

St. Andrew's N.S.



Covid-19 Response plan

This policy should be read in conjunction with all other school policies.

Policy Ratified

4th August 2020

Reviewed 11th March 2021

This Covid-19 Response Plan is designed to support the staff and Board of Management (BOM) in putting measures in place that aim to prevent the spread of Covid-19 in the school environment. This Response Plan is written in conjunction with:-

1. DES COVID 19 Response Plan for Primary and Special Schools v4 August 2021
2. St. Andrew's N.S. Covid Policy Statement
3. St. Andrew's N.S. Full Risk Assessment
4. St. Andrew's N.S. Logistic Plan

The Covid-19 Response Plan details the policies and practices necessary for the school to meet the Government's 'Return to Work Safely Protocol', the Department of Education plan for school reopening (please see link below) and to prevent the introduction and spread of Covid-19 in the school environment.

It is important that the resumption of school-based teaching and learning and the reopening of school facilities complies with the public health advice and guidance documents prepared by the Department. Doing so minimises the risk to pupils, staff and others. 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 pupils in the school.

The COVID-19 response plan is a living document and will be updated in line with the public health advice as appropriate for primary and special schools. In line with the Return to Work Safely Protocol, the key to a safe and sustainable return to work, and reopening of schools requires strong communication and a shared collaborative approach between the BOM, staff, pupils and parents.

The assistance and cooperation of all staff, pupils, parents, 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.

St Andrew's National School COVID-19 Policy

Our COVID-19 policy outlines the commitment of the school to implement the plan and help prevent the spread of the virus. The policy has been signed and dated by the Chairperson of the BOM and Principal and brought to the attention of the staff, pupils, parents and others. All schools must have a COVID-19 policy in place prior to the reopening of schools for the 2020/21 school year and 2021/22 school year.

Reviewing the safe operation of the school

The BOM aims to facilitate the resumption of school based teaching and learning and the return to the workplace of staff. The return to the workplace must be done safely and in strict adherence to the public health advice and any guidance issued by the Department of Education. Details for the safe reopening of the school facility and the applicable controls are outlined in this document. Before reopening schools for the 2020/21 and 2021/2022 school years St Andrew's National School has put processes in place which include the following:

- Arrangements to keep up to date with public health advice, changes to any Government plans for the safe reopening of society and Department of Education updates;

- Arrangements to pass on this information in a timely manner to staff, pupils, parents and others as required;
- Ensured that staff have reviewed the training materials provided by the Department of Education (details at Section 4.1 DES Covid 19 Response plan for the reopening of Primary and Special Schools);
- Provided staff with access to the Return to Work (RTW) form (details at Section 4.2 DES Covid 19 Response plan for the reopening of Primary and Special Schools);
- Identified a Lead Worker representative, Ms Emily Hand (details at Section 4.3 DES Covid 19 Response plan for the reopening of Primary and Special Schools);
- Displayed posters and other signage to prevent introduction and spread of COVID-19 (details at Section 4.4 DES Covid 19 Response plan for the reopening of Primary and Special Schools);
- Made the necessary changes to the school or classroom layout to support physical distancing (details at Section 4.5 DES Covid 19 Response plan for the reopening of Primary and Special Schools);
- Removed unnecessary clutter to facilitate ongoing cleaning of the school taking into account the importance of having educational materials to create a stimulating learning environment;
- Updated the health and safety risk assessment specifically in relation to Covid 19
- Made necessary arrangements to limit access to the school to necessary visitors and maintain records of contacts to the school (details at 4.7 DES Covid 19 Response plan for the reopening of Primary and Special Schools);
- Reviewed the school buildings to check the following:
 - Flushing of the water system at outlets following low usage to prevent Legionella disease has been done by school caretaker;
 - School equipment and mechanical ventilation has been visually checked for signs of deterioration or damage before being used again;
 - Bin collections and other essential services have resumed.

