

Scoil Chaitríona Naíonáin Covid-19 Response Plan

Updated August 2021

Scoil Chaitríona Naíonáin
Measc Avenue
Coolock
Dublin 5

This document has been prepared on the basis of current public health advice and will continue to be updated as further public advice is received.

Introduction:

This *Covid-19 Response Plan* is designed to support the staff and Board of Management (BOM) in putting measures in place that will prevent the spread of Covid-19 in Scoil Chaitríona Naíonáin

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

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

This response plan will support the sustainable reopening of our school where the overriding objective is to protect the health of staff and pupils while promoting the educational and development needs of the children in the school.

In line with the Return to Work Safely Protocol, the key to a safe and continued return to work, and re-opening of our schools requires strong communication and a shared collaborative approach between the Board of management, staff, pupils and parents.

This document aims to provide details of:

- **COVID-19 School Policy**
- **Planning and Preparing for Return to School**
- **Return to work safely and Lead Worker Representative(s)**
- **Safety Statement and Risk Assessment**
- **General advice to prevent the spread of the virus**
- **Procedure for Returning to Work (RTW)**
- **Control Measures**
- **Dealing with a suspected case of Covid-19**
- **Staff Duties**
- **COVID related absence management**
- **Employee Assistance and Wellbeing Programme**

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

Every effort is made to ensure the accuracy of the information provided in this document. However, should errors or omissions be identified, please notify us so that appropriate measures can be taken to rectify same.

Note: The plan is a live working document and may be reviewed and amended to take into account new guidance from www.Gov.ie, www.dbei.ie HYPERLINK "<http://www.dbei.ie/>" HYPERLINK

["http://www.dbei.ie/"](http://www.dbei.ie/) HYPERLINK ["http://www.dbei.ie/"](http://www.dbei.ie/) HYPERLINK ["http://www.hse.ie/"](http://www.hse.ie/) HYPERLINK ["http://www.dbei.ie/"](http://www.dbei.ie/) HYPERLINK ["http://www.dbei.ie/"](http://www.dbei.ie/) HYPERLINK ["http://www.dbei.ie/"](http://www.dbei.ie/) HYPERLINK ["http://www.dbei.ie/"](http://www.dbei.ie/) HYPERLINK ["http://www.dbei.ie/"](http://www.dbei.ie/) HYPERLINK ["http://www.dbei.ie/"](http://www.dbei.ie/) HYPERLINK ["http://www.hse.ie,](http://www.hse.ie/) [www.hpssc.ie,](http://www.hpssc.ie/) [www.hsa.ie;](http://www.hsa.ie/) [www.education.ie;](http://www.education.ie/)

Scoil Chaitríona Naíonáin COVID-19 Policy:

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

Planning and Preparing for Return to School

The Board of Management aims to facilitate the resumption of school-based teaching and learning and the return of staff to the workplace. The return to work must be done safely and in strict adherence to the advice and instructions of public health authorities and the Government.

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

Procedure for Returning to Work (RTW)

In order to return to the workplace, staff must complete a **Return to Work (RTW)** form, which is available electronically or from the principal. A hard copy is attached also at **Appendix 1**.

A RTW form should only be completed **at least 3 days** prior to any proposed date of return to the workplace.

The principal will provide details of the Induction Training for completion by staff prior to the return to the workplace and details of any additional health and safety measures in place in the school to facilitate the staff member's return to the school facility.

Return to work safely and Lead Worker Representative:

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

The Return to Work Safely protocol provides for an agreed procedure between management and staff to appoint a Lead Worker Representative to carry out a specific role.

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

Worker Representatives:		
Role:	Name:	Contact Details:
Lead Worker Representative (LWR)	Éadaoin Ryan	01 8480142
Deputy Lead Worker Representative. (DLWR)	Anita Fennell	01 8480142

The role of the worker representative is to ensure that Covid-19 measures are adhered to in the workplace as follows;

- Work collaboratively with the employer to ensure, so far as is reasonably practicable, the safety, health and welfare of employees in relation to COVID-19.
- Promote good hygiene practices such as washing hands regularly and maintaining good respiratory etiquette along with maintaining social distancing in accordance with public health advice.

