

# **Blackrock College 2020 – 2021**



## **COVID – 19 Response Plan**

# **161<sup>st</sup> Academic Year**

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This is a living 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) or agreements with education partners as appropriate for post primary schools.

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## **1) Introduction**

The Minister for Education has published “The Roadmap for the Full Return to School” on the 27<sup>th</sup> July. It sets out what the operation of schools will look like and the range of supports which will be available in a COVID-19 context.

It has been developed in line with public health advice issued by the Health Protection Surveillance Centre (HPSC) and in compliance with the “Return to Work Safely Protocols” developed by the Department of Business, Enterprise and Innovation and the Department of Health with guidance documents provided by the Health and Safety Authority (HSA). Each workplace is required to have a COVID-19 Response Plan. In addition to being places of learning, schools are also places of work. This document sets out the information that post primary schools need to implement a School COVID-19 Response Plan, including a COVID-19 policy, lead worker representative/s (LWR) and a process to deal with a suspected case of COVID-19.

The purpose of this document is to provide clear and helpful guidance for the safe operation of Blackrock College through the prevention, early detection and control of COVID-19. It provides key messages to minimise the risk of COVID-19 for staff, students, families and the wider community while recognising the importance of education for the health and wellbeing of students and society as a whole.

This document focuses on the practical steps which can be taken in Blackrock College to minimise the risk of infection while recognising that no interpersonal activity is without risk of transmission of infection at any time. The documentation and templates in this booklet are supported by the public health advice provided by the Health Protection Surveillance Centre (HPSC) for the safe reopening of schools and educational facilities.

[That report is available here.](#)

One of the key challenges is to balance the need for a practical and sensible level of caution with the need to provide a supportive environment for teaching and learning. This document identifies the steps we can take to do everything practical to avoid the introduction of COVID-19 into the school and the steps that can be taken to reduce the likelihood of the spread within the school itself in the event that COVID-19 is introduced to the school.

The Department has worked intensively with the education partners to develop consistent plans, advice, protocols and guidance for schools, including the School COVID-19 Response plan. There is a suite of documentation available to support us in reopening safely, including guidance on learning, school programmes and wellbeing for the 2020/21 school year. There is also information on funding, staffing and resources to schools to support COVID-19 measures. These do not necessarily apply to fee-charging schools. All relevant documents will be available at **[gov.ie/backtoschool](https://gov.ie/backtoschool)**

In addition, the Department has a communication plan for school reopening which focuses on ensuring that schools, school communities and all stakeholders will have the relevant information to support the reopening and continued operation of schools. There is a particular focus on supporting

parents and students through the appropriate use of media channels, through schools themselves and on [gov.ie](http://gov.ie)

## **2) What is a COVID-19 Response Plan?**

A 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 Blackrock College.

The COVID-19 Response Plan details the policies and practices necessary for Blackrock to meet the Government's 'Return to Work Safely Protocol', the Department of Education plan for reopening that will aim to prevent the introduction and spread of COVID-19 in the school environment.

The resumption of school-based teaching and learning and the reopening of the College complies with the public health advice and guidance documents prepared by the Department which minimises the risk to students, staff and others. The response plan supports our sustainable reopening where the overriding objective is to protect the health of staff and students while promoting the educational and development needs of the boys. The COVID-19 response plan is a living document and will be updated in line with the public health advice and any other relevant agreement with education partners as appropriate for post primary schools.

In line with the Return to Work Safely Protocol, the key to a safe and sustainable return to work, and our reopening requires strong communication and a shared collaborative approach between the BOM, staff, students and parents.

The assistance and cooperation of all staff, students, 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.*

## **3) COVID-19 Policy**

The COVID-19 policy outlines the commitment of the College to implement the plan and help prevent the spread of the virus. The policy has been signed and dated by the chairperson and principal/secretary of the BOM and brought to the attention of the staff, students, parents and others. Please see **Appendix 1** for the Blackrock College COVID-19 Policy Statement.

