

# Hospital School at CHI Temple Street

Roll No 17890H

## Covid-19 School Response Plan

### Primary and Special Schools

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 the Hospital School at CHI Temple Street.

The 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 reopening and to prevent the spread of Covid-19 in the school environment. The plan incorporates current advice about measures to reduce the spread of Covid-19 in the community issued by the National Public Health Emergency Team (NPHE).

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

The response plan supports 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 plan will be seen, along with our risk assessment and checklists, as an integral part of our code of behaviour, first aid policy and Health and Safety policy.

This document aims to provide details of:

1. COVID-19 School Policy
2. Planning and Preparing for Return to School
  - a. School Building
  - b. Signage
3. Procedure for Returning to Work (RTW)
4. Return to work safely and Lead Worker Representative(s)
5. Safety Statement and Risk Assessment
6. General advice to prevent the spread of the virus
  - a. Wash your Hands Frequently
  - b. Hand Hygiene and Hand Sanitiser

- c. Avoid Touching your Eyes, Nose and Mouth
- d. Physical Distancing
- e. Practice Respiratory Hygiene
- f. DO
- g. DO NOT
- h. People at Very High Risk (Extremely Vulnerable)

**7. Managing the Risk of Spread of Covid-19**

**8. Control Measures**

- a. Return to Work Form
  - b. Induction Training
  - c. Induction Training – On-line Video
  - d. Hygiene and Respiratory Etiquette
  - e. Personal Protective Equipment (PPE)
  - f. Wearing of Gloves
  - g. Cleaning
  - h. Access to the School Building / Contact Log
  - i. First Aid / Emergency Procedure
9. Dealing with a suspected case of Covid-19

**9. Staff Duties**

**10. Covid related absence management**

**11. Employee Assistance and Wellbeing Programme**

The assistance and cooperation of all staff, pupils, parents/guardians, contractors and visitors is critical to the success of the 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](http://www.Gov.ie), [www.dbei.ie](http://www.dbei.ie), [www.hse.ie](http://www.hse.ie), [www.hpsc.ie](http://www.hpsc.ie), [www.hsa.ie](http://www.hsa.ie); [www.education.ie](http://www.education.ie);

## **1. Hospital School at CHI Temple Street 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. See appendix I below.

## **2. Planning and Preparing for Return to School**

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

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

#### a. School Buildings

Before re-opening schools in the new school year the following were checked:

- the water system flushed at outlets following low usage to prevent Legionella disease;
- school equipment and mechanical ventilation checked for signs of deterioration or damage before being used again;
- bin collections and other essential services have resumed

#### b. Signage

Signage outlining the signs and symptoms of COVID-19 to support good hand and respiratory hygiene has been displayed. The following is a link to the dedicated area of the Health Protection and Surveillance Centre (HPSC) website where there are a number of posters, including those appropriate for primary school pupils, located. Irish versions are also available here

<https://www.hpsc.ie/a-z/respiratory/coronavirus/novelcoronavirus/posters/>

Our school has downloaded the posters and they are displayed in prominent areas such as office, corridor, staffroom area and classrooms.

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

On receipt of the completed form 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.

Staff have undertaken induction training from the DES website.

### **4. 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.

Note: The process for appointment of the Lead Worker representative in schools will be agreed centrally between the Department of Education and Skills and the education partners. That process, once agreed, will be circulated to all schools in advance of the re-opening of schools.

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(s) who will engage with the Principal/BOM.

<b>Name of Lead Worker Representative(s)</b>	<b>Contact details</b>
Lead Worker Representative: Ciara Jenkins	(01) 8784630 ciara.jenkins@cuh.ie
Deputy Lead Worker Representative: Clodagh Murphy	(01) 8784630 clodagh.murphy@cuh.ie

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.

## **5. Safety Statement and Risk Assessment**

COVID-19 represents a hazard in the context of health and safety in the school environment

Emergency procedures will be reviewed involving, fire safety, first aid, accidents and dangerous occurrences to consider any new risks that arise due to the school's COVID-19 Summer Provision Response Plan. Any changes to the schools existing emergency procedures should be documented.

Schools should also review their existing risk assessments to consider any new risks that arise due to the school's COVID-19 Response Plan. Any changes to the school's current risk assessments should also be documented.

## **6. General advice to prevent the spread of the virus**

In order to prevent the spread of COVID-19 it is important to know and recognise the symptoms. They are:

- High temperature
- Cough
- Shortness of breath or breathing difficulties
- Loss of smell, of taste or distortion of taste

The best way to prevent the spread of COVID-19 in a school is to minimise the risk of introduction of the disease into the school setting in the first place.

This can be achieved through the following measures:

- Promote awareness of COVID-19 and its symptoms amongst staff, pupils, parents and visitors.
- Advise staff and parents of pupils who have symptoms of COVID-19 or other acute infectious diseases not to attend school, to phone their GP and follow the HSE guidance on self-isolation.
- Advise staff and parents of pupils who have been identified by the HSE as contact of a person with COVID19 not to attend schools and to follow the HSE advice on restriction of movement.
- Ensure that staff and pupils know what to do if they develop symptoms at school.
- Everyone entering the school building should be required to perform hand hygiene with hand sanitiser.
- Visitors to school during the day should be by prior arrangement and should be received at the Private Clinic door.

Staff, pupils 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.

The school will arrange for this advice to be circulated to staff, pupils and visitors in a timely manner.

## **7. Managing the risk of spread of COVID-19**

### **a) Wash your Hands Frequently**

Regular hand washing with soap and water is effective for the removal of COVID-19.

Follow the HSE guidelines on hand washing:

For advice from HSE on how to wash your hands the following link will be helpful:

<https://www2.hse.ie/wellbeing/how-to-wash-your-hands.html>

### **b) Hand Hygiene and Hand Sanitisers**

Hand hygiene can also be achieved by the use of hand sanitisers (when hands are clean).

Hand sanitisers are more readily deployed in school settings to avoid disruption to teaching and learning and to avoid congestion of staff and pupils waiting to use hand washing facilities.

They will be available at entry and exit points and in each classroom.

### **c) Avoid Touching Eyes, Nose and Mouth**

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

### **d) Physical Distancing**

Physical distancing is recommended to reduce the spread of infection in the workplace.

Note: Guidance on the physical distancing requirements will be informed by public health advice for schools and will be updated over the summer period.

**e) Practise respiratory hygiene**

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

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

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

**f) DO**

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

**g) DO NOT**

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

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

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

A list of people in very high risk groups 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 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.

## **8. Control Measures**

A range of essential control measures have been implemented to reduce the risk of the spread of Covid-19 virus and to protect the safety, health and welfare of staff, 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 on-going 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:

### **a. Return to Work Form**

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

### **b. Induction Training**

All staff will undertake and complete Covid-19 Induction Training prior to returning to the school building.

The aim of such training is to ensure that staff have full knowledge and understanding of the following:

- Latest up to-date advice and guidance on public health
- Covid-19 symptoms
- What to do if a staff member or 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.

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

Below is the link to induction training for Primary and Post-Primary teachers, SNA's and all staff

<https://www.gov.ie/en/publication/dd7fb-induction-training-for-reopening-schools/>

#### **c. 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 will be available at various locations within the school facility. Information posters will be prominently displayed at appropriate locations within 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/or hand sanitisers are available at multiple locations within the school facility and should be available in each classroom.

#### **d. Use of Personal Protective Equipment (PPE)**

Masks/visors are required to be worn within the hospital common areas according to CHI at Temple Street guidance. Facial protection must be worn in all clinical areas and when staff cannot maintain social distancing in other areas of the hospital. For social distancing a visor is adequate.

A visor will also be required when working with pupils in classrooms. Masks should be worn when teaching at the bedside. These will be provided for staff.

Guidance for cleaning visors. See Appendix II below.

Appropriate PPE will be available for dealing with suspected COVID-19 cases, and for first aid. This will be updated in line with advice from the HPSC (Health Protection Surveillance Centre)

#### **e. Wearing of Gloves:**

The use of disposable gloves does not protect the wearer from Covid 19 and may expose others to risk from contaminated gloves. Routine use of disposable gloves is not a substitute for hand hygiene. However, gloves may need to be worn on occasion, in accordance with routine infection control guidelines in the hospital.

#### **f. Cleaning**

Sanitiser dispensers are installed throughout the school e.g. at each entrance, in each classroom.

Warm water and liquid soap is available in all the classrooms, office, toilet facilities and resource room.

Hand hygiene will be promoted and encouraged, and parents/guardians are asked to support the school in reinforcing this message.



In accordance with the DES guidelines, the school will be thoroughly cleaned at least once per day. Particular attention will be focused on frequently touched surfaces – door handles, handrails, chairs/arm rests, communal eating area and sinks.

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

Instructions on how to clean PC and desks using wipes at start and end of shift

- Work in a practical and methodical process which is from the top of the PC monitor down
- Start to wipe the top of the PC monitor, next back of the monitor, then front of the monitor
- Wipe the stand of the monitor
- Stand the keyboard on its side and gently tap it to loosen any dust or crumbs from under the keys. They should fall out onto the desk and can be wiped away into the wipe
- While the computer is locked gently, wipe the keyboard
- Thoroughly wipe the mouthpiece and the earpiece of the headset
- Last thing you should wipe down is your desk area, including your chair

There will be regular collection of used waste disposal bags from the school office and all areas within the school.

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

Staff must use and clean their own equipment and utensils (cup, cutlery, plate etc.) by placing in the dishwasher (washed at 65 degrees). This can be emptied by staff wearing gloves. Staff/pupils can also provide their own utensils etc. if preferred.

**g. Access to the school building /contact log**

Our school is collocated with CHI at Temple Street and access points will comply with CHI at Temple Street.

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 at the workplace. A detailed sign in/sign out log of those entering the school facilities should be maintained. The school should maintain a log of staff and students contacts. In addition see visitor contact log. See Appendix III below.

**h. First Aid/emergency procedure**

The standard First Aid/Emergency procedure shall continue to apply in Hospital School at CHI Temple Street.

In an emergency or in case of a serious incident, dial CHI at Temple Street emergency number 2222 giving details of location and type of medical incident.

## 9. 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. In order to facilitate a safe return to work, these duties include, but are not limited to, the following:

- Adhere to the School Covid-19 Response Plan and the control measures outlined. 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 Covid19
- Not return or attend school if they have symptoms of Covid-19 under any circumstances. It is essential that all staff are well each day prior to coming to work and if they feel unwell during the day to report it to the principal/deputy principal.
- If they develop any symptoms of Covid-19 whilst within the school facility, they should adhere to the procedure outlined above
- Complete the RTW form before they return to work
- 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.

## 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 the Hospital School at CHI Temple Street will deal with a suspected case that may arise during the course of work.

A designated isolation area has been identified within the school building. It is the extra desk area in the principal's office. The possibility of having more than one person displaying signs of Covid-19 should be considered and a contingency plan for dealing with additional cases put in place. The designated isolation area is behind a closed door and away from other staff and pupils.

If a staff member/pupil displays symptoms of Covid-19 while at work in the Hospital School at CHI at Temple Street the following are the procedures to be implemented:

- If the person with the suspected case is a pupil, the ward and parents/guardians should be contacted immediately
- Isolate the person and have a procedure in place to accompany the individual to the designated isolation area via the isolation route, keeping at least 2 metres away from the symptomatic person and also making sure that others maintain a distance of at least 2 metres from the symptomatic person at all times
- Provide a mask for the person presenting with symptoms if one is available. He/she should wear the mask if in a common area with other people or while exiting the premises
- Assess whether the individual who is displaying symptoms can immediately be directed to go back to their ward (pupil) or home (staff member)

- Facilitate the person (staff member) 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 staff member 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 Occupational Health at Ext 4398 and inform them that the sick person is a Covid-19 suspect.
- Carry out an assessment of the incident which will form part of determining follow-up actions and recovery. Arrange for appropriate cleaning of the isolation area and work areas involved.

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

## **10. Covid related absence management**

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

If a teacher/SNA is unable to attend school, every effort will be made to secure a substitute teacher/SNA for the class/pupil.

## **11. Employee Assistance and Wellbeing Programme**

The Board of Management aims to protect and support the health and wellbeing of all staff (physical, mental, spiritual etc.) both at work, whether in the school facility or at home and outside of work. The Board of Management is mindful that the support and promotion of 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 support healthy behaviours and staff wellbeing and shall continue to make health and wellbeing tools and guidance available to staff as well as organising suitable support programmes, initiatives and events.

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.

## **12. Changes to Classroom and School Layout and to School Routines**

The DES guidelines recognise that a common-sense approach is needed in our Primary schools. Every effort will be made to limit interaction within classrooms, to limit contact between class groups and to limit the sharing of common facilities. To that end for the month of September insofar as it is practicable

all pupils will be taught on their respective wards, and from October the pupils identified by the medical/nursing staff can attend the satellite classrooms/main hub.