- Assist with the implementation of measures to suppress COVID-19 in the workplace.
- Monitor adherence to measures put in place to prevent the spread of COVID-19.
- Consult with colleagues on matters relating to COVID-19 in the workplace.
- Make representations on behalf of their colleagues on matters relating to COVID-19 in the workplace.

If a staff member has any concerns or observations in relation to the Covid-19 Response Plan and control measures or the adherence to such control measures by staff, parents/guardians, contractors or visitors, he/she should contact the lead worker who will engage with the Principal/BOM.

Drop off and Collection:

All students will return to school on Wednesday the 25th of August. School will begin at the usual time of 8:50am. To reduce points of contact there will be three designated zones which will be determined by students' class level for both drop off and collection times.

Zone 1 – First Class

Zone 2 – Senior Infants

Zone 3 – Junior Infants

Zone 1 is before the green gates please line up at the windowsills of the building on your right.

Zone 2 is to the left-hand side of the school past the green gate in the yard where students would have previously lined up in the mornings and collected from in the evenings.

Zone 3 enter through the green gates and walk straight along the path towards the back of the junior infant classrooms, bypassing the first yard. Follow the path around to the yard usually used at break times where Zone 3 will be clearly identifiable.

Signs will be clearly displayed around the school to help with access to each Zone and a number of staff members will be stationed at various points throughout the school grounds to help parents and students find their respective zone.

Your child's room number will be displayed within their zone, at 8:50am class teachers will meet their respective classes at their room number to bring students to their new classroom. Please be aware that this is the location where children must be collected from each evening.

Please note, no parents will be allowed access to the school building, without prior consent from the Principal.

We would ask that parents do not congregate around the school grounds at drop off or collection times, it is strictly set down and go at all times.

We would strongly encourage parents/guardians accompanying children to school to wear a face mask to limit the risk of transmission of COVID-19 and to adhere to social distancing guidelines at all times when on school property.

Special Education Teachers & Special Needs Assistants:

Teachers and SNAs who provide additional supports to students may rotate between class bubbles. These movements will be restricted as much as possible. Agreed cleaning procedures will be observed between movements from one class bubble to another.

Safety Statement and Risk Assessment:

The Department of Education and Skills are engaging with the HSA in order to provide schools with guidance on updating their Risk Assessments and Safety Statements.

- **General advice to prevent the spread of the virus:**

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

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

The Department of Education and Skills will ensure all updated advice is circulated to schools. Scoil Chaitríona Naíonáin will arrange for this advice to be circulated to staff, pupils and visitors in a timely manner via the schools communication app Aladdin, it will also be uploaded to the school website.

The most common respiratory symptoms of Covid-19 infection include; a high temperature, fever, cough, shortness of breath and breathing difficulties and loss of taste and/or smell.

Any staff member displaying these symptoms should immediately inform the Principal teacher. They will not be permitted to attend work if they have any of the symptoms listed below:

- A fever (high temperature - 38 degrees Celsius or above).
- A new cough - this can be any kind of cough, not just dry.
- Shortness of breath or breathing difficulties.
- Loss or change in your sense of smell or taste – this means you've noticed you
- cannot smell or taste anything, or things smell or taste different to normal
- Fatigue
- Aches and pains

Other symptoms of coronavirus include:

- Sore throat
- Headaches
- Runny or stuffy noses
- Feeling sick or vomiting
- Diarrhoea

Staff must inform the principal of this situation as soon as possible. The following advice is provided to inform school staff and pupils **how to reduce the chance of getting infected by the coronavirus:**

Wash your hands frequently:

Regularly and thoroughly clean your hands with soap and water or with an alcohol-based hand sanitiser in line with the health guidance, especially after touching another person or their personal items, after using the toilet, before eating or preparing food and upon arrival and prior to departing the school premises.

Why? Washing your hands with soap and water or using alcohol-based hand sanitiser kills viruses that may be on your hands.

Maintain social distancing:

The Public Health Advice sets out the guidelines for maintaining physical distance in the classroom as primary level:

It is recognised that younger children are unlikely to maintain physical distancing indoors. Therefore, achieving this recommendation for Junior Infants, Senior Infants and First Class is not a prerequisite to reopening Scoil Chaitríona Naíonáin for all pupils.

Where possible, workstations will be allocated consistently to the same staff and children rather than having spaces that are shared.

Each class grouping will be referred to as a 'Class Bubble'. By structuring pupils, their teachers and SNAs into Class Bubbles our aim is to reduce the risk of the spread of infection.

Students from one 'Class Bubble' will not be permitted to mix with students from another 'Class Bubble' during the school day. The aim of the system within the school is that each Class Bubble mixes only with their own class from arrival at school in the morning until departure at the end of the school day.

Contact and sharing of common facilities between people in different Class Bubbles will be limited as much as possible.

To the greatest extent possible teaching staff will consistently be in the same Class Bubbles although this may not be possible at all times.

Class Bubbles will have separate areas at break times.

Sharing educational material between Class Bubbles will be avoided/minimised where possible.

Staff members who move from Class Bubble to Class Bubble will be limited as much as possible

To maintain physical distancing in the classroom, Scoil Chaitríona Naíonáin will:

- Reconfigure class spaces to maximise physical distancing between teacher and pupils
- Utilise and reconfigure all available space in the school in order to maximise physical distancing

Avoid touching eyes, nose and mouth:

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

Practice respiratory hygiene:

It is important that every member of our school community follows good respiratory hygiene. This means covering your mouth and nose with a tissue or your bent elbow when you cough or sneeze, disposing of the used tissue immediately and washing your hands correctly.

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

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

Do:

- Wash your hands properly and often
- Cover your mouth and nose with a tissue or your sleeve when you cough and sneeze
- Put used tissues into a bin and wash your hands
- Clean and disinfect frequently touched objects and surfaces.
- wear face coverings in class when a physical distance of 2m cannot be maintained

Do Not:

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

You should wash your hands:

- After coughing or sneezing
- Before and after eating
- Before and after preparing food
- If you were in contact with someone who has a fever or respiratory symptoms (cough, shortness of breath, difficulty breathing)
- Before and after being on public transport
- Before and after being in a crowd (especially an indoor crowd)
- When you arrive and leave buildings
- If your hands are dirty
- After toilet use

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

People at very high risk (extremely vulnerable):

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

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

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

If the Board/Principal is unsure whether or not staff fall into the very high-risk category, advice will be sought from the Occupational Health Service. It is not envisaged that anyone considered very high risk would volunteer for Summer Provision 2020.

Control Measures:

A range of essential control measures have been implemented to reduce the risk of the spread of Covid-19 virus and to protect the safety, health and welfare of staff, pupils, parents/guardians and visitors as far as possible within the school.

These control measures are outlined in this document.

The control measures shall continue to be reviewed and updated as required on an ongoing basis.

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

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

The following control measures have been put in place:

Return to Work Form:

Staff will be required to complete a RTW form at least 3 days prior to any return to the school facility. Staff will also complete a RTW declaration on a fortnightly basis. The purpose of the RTW form and RTW declaration is to get confirmation from staff that, to the best of his/her knowledge, he/she has no symptoms of Covid-19 and is not self-isolating or cocooning or awaiting the results of a Covid-19 test.

Induction Training:

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

- Latest up to-date advice and guidance on public health

- Covid-19 symptoms
- What to do if a staff member or pupil develops symptoms of Covid-19 while at school
- Outline of the Covid-19 response plan

Staff will be kept fully informed of the control measures in place in the school and their duties and responsibilities in preventing the spread of Covid-19 and with any changes to the control measures or guidance available from the public health authorities.

If a staff member is unsure about any aspect of the Covid-19 Response Plan, the associated control measures, or his/her duties, he/she should immediately seek guidance from the principal.