The current checklist below has also been reviewed:

http://ippn.ie/index.php?option=com_mtree&task=att_download&link_id=6405&cf_id=24

Induction Training for Staff

All staff will undertake and complete Covid-19 Induction Training prior to returning to the school building. This training has been compiled and supplied by the DES. 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 will be updated 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, who is supported in this role by the BOM.

Return to Work/Education Facility Form

The Department of Education has requested that all parents sign a declaration form for every child returning to school. The purpose of this form is to confirm that to the best of the parent/guardian's knowledge the child does not have or has not been exposed to an infectious disease. This is for the safety and wellbeing of all those in our school community, both our pupils and our staff. Therefore, the Board of Management request that all parents/guardians sign this declaration following any absences from school as required by Department of Education (DoE).

The form will be available through Aladdin Connect. In exceptional cases the school will accept a verbal declaration or an equivalent assurance. If you have any difficulty accessing the form, please send us an email to info@standrewsbray.ie.

Failure to comply with the above will indicate the parents/guardian's decision to continue to keep their child at home. **Please note:** HSE and HPSC are not, and have no intention of, collecting or processing the data from these forms.

All staff must complete a Return to Work Form prior to returning to work following school holidays or any absences. Staff will receive a link to the RTW form on Google Documents.

The principal will also provide details of the Induction Training for completion by new staff 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. Details of the working arrangements that apply to the very high risk school staff, is in accordance with those applying for the public service generally, and is detailed in the relevant Department of Education circulars available on the Department's website.

Lead Worker Representative

A Covid-19 Lead Worker Representative has been appointed, Ms Emily Hand, (Deputy LWR, Mrs Caroline Aragane). The role of the LWR is to assist in the implementation of measures to prevent the spread of COVID-19 and to monitor adherence to those measures and to be involved in communicating the health advice around COVID-19 in the school.

Responsibility for the development, updating and implementation of the COVID-19 Response Plan and the associated control measures lies primarily with the Board of Management.

If a staff member has any concerns or observations in relation to the COVID-19 Response Plan, control measures or the adherence to such measures by staff, pupils or others he/she should contact the lead worker who will engage with the principal/BOM.

Role of the Lead Worker Representative

In summary, the role of the LWR is to:

- Represent all staff in the workplace regardless of role, and be aware of specific issues that may arise in respect of different staff cohorts;
- Work collaboratively with school management to ensure, so far as is reasonably practicable, the safety, health and welfare of employees in relation to COVID-19;
- Keep up to date with the latest COVID-19 public health advice; In conjunction with school management, 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 school management with implementing infection prevention control measures to suppress COVID-19 in the workplace in line with the Work Safely Protocol and current public health advice;
- In conjunction with school management, monitor adherence to measures put in place to prevent the spread of COVID-19;
- Conduct regular reviews of safety measures;
- Report any issues of concern immediately to school management and keep records of such issues and actions taken to rectify them;
- Consult with the school management on the school's COVID-19 Response Plan in the event of someone developing COVID-19 while in school including the location of an isolation area and a safe route to that area;
- Following any incident, assess with the school management any follow up action that is required;
- Consult with colleagues on matters relating to COVID-19 in the workplace;
- Make representations to school management on behalf of their colleagues on matters relating to COVID-19 in the workplace.

Signage

Appropriate COVID-19 signage has been displayed in all areas of the school building. This includes signage outlining the signs and symptoms of COVID-19 and to support good hand and respiratory hygiene.

Changes to the school layout

Please see St Andrew's NS Logistics plan for full details of adaptations made to school layout and school day.

An assessment of the space available within the school building, was carried out. The 4th class classroom was deemed to be too small to facilitate adequate social distancing.

- On consultation with Newcourt School, we have redeployed the joint schools staff room for the 4th class classroom.
- All students within their classrooms are seated in pods and all equipment is either restricted to one pod or is sanitised before being reused with another pod.
- All students are required to remain within their pods whilst in the school building and so far as is possible they do not mix with other pods within their classroom.
- Pupils remain in the same pod until a holiday facilitates movement.
- We do not use the hall for whole class groups during this time. All PE is done outside.