## **4) Planning and Preparing for Return to 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 our safe reopening and the applicable controls are outlined in this document.

Before reopening for the 2020/21 school year, Blackrock College has processes in place which include the following:

- Means of keeping up to date with public health advice, changes to any Government plans for the safe reopening of society and Department of Education updates;
- Means of passing on this information in a timely manner to staff, students, parents and others as required;
- That staff have reviewed the training materials provided by the Department of Education (***details at Section 4.1***);
- Has provided staff with access to the Return to Work (RTW) form (***details at Section 4.2***);
- Identified a Lead Worker representative (***details at Section 4.3***);
- Displayed posters and other signage to prevent introduction and spread of COVID-19 (***details at Section 4.4***);
- Made the necessary changes to the school layout to support the redesign of classrooms to support physical distancing (***details at Section 4.5***);
- Removed unnecessary clutter to facilitate ongoing cleaning of the school but take into account the importance of having educational materials to create a stimulating learning environment;
- Updated the health and safety risk assessment (***details at Section 4.6***);
- Made necessary arrangements to restrict access to the school and maintain records of contacts to the school (***details at 4.7***);
- Reviewed the school buildings to check the following:
  - Does the water system need flushing at outlets following low usage to prevent Legionella disease;
  - Has school equipment and mechanical ventilation been checked for signs of deterioration or damage before being used again;
  - Have bin collections and other essential services resumed.

#### **4.1) Induction Training**

All Blackrock College 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

Additionally, there will also be onsite COVID-19 training according to the following schedule:

Thursday 20<sup>th</sup> August - Deans

Tuesday 25<sup>th</sup> August – Support Staff

Thursday 27<sup>th</sup> August – Academic Staff

Tuesday 1<sup>st</sup> September – Coaching Staff

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.

**Induction training for reopening schools will be made available by the DES to all schools.**

[Details of the training, once it becomes available, will be found here.](#)

[A national information campaign to support parents and students will happen in advance of schools reopening on issues such as COVID-19 awareness and to help minimise the risk of introduction and spread of the virus in schools.](#)

#### **4.2) 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 from Yvonne Markey (DP). A hard copy is attached also at **Appendix 2**.

A RTW form should be completed and returned **3 days** before returning to work.

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.

There are some school staff who may be unable to return to school. Current public health guidelines have identified these people as being in groups who are defined as being at **very high risk**.

[People at very high risk \(extremely vulnerable\):](#)

The list of people in very high risk groups include people who:

- are over 70 years of age – even if 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
- have severe respiratory conditions including cystic fibrosis, [severe asthma](#), pulmonary fibrosis, lung fibrosis, interstitial lung disease and [severe COPD](#)
- have a condition that means they 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 are pregnant

The advice for this group is available from the HSE. Details of the arrangements that will apply for these staff, which will be in accordance with those applying for the public service generally, will be updated by the Department of Education following consultation with management bodies and unions and a circular will issue to all schools.

### **4.3) Lead Worker Representative**

The protocol provides for the appointment of a Lead Worker Representative (LWR) in each workplace. The LWR will work in collaboration with the College to assist in the implementation of measures to prevent the spread of COVID -19 and monitor adherence to those measures and to be involved in communicating the health advice around COVID-19 in the workplace.

This section sets out how the provisions will operate at Blackrock College. These arrangements will operate for the 2020/21 school year and will be kept under review.

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

Strong communication and a shared collaborative approach is key to protecting against the spread of COVID-19 in schools, and looking after the health, safety and wellbeing of staff and students. Adherence to the Return to Work Protocol will only be achieved if everyone has a

shared obligation in implementing the measures contained within the Protocol in their place of work.

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, students or others, they should contact the LWR who will engage with school management.

The role of LWR is separate to that of the Safety Representative under the health and safety legislation. However, the Safety Representative may act as the LWR if selected to do so by the staff.

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;
- Keep up to date with the latest COVID-19 public health advice;
- 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;
- Consult with school management on the control measures required to minimise the risk of staff and students being exposed to COVID-19;
- Promote good hygiene practices, in conjunction with school management, 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 the implementation of measures to suppress COVID-19 in the workplace in line with the Return to Work Safely Protocol and current public health advice;
- Monitor, in conjunction with school management, adherence to measures put in place to prevent the spread of COVID-19;
- Conduct reviews of safety measures that are in place to address and suppress COVID-19 in the workplace. Reviews (including an examination of the workplace) should be conducted on a regular basis;
- 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.

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, students or other s/he should contact the LWR/s who will engage with the Principal/ETB.

Names of Lead Worker Representative/s:	Contact details:
Richard Barrett	01 2752100
Oksana Kokaylo	01 2752100

All staff, students, parents, 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.

Full details of the arrangements which apply for the LWR is set out at **Appendix 3**.

#### **4.4) Signage**

We will display signage outlining the signs and symptoms of COVID-19 and to support good hand and respiratory hygiene. The Department has provided printed posters to schools with age appropriate key health messages – hand washing, sneeze and cough etiquette etc.

[The signage, once it becomes available, will be found here.](#)

Posters are displayed in prominent areas such as offices, corridors, staffroom area, classrooms and toilets.

#### **4.5) Making Changes to School Layout**

Maintaining physical distancing in the school environment is recommended as one of the key control measures to minimize the risk of the introduction and spread of COVID-19. Further information on how physical distancing can be used in the school environment is found at **Section 5.4** below including a link to the *“Framework to maintain Physical Distancing in the Classroom in Post Primary Schools with a full return of all students for the 2020/21 School Year.*

Blackrock College has reconfigured classrooms and other areas to support physical distancing in line with the guidance in advance of school reopening.

#### **4.6) Health and Safety Risk Assessment**

COVID-19 represents a hazard in the context of health and safety in the school environment. A template risk assessment to identify the control measures required to mitigate the risk of COVID-19 in school settings is attached at **Appendix 4**.

Blackrock College is in the process of reviewing its emergency procedures involving, fire safety, first aid, accidents and dangerous occurrences to consider any new risks that arise due to the school's COVID-19 Response Plan. Any changes to the schools existing emergency procedures will be documented and incorporated into the College's safety statement.

Blackrock College has also reviewed its existing risk assessments to consider any new risks that arise due to the College's COVID-19 Response Plan. All changes to the College's current risk assessments have been documented and incorporated into the College's statement.

#### **First Aid/emergency procedure**

The standard First Aid/emergency procedure shall continue to apply in Blackrock College. In an emergency or in case of a serious incident, Blackrock College will call for an ambulance or the fire brigade on 112/999 giving details of location and type of medical incident.

#### **4.7) Access to School and Contact Log**

Access to the College building will be in line with agreed procedures.

Arrangement for necessary visitors such as contractors and parents will be restricted to essential purposes and limited to those who have obtained prior approval from the Principal. The Department of Education Inspectorate may also need to visit schools and centres for education 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. 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. Our contact log is available at **Appendix 5**.

The Data Protection Commission has provided guidance on the data protection implications of the return to work protocols. This advice can be found here:

<https://www.dataprotection.ie/en/news-media/data-protection-implications-return-work-safely-protocol>

Blackrock College will maintain and process all records and data 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.

## **5) 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. If infection is not introduced it cannot be spread. The risk of spreading the infection once introduced exists in all interpersonal interactions; student - student, teacher - teacher and teacher- student, and must be managed in all settings.

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, students, 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, students, parents and visitors are aware of, and adhere to, the control measures outlined and that they fully cooperate with all health and safety requirements.

*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 Blackrock:***

Promote awareness of COVID-19 symptoms (***details at Section 5.1***);

- Staff and students that have symptoms should not attend school. They should phone their doctor and follow HSE guidance on self-isolation;
- Staff and students should not attend school if they have been identified by the HSE as contact for a person with COVID-19 and to follow the HSE advice on restriction of movement;
- Staff and students that develop symptoms at school should bring this to the attention of the principal (or deputy principal if the principal is unavailable) promptly;
- Staff and students should know the protocol for managing a suspected case of COVID-19 in school (***details at Section 8***);

- Everyone entering the school building should perform hand hygiene with a hand sanitiser;
- Visitors to the school during the day should be by prior arrangement with the principal and should be received at a specific contract point;
- Physical distancing of 2 metres should be maintained between staff and visitors where possible.

### **5.1) Know the Symptoms of COVID-19**

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

### **5.2) 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.

### **5.3) Hand Hygiene**

Staff and students should understand why hand hygiene is important as well as when and how to wash their hands.

Blackrock College will promote good hygiene and display posters throughout the schools on how to wash your hands. Follow the HSE guidelines on handwashing:

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

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 congregation of people waiting to use wash hand basins and hand sanitisers.

Hand sanitiser dispensers can be deployed more readily at exit and entry points of schools and classrooms and care should be taken to clean up any hand sanitizer spills to prevent risks of falls.

Warm water is available in all washroom facilities for hand washing but if the plumbing system only supplies cold water, a soap that emulsifies easily in cold water should be used.

Wash hand basins, running water, liquid soap and hand drying facilities are provided in all toilets, kitchens and any food preparation areas.

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

Hot air dryers are an acceptable alternative for hand drying but must be regularly maintained. There is no evidence that hand dryers are associated with increased risk of transmission of COVID-19.

Posters displaying hand washing techniques and promoting hand washing have been placed on walls adjacent to washing facilities and can be laminated or placed in a plastic sleeve.

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 students do not ingest them as they are flammable and toxic.

### **Frequency of Hand Hygiene**

Students and staff should perform hand hygiene:

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

### **5.4) Physical Distancing**

Physical distancing can be usefully applied in Blackrock College allowing for some flexibility when needed. It must be applied in a practical way to recognise that the learning environment cannot be dominated by a potentially counterproductive focus on this issue. Care will be taken to avoid generating tension or potential conflict and some flexibility in the implementation of measures may be required at time.

It is also recognised that it is not always possible for staff to maintain physical distance from students and it is not appropriate that they would always be expected to do so where this could have a detrimental impact on the student.

**However, where possible, staff should maintain a minimum of 1 m 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.**

Physical distancing falls into two categories:

- Increasing separation
- Decreasing interaction

### ***Increasing separation***

The Department has developed a *Framework to maintain Physical Distancing in the Classroom in Post Primary Schools with a full return of all Students for the 2020/21 School Year*. The Framework sets out a suite of available measures that must be implemented at individual school level to the greatest possible extent.

The following measures have been taken in Blackrock College:

1. Reconfigure class spaces to maximise physical distancing;
2. Utilising and reconfiguring all available space in the school in order to maximise physical distancing;
3. Timetable review;
4. Reconfiguration of classes Classes;
5. Use of face masks;
6. Staggered lunch break;
7. Reconfiguration of Rec. areas;
8. Different entrance and egress points for each year group;
9. Additional pop-up lunch venues for different year groups;
10. Remote learning will be provided in the event of a COVID related absence.

[A link to the “Framework to maintain Physical Distancing in the Classroom in Post Primary Schools with a full return of all Students for the 2020/21 School Year” is provided here.](#)  
[You can see a link to illustrated classroom layouts to maintain social distancing here.](#)

### ***Decreasing interaction***

The extent to which decreasing interaction is possible in a post primary school will depend on the school setting and a common-sense approach is required recognising the limits to which this can be achieved between students.

Physical distancing of 2m where possible or at least 1m ‘shoulder to shoulder’ should be maintained between individual students or staff.

Where students have an elective subject they should move quickly into the new class and should be seated with members of their class cohort, observing as much physical distance as possible.

Hand washing and/or sanitising is required when moving between classes by teachers and students.

Physical distancing between the teacher and class will be observed.

Where movement of class groups between rooms is required it has been planned to minimise interaction with other class groups.

Social physical contact (hand to hand greetings, hugs) is discouraged.

Where students need to move about within the classroom to perform activities (access to a shared resource) it is organized to the greatest degree possible to minimise congregation at the shared resource.

Staff and students should avoid sharing of personal items.

Where teaching and learning involves use of keyboards or tablets, the contact surface of the device should be cleaned regularly and hand hygiene encouraged.

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

#### ***School drop off/collection***

Arrangements for dropping off/collecting students should be made to maintain physical distancing of 2m where possible.

Walking/cycling to school will be encouraged as much as possible.

Cars may not enter the school grounds for the purposes of collection after school/games/night study.

#### ***Staff***

A distance of 2m is recommended for physical distancing by staff. This is particularly relevant to distancing between adults when they are not engaged in teaching such as the staff room and arriving to work.

If 2m cannot be maintained in staff groups, as much as distance as is possible and guidance on face covering should be observed.

Teachers have been given designated workspaces that are individual to them. These spaces should be wiped down at the end of the day.

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

There is a no hand shaking policy in place.

Minimise gathering at the beginning and end of the school day.

### ***Boys' Refectory***

Boarders will eat in the Boys' Refectory. This facility will not be available for Dayboys.

Pop-up facilities will be available for Dayboys in 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup> year. There will be designated eating areas within the College.

Good hand hygiene will be promoted at every opportunity, including before and after lunch times.

### ***Staff Refectory***

There will still be a hot option for all staff with fruit available also. Staff will eat, either in the Staff Refectory or at the end of the Boys' Refectory in order to facilitate physical distancing.

### ***Corridors and Stairwells***

Briefly passing someone in a hall is very unlikely to contribute significantly to the spread of infection if people do not have physical contact and avoid informal group discussions. Staff and students will walk on the left-hand side of corridors and stairwells.

## **5.5) Use of PPE**

PPE will not be required to be worn within schools 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. These might include roles such as:

- 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.

Appropriate PPE will be available for dealing with suspected COVID-19 cases, intimate care needs and for first aid. Where staff provide healthcare to children with medical needs in the school environment they should apply standard precautions as per usual practice.

### **Masks**

It is recommended that teachers, support staff and students wear face coverings, similar to those worn in shops or on public transport, when a physical distance of 2 metres cannot be maintained. The correct use of face masks is key and will form part of the health and safety guidelines which Blackrock College will be addressing at our COVID-19 Induction sessions with students.

[Advice on how to properly use face coverings can also be found here.](#)

## **Gloves**

The use of disposable gloves in the school by students or staff is not generally appropriate but may be necessary for matters such as cleaning or intimate care settings. Routine use does not protect the wearer and may expose others to risk from contaminated gloves.

Routine use of disposable gloves is not a substitute for hand hygiene.

## **6) Impact of COVID-19 on certain school activities**

**The Department will work with stakeholders to provide more detailed advice on school activities in advance of school reopening.**

### ***Choir/Music Performance***

Choir practices/performances and music practices/performances involving wind instruments may pose a higher level of risk and special consideration will be given to how they are held.

### ***Sport Activities***

Sport will commence on Wednesday 2<sup>nd</sup> September. The protocols of the various sporting bodies will be observed. Facemasks must be worn in the dressing rooms. Shower facilities will not be provided. Boys will be encouraged to use their own wet wipes.

### ***Shared Equipment***

Art – Where possible students 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 students and if sharing is required, the instruments should be

CADLC Policy – Where practical students 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. Students should be encouraged to perform hand hygiene after using any shared item.

Shared Sports Equipment – Minimise equipment sharing and clean shared equipment between uses by different people.

## **7) Hygiene and Cleaning in Schools**

The specific advice in relation to school cleaning is set out in the HPSC advice and will be covered in the induction training. This advice sets out the cleaning regime required to prevent COVID-19 infections and the enhanced cleaning required in the event of a suspected cases of COVID-19. It is essential that this advice is applied as appropriate.

Blackrock College is aware that it is important to take particular care of the hygiene arrangements for wash hand and toilet facilities.

Blackrock College will implement a cleaning regime whereby the College will be cleaned at **least least once per day**. Additional cleaning will be focused on frequently touched surfaces – door handles, hand rails, chairs/arm rests, communal eating areas, sink and toilet facilities. Students arriving in a classroom should wipe down their desk, chair and surface before the commencement of the class.

All staff will have access to cleaning products and should maintain cleanliness of their own work area. These cleaning materials should not be removed from the building.

Staff should 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.

Shower facilities will not be available for use by staff or students 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 in the Staff Room.

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

The rooms should be cleaned as soon as practicable possible.

Once the room is vacated the room should not be reused until it has been thoroughly cleaned and disinfected and all surfaces are dry.

Disinfection only works on things that are clean. Therefore when disinfection is required it is always in addition to cleaning.

Person/s assigned to cleaning should wear PPE, avoid touching their face while they are cleaning and 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.

**8) Dealing with a Suspected Case of COVID-19**

Staff or students should not attend school if displaying any symptoms of COVID-19. The following outlines the procedure to follow for dealing with a suspected case, if one arises in

the College.

A designated isolation room has been identified within the school building. The possibility of having more than one person displaying signs of COVID-19 has been considered and a contingency plan for dealing with additional cases is in place. The designated isolation room is behind a closed door and away from other staff and students (the small room beside the Boardroom).

If a staff member/ student 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 student, 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 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;
- Remember that the virus is spread by droplets and is not airborne so physical separation is enough to reduce the risk of spread to others even if they are in the same room;
- If it is not possible to maintain a distance of 2m a staff member caring for a student 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 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 home/be brought home by parents and 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 – **(details at Section 7)**

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 student confidentiality is essential at all times.

## **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.

The cooperation and assistance of all staff is essential to reduce the risk of spread of COVID19 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.
- 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.
- Complete COVID-19 Induction Training and any other training required prior to their return to school.
- Be aware of, and adhere to, good hygiene and respiratory etiquette. Coordinate practices 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.
- Adhere to the procedure outlined above if they develop any symptoms of COVID-19 whilst within the school facility.
- Keep themselves informed of the updated advice of the public health authorities and comply with same.

## **10) COVID-19 related absence management**

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

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

The Department recognises the need for school staff wellbeing and collective self-care. Support for school staff wellbeing will be provided by Department Support Services including the PDST and CSL, as well as by the HSE's Health Promotion Team. An Occupational Health Strategy is in place as a supportive resource for individual staff members 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 SpectrumLife under the logo of 'Wellbeing Together: Folláinne Le Chéile'.

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



**COVID-19 Policy Statement**

Blackrock College is committed to providing a safe and healthy workplace for all our staff and a safe learning environment for all our students. To ensure that, we have developed the following COVID-19 Response Plan. The Board of Management (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 students on the Public Health advice issued by the HSE and Gov.ie
- display information on the signs and symptoms of COVID-19 and correct hand-washing techniques
- agree with staff, a worker representative who is easily identifiable to carry out the role outlined in this plan in relation to summer provision
- inform all staff and students of essential hygiene and respiratory etiquette and physical distancing requirements
- adapt the school to facilitate physical distancing as appropriate in line with the public health guidance and direction of the Department of Education
- keep a contact log to help with contact tracing
- ensure staff and students engage with the induction / familiarisation briefing provided by the Department of Education
- implement the agreed procedures to be followed in the event of someone showing symptoms of COVID-19 while at school
- provide instructions for staff and students to follow if they develop signs and symptoms of COVID-19 during school time
- implement cleaning in line with Department of Education advice

All school staff will be consulted on an ongoing basis and feedback is encouraged on any concerns, issues or suggestions. This can be done through the Lead Worker Representatives, who will be supported in line with the agreement between the Department and education partners.

Signed: [Signature]  
Chairperson of Board of Management

Signed: [Signature]  
Principal/Secretary to the Board of Management

Date: 14.8.20

Date: 14/8/20

## **Appendix 2      Pre-Return to Work Questionnaire COVID-19**

This questionnaire must be completed by staff **at least 3 days** in advance of returning to work. If the answer is Yes to any of the below questions, you are advised to seek medical advice before returning to work.

Name: \_\_\_\_\_

Name of School: \_\_\_\_\_

Name of Principal: \_\_\_\_\_ Date: \_\_\_\_\_

	<b>Questions</b>	<b>YES</b>	<b>NO</b>
1.	Do you have symptoms of cough, fever, high temperature, sore throat, runny nose, breathlessness or flu like symptoms 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.	Have you been advised by the HSE that you are you a close contact of a person who is a confirmed or suspected case of COVID-19 in the past 14 days?		
4.	Have you been advised by a doctor to self-isolate at this time?		
5.	Have you been advised by a doctor to cocoon at this time?		
6.	Have you been advised by your doctor that you are in the very high risk group? If yes, please liaise with your doctor and Principal re return to work.		

I confirm, to the best of my knowledge that I have no symptoms of COVID-19, am not self-isolating, awaiting results of a COVID-19 test or been advised to restrict my movements. 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 will be held securely in line with our retention policy.

Signed: \_\_\_\_\_

**Blackrock College distributed the above form electronically via Microsoft Forms**

## **Appendix 3 Lead Worker Representative**

The COVID-19 Return to Work Safely Protocol is designed to support employers and workers to put measures in place that will prevent the spread of COVID-19 in the workplace. The Protocol was developed following discussion and agreement between the Government, Trade Unions and Employers at the Labour Employer Economic Forum.

The Protocol provides for the appointment of two Lead Worker Representatives (LWR) in Blackrock College. They are Richard Barrett and Oksana Kokaylo who will work in collaboration with the school management to assist in the implementation of measures to prevent the spread of COVID -19 and monitor adherence to those measures and to be involved in communicating the health advice around COVID-19 in the workplace.

The purpose of this section is to set out the provisions in respect of the LWRs. These arrangements will operate for the 2020/21 school year and will be kept under review.

This document should be read in conjunction with:

- the [COVID-19 Return to Work Safely Protocol](#);
- the [Guidance and FAQs for Public Service Employers during COVID-19](#);
- COVID-19 Response Plan for Post primary Schools (available on the Department of Education website).

### **1. Collaborative Approach**

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

Strong communication and a shared collaborative approach is key to protecting against the spread of COVID-19, and looking after the health, safety and wellbeing of staff and students. Adherence to the Return to Work Protocol will only be achieved if everyone has a shared obligation in implementing the measures contained within the Protocol in their place of work.

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, students or others, they should contact the LWR who will engage with school management.

### **2. Role of the Lead Worker Representatives**

The role of LWR is separate to that of the Safety Representative under the health and safety legislation. However, the Safety Representative may act as the LWR if selected to do so by the staff.

In summary, the role of the LWRs 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;
- Keep up to date with the latest COVID-19 public health advice;
- 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;
- Consult with school management on the control measures required to minimise the risk of staff and students being exposed to COVID-19;
- Promote good hygiene practices, in conjunction with school management, 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 the implementation of measures to suppress COVID-19 in the workplace in line with the Return to Work Safely Protocol and current public health advice;
- Monitor, in conjunction with school management, adherence to measures put in place to prevent the spread of COVID-19;
- Conduct reviews of safety measures that are in place to address and suppress COVID-19 in the workplace. Reviews (including an examination of the workplace) should be conducted on a regular basis (at least twice per week);
- 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.

### **3. What can the Lead Worker Representatives Do?**

The LWR may consult with, and make representations to, school management on any issue of concern in relation to COVID-19. These include issues in relation to:

- Cleaning protocols and their implementation
- