



Health and Safety Control of COVID-19 Policy Statement and Guidelines

St. David's CBS, Artane, Dublin 5



COVID -19 Policy Statement

St David's CBS 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, a worker representative who is easily identifiable to carry out the role outlined in this plan in relation to summer provision
- 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
- 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 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: Martina Flanagan Date: 4/8/20

[Signature] 4/8/20

The following Policy Statement and Guidelines for the control of Covid-19 was presented to the teaching and SNA staff in St. David's CBS on the 27th of August 2020.

1. Introduction

Under the Safety Health and Welfare at Work Act 2005, the board of management of St. David's CBS as employer is required to ensure, so far as is reasonably practicable, the safety, health and welfare at work of all employees of the school. The employer is further required to manage and conduct the school in such a way as to ensure, so far as is reasonably practicable, that individuals at their place of work, are not exposed to risks to their safety, health or welfare.

This policy is influenced by the need to minimise the risk of introduction of COVID-19 into the school community and to prevent its spread. Although it is acknowledged that no single action or set of actions will completely eliminate the risk of COVID-19 transmission, adherence to this policy will contribute to the reduction of that risk of transmission.

In accordance with this policy all staff and students are expected to comply with the guidelines set out in this policy or as directed by the school to prevent the introduction and spread of COVID-19. The COVID-19 control measures are consistent with current advice from the HSE, the Health and Safety Authority, the Department of Education and Skills and the Department of Foreign Affairs and, as such, may be subject to change. Staff, students and parents/guardians will be notified of any changes to the control measures.

Students are expected to comply with all directions from school staff in relation to the school's COVID-19 control measures. Any failure or refusal to comply with this policy or to follow instructions of school staff should be dealt with in accordance with the school's Code of Behaviour.

Parents/guardians are required to supply the school with a phone number/s of available person/s who can be contacted at all times and who will be available to collect a student from the school should the need arise.

2. What is Coronavirus (COVID-19)

COVID-19 is an illness that can affect your lungs and airways. It's caused by a virus called coronavirus. COVID-19 was first identified in December 2019. It is spread in sneeze or cough droplets. It is normally infectious until all your symptoms have gone. Simple household disinfectants can kill the virus on surfaces. The new coronavirus can be spread from person to person. It is diagnosed with a laboratory test. The incubation period for COVID-19 appears to be around two weeks with symptoms showing up in people within 14 days of exposure to the virus.

3. Symptoms of COVID-19

Symptoms of COVID-19 are similar to symptoms of cold or flu. The most common symptoms include cough, fever or chills, shortness of breath or difficulty breathing, muscle or body aches, sore throat, new loss of taste or smell, diarrhea, headache, new fatigue, nausea or vomiting and congestion or runny nose.

COVID-19 can be severe, and some cases have caused death.

More information regarding the most up-to-date signs and symptoms of COVID-19 is available on the HSE website, <https://www2.hse.ie/coronavirus>

3. Vulnerable people (Very High Risk) include people who:

- Are over 70 years of age
- Have had an organ transplant
- Are undergoing treatment for cancer
- Have severe respiratory conditions
- If immune system is compromised
- Have serious heart conditions

Detailed information on who is vulnerable is available on the HSE.ie website.

If you have any concerns talk to Principal or Deputy Principal.

4. How is Covid 19 virus transmitted

You can get the virus if you:

- Come into close contact with someone who has the virus and is coughing or sneezing, shouting, singing.
- Touch surfaces that someone who has the virus has coughed or sneezed on, when you bring your unwashed hands to your face (eyes, nose or mouth).

5. What to do if you are experiencing symptoms

If you are experiencing flu-like symptoms like fever and/or cough, you should immediately self-isolate and stay at home.

- Contact your GP (family doctor) by phone.
- Do not go to your GP surgery in person.
- Your GP will assess you and decide if a test for Coronavirus (COVID-19-19) is necessary.

6. What to do if you experience symptoms in school

- Contact Principal or Deputy Principal immediately
- Do you feel well enough to drive home?
- Mask must be worn until you reach home
- Do not use public transport
- The LWR will be informed
- Cleaning staff will sanitise the isolation room /areas contaminated

7. Dealing with a suspected case of COVID-19

- If you suspect a student may have COVID-19 contact The Deputy Principal or Principal Immediately
- Ensure that the student is placed at least 2m from every one and that he is wearing a mask
- The student will be accompanied along the designated route to our school's designated COVID-19 room (Locker room) and placed in isolation
- The isolation room is equipped with Tissues, Hand Sanitiser, wipes, gloves, masks, bin
- Parents/Guardians will be contacted immediately
- If possible the student should go home immediately, accompanied by Parent/Guardian
- If the student cannot be collected his doctor may be contacted
- The individual should avoid touching people, surfaces, and objects. He will be advised to practice good respiratory and hand hygiene
- Public transport of any kind should not be used
- If they are too unwell to go home or advice is required, emergency services will be contacted
- An assessment will be carried out of the incident which will form part of determining follow up actions and recovery
- The isolation room will be thoroughly cleaned and sanitised
- In the unlikely event of more than one case, the remaining student(s) will have to be supervised outside in the yard
- The LWR must be informed
- The isolation room will be unavailable until cleaned and disinfected