Health and Safety Risk Assessment

Please see St Andrew's NS Covid-19 risk assessment for details.

The usual First Aid and Emergency procedures remain in place with the addition of those outlined in the COVID-19 logistics plan.

Access to School and Contact Log

- Access to the school building will be in line with agreed school procedures.
- Arrangements for necessary visitors such as contractors and parents will be restricted to essential purposes and limited to those who have obtained prior approval from the Principal.
- The Department of Education Inspectorate may also need to visit St Andrew's NS to support them as appropriate in the implementation of public health advice relating to creating a safe learning and working environment for all.
- 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.

Therefore:

- 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 pupil contacts.
- The Board of Management is aware that all school records and data must be maintained and processed in compliance with the GDPR and the Data Protection Acts. The responsibility for compliance with the legislation rests with each school in their role as data controller.

Infection Prevention Control Measures

To prevent Introduction and Spread of COVID-19 in Schools One of the key messages to manage the risks of COVID-19 is to do everything practical to avoid the introduction of COVID-19 into the school.

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 and visitors as far as possible within the school.

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

It is critical that staff, pupils, parents and visitors are aware of, and adhere to, the control measures outlined and that they fully cooperate with all health and safety requirements. The best ways to prevent the spread of COVID-19 in a workplace or any setting is to practice physical distancing, adopt proper hand hygiene, follow respiratory etiquette and increase ventilation.

Staff 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.

How to Minimise the Risk of Introduction of COVID-19 into Schools:

Promote awareness of COVID-19 symptoms;

- Advise staff and pupils that have symptoms not to attend school, to phone their doctor and to follow HSE guidance on self-isolation;
- Advise staff and pupils to self-isolate or restrict their movements at home if they display any signs or symptoms of COVID-19 and contact their family doctor to arrange a test
- Advise staff and pupils, to follow the HSE advice if they are a close contact of a suspected/ confirmed case of Covid-19.
- If they have travelled outside of Ireland; in such instances staff and pupils are advised to consult and follow latest Government advice in relation to foreign travel.
- Advise staff and pupils that develop symptoms at school to bring this to the attention of the Principal promptly;
- Ensure that staff and pupils know the protocol for managing a suspected case of COVID-19 in school (details below);
- Advise staff and pupils to cooperate with any public health officials and the school for contact tracing purposes and follow any public health advice in the event of a case or outbreak in the school;
- Everyone entering the school building needs to perform hand hygiene with a hand sanitiser;
- Visitors to the school during the day should be by prior arrangement and should be received at a specific contact point;
- Physical distancing (of 2m) should be maintained between staff and visitors where possible.

Know the Symptoms of COVID-19

In order to prevent the spread of COVID-19 it is important to know and recognise the symptoms of coronavirus (which includes the DELTA variant).

Common symptoms of coronavirus include:

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 uncommon symptoms of coronavirus include: sore throat, headaches, runny or stuffy noses, feeling sick or vomiting, diarrhoea
- Infection with the virus that causes COVID-19 can cause illness, ranging from mild to severe, and, in some cases, can be fatal.
- It can take up to 14 days for symptoms to show. They can be similar to symptoms of cold and flu.
- If you have any symptoms of COVID-19 (coronavirus), self-isolate (stay in your room) and phone your family doctor straight away to see if you need a free COVID-19 test.
- For the complete list of symptoms, please refer to the HSE Website. Symptoms may be subject to change so regular review of the HSE Website is advised.
- If you do not have symptoms, you can get a free COVID-19 (coronavirus) test at a COVID-19 walk-in test centre.

COVID-19 Tracker App

COVID Tracker app is a free and easy-to-use mobile phone app that will:

- Alert you if you have been in close contact with someone who has tested positive for COVID-19 (coronavirus)
- Keep other app users safe by alerting them if you test positive for COVID-19
- Give you advice on what to do if you have symptoms COVID-19
- You can download the free app from Apple's AppStore or the GooglePlay store

Employers and workers must keep themselves up to date on Public Health information as this can be updated on a regular basis. Public Health information on close contacts, casual contacts and testing is available from the HSE website.