Hygiene and Respiratory Etiquette:

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

Guidance documentation and Information posters are available at various locations within the school facility. Information posters are prominently displayed at appropriate locations throughout the school facility including offices, corridors, staffroom area, classrooms and toilet areas. Such are intended to inform but also remind everyone about the importance of hygiene in preventing the spread of Covid-19 virus and protecting health and safety.

Hand washing facilities and hand sanitisers are available at multiple locations within the school facility and will be available in each classroom.

Temperature Checks:

Some parents/guardians may wish to take their child's temperature each day prior to attending school, but all parents/guardians are asked to monitor their children for any signs of infectious illness.

If there is a suspected case of COVID-19 within a Class Bubble or a child is feeling unwell a temperature check, using a contactless thermometer will be one of the protocols adopted.

Other mitigation strategies such as promoting hand hygiene and respiratory etiquette, maintaining a clean, healthy and safe school environment, maintaining healthy operations and preparing protocols for a suspected case of COVID-19 are still needed to help protect students and staff from the virus.

Operation of One-way System:

Scoil Chaitríona Naíonáin has implemented a one-way system on the school premises to ensure social distancing and to minimise physical contact including when entering and exiting the school.

Face Coverings:

All staff members will be provided with a face covering. Face coverings **must** be worn when a physical distance of 2metres from pupils or staff cannot be maintained.

Face coverings worn should be reusable and washed once daily.

Enhanced Cleaning Regimes:

Arrangements for more regular and thorough cleaning of areas and surfaces within the school have been made.

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

Additional soap dispensers, hand sanitising units and paper towel dispensers are available within each classroom.

All staff will have access to cleaning products and will be required to maintain cleanliness of their own work area. Under no circumstances should these cleaning materials be removed from the building.

Regular cleaning routines of all resources and materials that will be shared amongst different Class Bubbles will be implemented. Where necessary shared resources or materials will be isolated for 72 hours prior to being used by a different Class Bubble.

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

There will be regular collection of used waste disposal bags from offices and other areas within the school facility.

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

Ventilation:

A well ventilated area has a lower risk of transmitting the COVID-19 virus and other infectious illnesses.

So far as is reasonably practicable, all internal doors will be left open to reduce the number of touch points.

To ensure classrooms are well ventilated, windows will be kept open as often as possible. Windows will remain open for the duration of music lessons and lunch breaks.

Carbon Dioxide (CO₂) monitors will be utilised to ensure that all areas/rooms within the school building are adequately ventilated.

Access to the school building /contact log:

Access to the school facility is **strictly by appointment only** to allow for contact tracing.

With regards to communicating with your child's teacher or other member of staff, we advise that you do so via email to minimise disruption. Staff email addresses will be made available in due course.

Arrangements for necessary visitors such as contractors and parents/guardians will be restricted to essential purposes and limited to those who have obtained prior approval from the principal.

The prompt identification and isolation of potentially infectious individuals is a crucial step in restricting the spread of the virus and protecting the health and safety of the individuals themselves and other staff, contractors and visitors in our school. A detailed sign in/sign out log of those entering the school facilities will be maintained. The school will maintain a log of staff and students contacts.

Use of Personal Protective Equipment (PPE):

PPE (not including face coverings/face shields) will not be required to be worn within the school facility according to current occupational and public health guidance. However, for a limited number of staff, PPE will need to be used occasionally or constantly due to the nature of certain work activities or work areas.

Such include roles where:

- 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
- Administering first aid

Appropriate PPE will be available for dealing with suspected COVID-19 cases, intimate care needs and for first aid and 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

First Aid/emergency procedure:

The standard First Aid/Emergency procedure shall continue to apply in Scoil Chaitríona Naíonáin.

In an emergency or in case of a serious incident, call for an ambulance or the fire brigade on 112/999

Contact the principal or nearest first aider giving details of location and type of medical incident.

Personal Equipment:

We would ask that parents clearly label all of their child's personal belongings, this includes books, copies, pencils, twistables, glue sticks etc. This equipment will remain in school for the duration of the year. Children's personal equipment will not be shared with other pupils.