**a. Ward Teaching**

School staff allocated a ward will work within that area. It is important that the same teacher/SNA works with the same patient or group of students where possible.

School staff particularly Secondary school teachers and SNA can work between ward areas, this will be minimised where possible. All agreed sanitising routines will be observed.

All school staff will record the names of pupils (including the name of ward) that they have been in contact with and duration. Each ward area has a sheet at the end of beds that all staff must sign when in contact with a patient.

For teaching at the bedside, all staff are required to wear face masks.

**b. Class Teaching**

Where a staff member is working alongside a class teacher in a classroom, both staff members must be mindful of maintaining social distance from one another.

The tables and chairs in all classrooms will be wiped down in between each group session.

**Junior Infants-2nd Class**

It is recognised that younger children are unlikely to maintain physical distancing indoors so there is no requirement for children in Second Class to maintain a physical distance within their Class Bubble. A Class Bubble is a grouping which stays apart from other classes as much as possible.

**Third Class to Sixth Class**

Children from Third Class to Sixth Class will be arranged in Pods, with a maximum of 3 pupils per Pod. As far as possible, each Pod will be at least 1 metre distance from the next Pod. All unnecessary furniture will be removed from these classrooms to create as much space as possible.

**Secondary School pupils**

All pupils from 13 years of age are required to wear masks in line with CHI at Temple Street.

**Corridors**

Briefly passing someone in a corridor is very unlikely to contribute significantly to the spread of infection if people do not have physical contact and avoid informal group discussions.

We will observe the clear directional signs throughout the hospital with which the school is co located.

**Doors and Windows**

Where practical and safe all internal doors will be left open to minimise hand contact with common surfaces.

To ensure that classrooms are well ventilated, windows will be kept open as often as possible, and will be opened while children commute to and from the ward areas..

Windows should be opened when children are singing as a group, or when they are playing musical instruments.

### **Toilets**

All pupils will use the toilet in their ward areas.

### **Copies, Pencils, etc.**

Copies, pencils etc. will not be shared with other pupils.

### **Office**

Only two people can be in the office at any one time. The office will also be used as the designated isolation area.

### **Photocopying.**

Any staff member who uses the photocopier should clean it down after use with the wipes provided. Perspex is installed at the main photocopier.

### **ICT**

All devices should be cleaned after use and before they are returned.

### **Visiting Teachers**

The possibility of facilitating extra-curricular activities such as Kids Classics, Art will be explored. However, these will not take place in September.

### **Substitute Teachers and SNAs**

A copy of the Covid-19 Response Plan will be provided to each substitute teacher/SNA. Substitutes will be required to complete a Return to the Workplace form before they enter a classroom and will be asked to confirm that they have engaged in the online Induction training.

### **Resource Room**

The staff will use the resource room to have lunch. All staff members should maintain a physical distance of 2 metres when they are not engaged in teaching, e.g. arriving to work. If 2m cannot be maintained in staff groups, face coverings should be worn.

Staff meetings will be held remotely or in small groups or in large spaces to facilitate physical distancing.

## **Teaching and Learning**

As a staff, we are very aware that the children have been away from school since March 12th. We appreciate the time and effort that went into Home Learning, and we recognise the challenges that Home Learning presented for all families.

Each child will be at a different place in relation to his learning, and we wish to assure you that staff will take that into consideration when planning for Teaching and Learning during the 2020/2021 school year.

The Department of Education and Skills has published Curriculum guidelines for us, and we ask you to trust our experience and professional expertise as we work with all the children during the return to school.

## **Supporting the Learning of Children who Cannot Attend School**

If a child is not able to attend school for a period of time, the class teacher will provide work to support the child's learning remotely at the bedside and this will be shared with parents/guardians.

## **Wellbeing of the School Community**

We will work on the recommended five principles to support the wellbeing of all our pupils and staff. These are promoting:

A sense of safety

A sense of calm

A sense of belonging and connectedness to school

A sense of self-efficacy and school-community efficacy

A sense of hope

Our usual practise is to provide support to pupils based on what is known as the Continuum of Support. This is a tiered system that provides Whole School and Classroom Support for all pupils, additional School Support for some pupils, and School Support plus extra targeted intervention for a few pupils with complex needs.

## **Illness and Dealing with a Suspected Case of COVID-19**

Staff must not attend school if they display any symptoms.