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 and safely into a nearby bin.

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

Hand Hygiene

Staff and pupils should understand why hand hygiene is important as well as when and how to wash their hands. St Andrew's NS promotes good hygiene and displays posters throughout the schools on how to wash your hands.

Hand hygiene can be achieved by hand washing or use of a hand sanitiser (when hands look clean).

Use of hand hygiene facilities including wash hand basins needs to be managed so as to avoid the congregation of pupils and staff waiting to use wash hand basins and hand sanitisers.

There is a requirement for access to hand washing facilities after activities that are likely to soil hands, for example playing outside as hand sanitiser does not work on dirty hands. Hand sanitiser dispensers have been deployed more at exit and entry points of schools and classrooms.

Care should be taken to clean up any hand sanitiser spills to prevent risks of falls.

Warm water is preferable to hot or cold water for hand washing but if the plumbing system only supplies cold water, a soap that emulsifies easily in cold water should be used.

Hand washing facilities should be maintained in good condition and supplies of soap and paper towels are topped up regularly to encourage everyone to use them.

- Posters displaying hand washing techniques and promoting hand washing have been placed on walls adjacent to washing facilities Hand sanitiser is suitable for use for hand hygiene. when hands are not visibly soiled (look clean).
- Evidence of effectiveness is best for alcohol based hand rubs but non-alcohol based hand rubs can be used too. When hand rubs/gels are being used in school care should be taken to ensure that pupils do not ingest them as they are flammable and toxic.
- Alcohol-based sanitiser must not be stored or used near heat or naked flame
- Young children should not have independent use of containers of alcohol gel.
- The school uses AID-DV-ALVODEX5LTR 70% Alcohol Hand Gel. This hand sanitizer is one recommended by the DES and purchased from Nugent Safety

Ltd. Please note that old sanitizer containers are filled with this sanitizer, along with the dispensers attached to the walls.

Frequency of Hand Hygiene

Pupils and staff should perform hand hygiene:

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

Physical Distancing

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

However, where possible staff should maintain a minimum of 1m distance and where possible 2m.

They should also take measures to avoid close contact at face to face level such as remaining standing rather than sitting beside/crouching down.

Please see St Andrew's logistics plan for details of:

- classroom reconfiguration to facilitate physical distancing and reduced interaction.
- class bubbles and pods
- whole school drop off and pick up procedures
- yard time procedures.

Ventilation

The Department has published guidance setting out the practical steps for good ventilation in accordance with public health advice 'Practical Steps for the Deployment of Good Ventilation Practices in Schools'.

The guidance sets out an overall approach for schools that windows should be open as fully as possible when classrooms are not in use (e.g. during break-times or lunch-times (assuming not in use) and also at the end of each school day) and partially open when classrooms are in use. The guidance provides that good ventilation can be achieved in classrooms without causing discomfort, particularly during cold weather.

The Department has also published guidance regarding how these practical steps measures can be supplemented and enhanced by the use of Carbon Dioxide (CO₂) monitors. Links to all aforementioned guidance can be accessed here:

gov.ie - [Guidance on Ventilation in Schools \(www.gov.ie\)](http://www.gov.ie)

Use of PPE

St Andrew's NS stocks supplies of face masks, gloves and aprons for use by staff when necessary. Medical grade masks in the EN14683 category are available for all SNA's and those working in close proximity to pupils.

All staff should wear a face mask when they are within 2m of another person.

There are PPE packs in the computer room (COVID room) for use when supervising an individual who is suspected of having COVID-19. This disposable PPE should be double

bagged and disposed of safely after use. The Covid room should be thoroughly cleaned and sanitized after each use.

Impact of COVID-19 on certain school activities

Singing may only take place outdoors.

Extra curricular activities that would involve more than one class have been suspended for the present.

Shared Equipment

Toys: All toys should be cleaned on a regular basis for example weekly. This will remove dust and dirt that can harbour germs.

Toys that are visibly dirty or contaminated with blood or bodily fluids should be taken out of use immediately for cleaning or disposal.

When purchasing toys choose ones that are easy to clean and disinfect (when necessary). If cloth or soft toys are used they should be machine washable.

Jigsaws, puzzles and toys that young pupils or those with special educational needs may be inclined to put into their mouths should be capable of being washed and disinfected.

All play equipment should be checked for signs of damage for example breaks or cracks. If they cannot be repaired or cleaned they should be discarded.

Clean toys and equipment should be stored in a clean container or clean cupboard. The manufacturer's instructions should always be followed.

At this time soft modelling materials and play dough where used should be for individual use only.

Cleaning Procedure for Toys: Wash the toy in warm soapy water, using a brush to get into crevices. Rinse the toy in clean water. Thoroughly dry the toy.

Some hard plastic toys may be suitable for cleaning in the dishwasher. Toys that cannot be immersed in water (that is electronic or wind up) should be wiped with a damp cloth and dried.

In some situations toys/equipment may need to be disinfected following cleaning for example: toys/equipment that pupils place in their mouths. Toys/equipment that have been soiled with blood or body fluids or toys where a case of COVID-19 has been identified.

If disinfection is required: A chlorine releasing disinfectant should be used diluted to a concentration of 1,000ppm available chlorine. The item should be rinsed and dried thoroughly.

Art: Where possible pupils should be encouraged to have their own individual art and equipment supplies.

Electronics: Shared electronic devices such as tablets, touch screens, keyboards should be cleaned between use and consideration could be given to the use of wipeable covers for electronics to facilitate cleaning.

Musical Equipment/Instruments: To the greatest extent possible, instruments should not be shared between pupils and if sharing is required, the instruments should be cleaned between uses.

Library Policy: Where practical pupils should have their own books. Textbooks that are shared should be covered in a wipeable plastic covering that can be wiped with a suitable household cleaning agent between uses. School library books must be quarantined for at least 72 hours before the next use.

Pupils should be encouraged to perform hand hygiene after using any shared item.

Hygiene and Cleaning in Schools

The Department of Education has provided additional funding to schools to support the enhanced cleaning required to minimise the risks of COVID-19. The specific advice in relation to school cleaning is set out in the HPSC advice and is covered in the induction training. This advice sets out the cleaning regime required to support schools to prevent COVID-19 infections and the enhanced cleaning required in the event of suspected cases of COVID-19.

In summary, each school setting should be cleaned at least once per day. Additional cleaning if available should be focused on frequently touched surfaces – door handles, hand rails, chairs/arm rests, communal eating areas, sink and toilet facilities.

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. There should 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.)

Cleaning/Disinfecting rooms where a pupil/staff member with suspected COVID-19 was present

- The room should be cleaned as soon as practicably possible.
- Once the room is vacated the room should not be reused until the room has been thoroughly cleaned and disinfected and all surfaces are dry. Disinfection only works on things that are clean. When disinfection is required it is always as well as cleaning.
- Person assigned to cleaning should avoid touching their face while they are cleaning and should wear household gloves and a plastic apron. Clean the environment and furniture using disposable cleaning cloths and a household detergent followed by disinfection with a chlorine based product (household bleach).
- Pay special attention to frequently touched surfaces, the back of chairs, couches, door handles and any surfaces that are visibly soiled with body fluids. Once the room has been cleaned and disinfected and all surfaces are dry, the room can be reused. If a pupil or staff diagnosed with COVID-19 spent time in a communal area or if they used the toilet or bathroom facilities, then the areas should be cleaned with household detergent followed by a disinfectant (as outlined in the HPSC interim health advice) as soon as is practically possible.

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 a school should deal with a suspected case that may arise in a school setting.
- A designated isolation area has been identified within the school building - this is the Computer room on the back corridor.