The HSE will inform any staff/ parents who have come into close contact with a diagnosed case via the contact tracing process

8. High Risk factors

The following factors are deemed high risk and should be given special attention:

- Signs of Illness
- Students with AEN
- Practical subjects
- Social distancing Staffroom
- Social distancing in class and corridors
- Sports/Changing
- Surfaces
- Science labs
- School bus
- Work experience LCA /TY/5th
- Yard/Breaktime
- Movement between classes
- Food
- Main office
- Waiting/Entrance hall
- Computer rooms
- First Aid/Close contact
- Team teaching
- Trips
- Meetings with parents

9. COVID-19 Response Plan

The Covid-19 Response Plan is designed to support the Staff and B.O.M. in putting measures in place to prevent the spread of Coronavirus.

- Details the policies and practices necessary for a school to meet the return to work protocol
- It's a living document(Updated in line with public health advice)

- Assistance and cooperation of all staff , students ,parents,contractors and visitors is critical to the success of the plan

10. Identified risks and strategies to address them

- Reduced numbers in Classrooms. (Max 24)
- Reduced numbers in staffroom
- Signage to manage movement through the school
- Social distancing measures (Removal of furniture and positioning of tables and chairs)
- Increased cleaning regime
- Hand sanitisers in every class and throughout school
- Extra sinks for hand washing
- Keep to the left
- Increased supervision
- Isolation room
- Sick students are now in entrance area
- Parents are encouraged to keep students at home if sick
- Masks and visors ordered for staff
- If 2 m distance cannot be observed masks must be worn by all
- Active methodologies must be carefully managed
- Team teaching must be carefully managed
- Secretaries' office is not to be accessed by students or staff other than through hatch
- Left side only on corridors
- Concrete stairs can be used by students
- Year heads' Office
- Computer Rooms
- Contact details of visitors taken
- Appointed 2 Lead Worker Representatives
- COVID-19 Assistant appointed
- Students have different entrances/exits
- Students have their own rooms/area
- Stations for food

St David's COVID-19 Policy outlines the commitment of the school to implement the COVID-19 response plan

11. Hygiene & Cleaning

- All staff will have access to cleaning products and will be required to maintain cleanliness of their own work area
- Staff should thoroughly clean and disinfect their work area before and after use each day
- Staff must use and clean their own equipment and utensils (Cup, plate cutlery etc.)
- HSE recommends that waste such as cleaning waste, tissues etc from a person suspected of having COVID-19 be placed in a double bag and disposed of after 72 hours.

12. Preventative measures

- Do not touch your eyes, nose or mouth
- Do not share objects that touch your mouth example: Cups, bottles, pens etc.
- Clean and disinfect frequently touched surfaces
- Art Equipment: Students should be encouraged to have their own equipment
- Electronics: Shared electronics should be cleaned between use (Follow manufacturer's instructions)
- Music: Instruments should not be shared . Clean between use.

13. Staff Duties

Staff have a statutory obligation to take responsible care for their own health and safety and that of their colleagues and other parties. The duties include, but are not limited to, the following:

- Adhere to the Response plan
- Complete RTW form

- Inform the principal if there are any other circumstances relating to COVID-19
- Complete COVID-19 induction training
- Be aware of and adhere to , good hygiene and respiratory etiquette
- Coordinate practices with colleagues to ensure physical distancing
- Make themselves aware of the symptoms of COVID -19 symptoms and monitor their own wellbeing
- Self isolate at home and contact their GP promptly for further advice if they display symptoms
- Not return to school or attend school if they develop any symptoms of COVID-19 under any circumstances
- Adhere to the procedure outlined above if they develop symptoms whilst in school
- Keep informed of the updated advice of the public health authorities and comply with same

14. Absences due to covid-19

Teachers should contact Ms Flanagan at their earliest convenience when they are unable to attend school due to Covid-19. Covid related absences are treated differently from ordinary absences. Screenshots of Covid appointments and results from the HSE should be emailed to Ms Flanagan. On return to school, a further form must be completed (this is available in the office).

15. Students with AEN

- Maintaining physical distancing may not be practical or appropriate to implement.
- Parents/Guardians are required to have heightened awareness of symptoms. Students showing symptoms should be kept at home.
- Students unable to wash hands by themselves should be assisted
- Information video is available

16. Lead Worker Representatives' Role

- Representing ALL staff
- Keeping up to date with COVID-19 health advice
- Working collaboratively with all staff
- Promoting good hygiene
- Assisting with implementing measures to suppress the virus in the school
- Helping to put COVID-19 measures in place
- Supporting School management to prevent the spread of the virus
- Making representation to management on any issues
- Engaging with training
- Conduct reviews of safety measures (check twice per week).

16. St Davids Lead Worker Representative:

Joanna Caffrey & James O'Connor