A designated isolation area has been created in the school office.

If a pupil displays symptoms of COVID-19 while at school, the following procedure will be implemented: School staff immediately inform the medical/nursing staff and follow ward procedures.

If a staff member displays symptoms of COVID-19 while at school, the following procedure will be implemented:

Staff members who are symptomatic should immediately inform the Principal/Deputy Principal and go to the isolation area. A face covering will be provided to the staff member.

The staff member who is symptomatic should avoid touching people, surfaces and objects. Arrangements will be made for them to be transported home by a family member, as soon as possible.

Anyone who is symptomatic is advised to inform their general practitioner by phone of their symptoms. Public transport of any kind should not be used to travel home.

If the staff member/child is too unwell to go home or advice is required, the school will contact 999 or 112 and inform them that the sick person is a Covid-19 suspect.

The isolation area and work areas will be thoroughly cleaned in line with the 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 and pupil confidentiality is essential at all times.

It is important to remember that any of us can get sick or unwell, and if we do, we need understanding and support from those around us. It is essential that anyone who feels unwell makes that known to the Principal/Deputy Principal as soon as possible.

## **COVID-19 Related Absence Management**

COVID-19 related absences will be managed in line with agreed procedures with the Department of Education.

## **Employee Assistance and Wellbeing Programme**

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'.

A free-phone confidential helpline 1800 411 057 is available 24 hours a day, 365 days a year and staff members are encouraged to make use of the service when the need arises.

**Sr. Sior Cosgrove (*Chairperson, B.O.M.*)**

*Date: 25/8/2020*

**Mary Chambers (*Principal*)**

*Date: 25/8/2020*



# Appendix I

## Covid 19 Policy Statement

### Hospital School at CHI Temple Street Roll No 17890H

The Hospital School at CHI Temple Street 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 the following COVID19 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 in relation to summer provision
  - 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 and Skills
  - keep a contact log to help with contact tracing
  - ensure staff and pupils engage with the induction / familiarisation briefing provided by the Department of Education and Skills
  - 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 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 Representative(s)** – Ciara Jenkins

**Sr. Sior Cosgrove (Chairperson, B.O.M.)**

**Mary Chambers (Principal)**

*Date: 25/8/20*

*Date: 25/8/20*

## Appendix II

### IPC Advice for Decontaminating Personal staff visors

**Equipment needed for task:** Clinell wipes or Azowipes, hand sanitizer, labelled Zip-lock bag with staff's name

#### Process:

1. Decontaminate your hands
2. Remove Visor by gently lifting strap at **back** of visor with both hands and gently remove it from your head.

*Please note: Avoid touching the front of the visor, as it will be contaminated and you will need to decontaminate your hands again if this happens.*

3. Wipe visor with clinell wipes or Azo wipe wipes starting with the inside of the visor, progressing to straps/elastic before finally wiping it down, on the outside of the visor.
4. Allow visor to dry before next use.
5. Place in plastic Zip-lock bag until required for next use.
6. Decontaminate hands.
7. Visors may only be reused by the same person, until it is no longer viable.
8. Please check after each use that it has tears and is still viable for the next use.

Please note in the event of a visor becoming contaminated with blood, apply a pair of gloves and dispose of visor into a clinical waste bin, remove gloves and decontaminate hands.

## Appendix III

### Contact Tracing Log Hospital School at CHI Temple Street

<b>Name of School</b>			<b>School Contact Person</b>	
<b>Address of School</b>			<b>For Queries only: Phone No</b>	
			<b>Email</b>	
<b>Name of Visitor</b>				Was the visit pre-arranged with the Principal? Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Date of Visit</b>	___ / ___ / ___	<b>Time</b>	<b>Entry to school</b> _____ am <input type="checkbox"/> pm <input type="checkbox"/>	<b>Exit from School</b> _____ am <input type="checkbox"/> pm <input type="checkbox"/>
<b>Visitor Status</b>	Contractor <input type="checkbox"/>	Parent/Guardian <input type="checkbox"/>	Other <input type="checkbox"/> Please complete: _____	
<b>Contact details of visitor</b>	Company Name (if applicable)			
	Address			
	Contact No.		Email Address	
	Reason for Visit			
<b>Who the visitor met (separate line required for each person the visitor met)</b>				
<b>Name of Person visited</b>				<b>Length of time spent with each person in the school</b>