in smaller groups or virtually for the short term at least.

Staff are reminded to avoid shaking hands etc.

### **Physical Distancing outside of the classroom and within the school**

DES guidance states **Arrangements for dropping off/collecting pupils** should be arranged to encourage physical distancing of 2m where possible and to avoid congregation of parents at entry and exit points.

**In order to avoid the congregation of parents at the school gate and on the school grounds the following measures have been put in place .**

Staggered arrival times **for Junior Infants to Sixth class pupils** – the period for the assembly and arrival of pupils **9.00am – 9.30am**

Staggered collection times for First to Sixth Classes – some classes will need to leave a little ahead of the other . **Teachers will have to walk their classes to the Church grounds for collection.**

**First & Second** classes in Church Grounds at 2.40pm

**Third & Fourth** classes at 2.50pm

**Fifth & Sixth** classes at 3pm pm

**Senior Infant pupils** – parents can walk their Senior Infant pupils to the Fire Exit door of the Senior Infant classroom. Footprint markings are in place to maintain the 2m social distance as parents queue. A one way system is in place for entry and exit. Parents can collect their children in the same way at **2pm.**

**Junior Infant pupils** will need maximum support in their transition to school in very unusual circumstances. Parents would normally walk their children into their classroom and settle them. Unfortunately this can't be the case at this time.

Parents can walk their Junior Infant pupils to the Fire Exit door of the Junior Infant classroom.

Footprint markings are in place to maintain the 2m social distance as parents queue.

A one way system is in place for entry and exit.

Parents can collect their children at **1.50pm.**

Junior Infants will need to be dismissed 10mins ahead of the Senior Infants to allow room for parents to queue safely.

## **Special Educational Needs** Additional considerations

For children with special educational needs (SEN) maintaining physical distancing in many instances will not be practical or appropriate to implement. The focus should therefore be on emphasising that parents/guardians should have a heightened awareness of signs, symptoms or changes in baseline which suggests illness

Where symptoms are present children should not attend school.

Similarly staff should be aware of their responsibility not to attend work if they develop signs or symptoms of respiratory illness.

**Hand hygiene** 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

Some children may have care needs (physical or behavioural) which requires the use of aids and appliances and/or medical equipment for example toileting aids, moving and handling equipment, respiratory equipment.

Where cleaning of aids and appliances is carried out in the school

- Equipment used to deliver care should be visibly clean
- Care equipment should be cleaned in accordance with the manufacturers' instructions. Cleaning is generally achieved using a general purpose detergent and warm water.
- Equipment that is used on different children must be cleaned and, if required, disinfected immediately after use and before use by another child e.g. toileting aids
- If equipment is soiled with body fluids:

First clean thoroughly with detergent and water

Then disinfect by wiping with a freshly prepared solution of disinfectant

Rinse with water and dry.

## Cleaning and hygiene

All school settings will be cleaned on a daily basis once school returns.

The following are the cleaning options set out for school settings

	Routine	Post COVID case
Surfaces	Neutral detergent	Neutral detergent AND 0.05% sodium hypochlorite OR Virucidal disinfectant
Toilets	Neutral detergent AND (optional) 0.1% Sodium Hypochlorite OR virucidal disinfectant	0.1% sodium hypochlorite OR Virucidal disinfectant
Cleaning equipment	Non –disposable cleaned at the end of cleaning session	Non-disposable disinfected with 0.1% sodium hypochlorite OR virucidal disinfectant
Personal protective equipment for cleaning staff	Uniform AND household gloves	Uniform AND plastic apron (if available)
Waste management	Domestic waste stream	Place in plastic bag and tie, then place in a second plastic bag and store securely for 72 hours before putting it out for collection in the normal domestic waste stream

Disinfection must always follow cleaning – it cannot replace cleaning.

Extra cleaning services have been employed due to the increased volume of cleaning.

The above cleaning materials have been purchased and are in place throughout the school.

A schedule of cleaning has been drawn up and discussed with cleaners in line with government advice on cleaning of school settings- the cleaners have also done the Cleaning Induction Training provided by the Department of Education for school cleaners.

All touch surfaces will be cleaned daily using appropriate cleaning materials as above – these will include children’s tables, chairs, washbasin & sink and surrounding areas, toilet areas, light switches, door handles, cupboard handles, bins etc

All soft furnishings have been removed from classrooms.

In as far as possible children will have their own pencils, colours, erasers, scissors and gluesticks.

Teachers will have extra supplies of the above where needed.

With regard to other classroom equipment children who are seated in pods may share equipment within their pod. Equipment will be cleaned after each use and before it is given to another pod.

PE equipment will be placed in the USED zone and cleaned before it is re-used.

Electrical equipment will be cleaned using appropriate wipes.

## **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 COVID-19 Response Plan for the safe and sustainable reopening of primary and special schools
- Complete the RTW form before they return to work.
- Must inform the principal if there are any other circumstances relating to COVID19, not included in the form, which may need to be disclosed to facilitate their safe return to the workplace.
- Must complete COVID-19 Induction Training and any other training required prior to their return to school.
- Must be aware of, and adhere to, good hygiene and respiratory etiquette practices.
- Coordinate and work with their colleagues to ensure that physical distancing is maintained.
- Make themselves aware of the 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 symptoms
- Not return to or attend school if they have symptoms of COVID-19 under any circumstances.
- If they develop any symptoms of COVID-19 whilst within the school facility, they should adhere to the procedure outlined above.
- Keep informed of the updated advice of the public health authorities and comply with same.
  - Do not return to or attend school in the event of the following:

If they live with someone who has symptoms of the virus

If they have travelled outside of Ireland; in such circumstances staff are advised to consult and follow latest Government advice in relation to foreign travel.

- 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 their school.
- Undergo any COVID-19 testing that may be required in their school as part of mass or serial testing as advised by Public Health.

- **COVID-19 related Absence Management**

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

Circular 0049-2020 has been circulated to staff.

Circular 0005/2021 has been circulated to all staff.

## **Employee Assistance and Wellbeing Programme**

The Department recognises the need for school staff wellbeing and collective self-care. Support for school staff wellbeing will be provided by Department Support Services including the PDST and CSL, as well as by the HSE's Health Promotion Team.

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

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

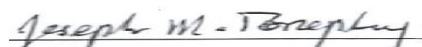
## **APPENDIX 1 COVID-19 Policy Statement**

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

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

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

Signed:



Chairperson



Principal

Date: 23/8/2021

Date: 23/8/2021