If a staff member/pupil displays symptoms of COVID-19 while at school the following are the procedures to be implemented:

- If the person with the suspected case is a pupil, the 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 2m away from the symptomatic person and also making sure that others maintain a distance of at least 2m from the symptomatic person at all times;
- The isolation area does not have to be a room but if it is not a room it should be 2m away from others in the room;
- If it is not possible to maintain a distance of 2m, a staff member caring for a pupil should wear a face covering or mask. Gloves should not be used as the virus does not pass through skin;
- Provide a mask for the person presenting with symptoms. 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 home/be brought home by parents who will call their doctor and continue self-isolation at home;
- Facilitate the person presenting with symptoms remaining in isolation if they cannot immediately go home and facilitate them calling their doctor.
- The individual should avoid touching people, surfaces and objects.
- Advice should be given to the person presenting with symptoms to cover their mouth and nose with the disposable tissue provided when they cough or sneeze and put the tissue in the waste bag provided;
- If the person is well enough to go home, arrange for them to be transported home by a family member, as soon as possible and advise them to inform their general practitioner by phone of their symptoms.
- Public transport of any kind should not be used;
- If they are too unwell to go home or advice is required, contact 999 or 112 and inform them that the sick person is a Covid-19 suspect;
- 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 and pupil confidentiality is essential at all times. School staff have been encouraged to download the HSE COVID-19 tracker app to assist Public Health for contract tracing purposes, both in and out of the school setting.

Special Educational Needs

- Additional considerations for those with Special Educational Needs. For children with special educational needs (SEN) maintaining physical distancing in many instances will not be practical or appropriate to implement.
- The focus should therefore be on emphasising that parents/guardians should have a heightened awareness of signs, symptoms or changes in baseline which suggests illness/COVID-19 infection and where symptoms are present children should not attend school.
- Similarly staff should be aware of their responsibility not to attend work if they develop signs or symptoms of respiratory illness.

- Hand Hygiene - children who are unable to wash their hands by themselves should be assisted to clean their hands using soap and water or a hand sanitiser (if their hands are visibly clean) as outlined previously.

Staff Duties

Staff have a statutory obligation to take reasonable care for their own health and safety and that of their colleagues and other parties.

The cooperation and assistance of all staff is essential to reduce the risk of spread of COVID-19 and to protect health and safety as far as possible within the school.

All staff have a key role to play. In this regard and in order to facilitate a safe return to work, these duties include, but are not limited to, the following:

- Adhere to the School COVID-19 Response Plan and the control measures outlined.
- Complete the RTW form before they return to work. Must inform the principal if there are any other circumstances relating to COVID19, not included in the form, which may need to be disclosed to facilitate their safe return to the workplace.
- New staff must complete COVID-19 Induction Training and any other training required prior to their return to school.
- Must be aware of, and adhere to, good hygiene and respiratory etiquette practices.
- Coordinate and work with their colleagues to ensure that physical distancing is maintained.
- Make themselves aware of the symptoms of COVID-19 and monitor their own wellbeing.
- Self-isolate at home and contact their GP promptly for further advice if they display any symptoms of COVID-19.
- Not return to or attend school if they have symptoms of COVID-19 under any circumstances.
- Follow the HSE guidance if they are identified as a close contact.
- If they have travelled outside of Ireland; in such instances staff are advised to consult and follow latest Government advice in relation to foreign travel.
- If they develop any symptoms of COVID-19 whilst within the school facility, they should adhere to the procedure outlined above.
- Keep informed of the updated advice of the public health authorities and comply with same.
- Cooperate with any public health personnel and their school for contact tracing purposes and follow any public health advice given in the event of a case or outbreak in their school
- Undergo any COVID-19 testing that may be required as part of mass or serial testing as advised by Public Health

This policy was reviewed and ratified by the BOM of St Andrew's N.S. at its meeting on:

11th March 2021 and is subject to change, in light of any guidance or instruction received from Department of Education and Skills/HSE Public Health.

Signed:  11th March 2021

(Chairperson BOM)