We would also advise parents to clearly label their child's coat and jumper to reduce the risk of property becoming misplaced or lost.

We would encourage children to only wear school uniforms or school tracksuits for school related activities.

Lunches:

Glanmore Foods will provide students with their lunch each day. We would ask that parents provide a drink for their child in a container that can be stored in their child's bag throughout the day. Please ensure that your child's name is on the container. Children will not be permitted to share their food or drinks with their peers.

School Equipment:

Any staff member who uses school equipment such as the photocopier, laminator, guillotine, kettle etc. must disinfect the equipment after use, using the cleaning materials provided.

Supporting the Learning of Children who Cannot Attend School:

If a child is unable to attend school for an extended period, the class teacher and SET teacher will work collaboratively to support the child's learning.

All students will be set up on the online educational platform Seesaw. Teachers will post updates on this platform detailing what has been covered in school. This is to ensure that parents are informed of what is being covered in school, particularly if their child has been absent.

Dealing with a suspected case of Covid-19:

Staff or pupils should not attend school if displaying any symptoms of Covid-19. The following outlines how Scoil Chaitríona Naíonáin will deal with a suspected case of COVID-19.

The 'Sand and Water Room' Chalet 1 will be the designated isolation area should a suspected case of Covid-19 be identified within the school building.

The 'Irish Dancing Room' Chalet 4 will be made available as an additional isolation room if there is more than one suspected case at any given time.

If a staff member/pupil displays symptoms of Covid-19 while at work in Scoil Chaitríona Naíonáin the following are the procedures to be implemented:

- If the person with the suspected case is a pupil, the parents/guardians will be contacted immediately
- A pupil will be accompanied to the isolation area via one of our three designated isolation routes.
- The staff member accompanying the symptomatic child will maintain a distance of 2 metres where possible. If this is not possible the member of staff will wear PPE.
- The staff member accompanying the child will ensure that other staff and students maintain a distance of at least 2 metres also.

- If a staff member presents with symptoms of COVID-19 they must inform the Principal/Deputy Principal immediately and make their way to the isolation room via one of the three designated isolation routes.
- A mask will be provided for the student/member of staff who is presenting with symptoms.
- He/she should wear the mask if in a common area with other people or while exiting the premises
- If the staff member/child is well enough to go home arrangements will be made for them to be collected as soon as is possible by a family member.
- If a student/member of staff presents with symptoms of COVID-19 it is advised that they contact their general practitioner and continue to self isolate.
- Public transport of any kind should not be used to travel home.
- If the student/member of staff is too unwell to go home or medical advice is necessary, the school will contact the emergency services on 999 or 112 informing them that they have a suspected case of COVID-19.
- The student/member of staff will be encouraged to avoid touching people, surfaces and objects.
- The student/member of staff presenting with symptoms will be advised 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.
- Subsequent to dealing with a suspected case of COVID-19, an assessment of the incident will be carried out which will be used to inform follow-up actions and recovery
- The isolation area and the location of the specific case (e.g. classroom/office) will be thoroughly cleaned in accordance with HSE guidelines.

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

Staff Duties:

All staff members are aware of their statutory obligation to take reasonable care for their own health and safety and that of their colleagues and the students in their care. In order to facilitate a safe return to work, these duties include, but are not limited to, the following:

- Adhering to the School Covid-19 Response Plan and the control measures outlined. 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
- 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 of Covid-19
- Not to return 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
- Complete the Return to Work three days prior to returning to work
- Must inform the principal if there are any other circumstances relating to Covid-19, not included in the form, which may need to be disclosed to facilitate their safe return to the workplace
- 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
- Keep informed of the updated advice of the public health authorities and comply with same.

COVID Related Absence Management:

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

Teacher EPV Days:

The Department of Education and Skills will provide substitute cover for the first day of EPV Leave taken by a teacher for the academic year 2021/2022

Subsequent EPV Leave may be taken only where the effect on the school's operation, including its COVID-19 Response Plan, is minimal and where this can be enabled without disruption to the teaching of the class and without the division of the class group between other classes.

Where, due to the provisions above, it is not possible for a teacher to take their total EPV Leave during the current school year, accumulated untaken EPV Leave will be carried over to be taken in the 2022/2023 school year.

This carryover will be subject to an individual teacher having a maximum EPV Leave entitlement in the 2022/2023 school year of 5 days.

Employee Assistance and Wellbeing Programme:

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

The Board of Management aims to foster a culture and work environment that supports healthy behaviours and staff wellbeing and shall continue to make health and wellbeing tools and guidance available to staff as well as organising suitable support programmes, initiatives and events.

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

Appendix 1

Pre-Return to Work Questionnaire COVID-19

This Return-to-Work Form must be completed by school staff in advance of returning to the workplace. If the answer is Yes to any of the below questions, you are advised to seek medical advice before returning to the workplace.

Name: _____

Name of School: Scoil Chaitríona Naíonáin

Name of Principal: Marie Dineen
2021

Date: ____ August

	Questions	YES	NO
1.	Do you have symptoms of cough, fever, high temperature (38 degrees C or above), difficulty breathing, loss or change in your sense of smell or taste now or in the past 14 days?		
2.	Have you been diagnosed with confirmed or suspected COVID-19 infection in the last 14 days?		
3.	Are you awaiting the results of a COVID-19 test?		
4.	In the past 14 days, have you been in contact with a person who is a confirmed or suspected case of COVID-19?		
5.	Have you been advised to self-isolate at this time?		
6.	Have you been advised to restrict your movements at this time?		
7.	Have you been categorised as 'Very High Risk' or 'High Risk' by the Occupational Health Service (OHS)		

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 e.g. returning from travel abroad.

Signed: _____ Date: _____

* If your situation changes after you complete and submit this Return to Work Form, please inform your employer.

** Further information on people at very high risk (extremely vulnerable) or high risk from COVID-19 can be found at link: <https://www2.hse.ie/conditions/coronavirus/people-at-higher-risk.html>.

*** Details of current arrangements for travel overseas can be found set out at

<https://www.gov.ie/en/publication/77952-government-advice-on-international-travel/>

Please note: The school is collecting this sensitive personal data for the purposes of maintaining safety within the workplace in light of the COVID-19 pandemic. The legal basis for collecting this data is based on vital public health interests and maintaining occupational health and this data will be held securely in line with our retention policy

Appendix 2

School Contact Tracing Log for Visitors

Name of School: Scoil Chaitríona Naíonáin

Address of School: Measc Avenue, Coolock, Dublin 5

Contact Person in School for queries: Éadaoin Ryan, Anita Fennell

Contact Phone Number/email address for queries: 01 -8480142/
scoilchaitriona.infants246@gmail.com

Name of Visitor	Time of Entry to school	Time of Exit from school	Reason for Visit (Contractor, Parent, Other)	If contractor name of company and address	Contact details of visitor	Date of Visit	Who the visitor met (separate line required for each person the visitor met)	Length of time spent with each person in the school

Appendix 3

School Contact Tracing Log for Visitors

Name of School: Scoil Chaitríona Naíonáin

Address of School: Measc Avenue, Coolock, Dublin 5

Contact Person(s) in School for queries: Éadaoin Ryan, Anita Fennell

Contact Phone Number for queries :01 -8480142

Contact Email address for queries: scoilchaitriona.infants246@gmail.com

Scoil Chaitriona Naíonáin Contact Tracing Log for Visitors		
Name of Visitor		
Date of Visit		
Time of Entry to School		
Time of Exit from School		
Reason for Visit (Contractor, Parent, Other)		
If Contractor Name of Company & Address of Company		
Contact Details of Visitor		
Who the Visitor Met & Length of Time Spent with Each Person in the School (Separate Line Required for Each Person the Visitor Met)	Name(s) of Contact(s) with Visitor	Time Spent with Contact(s)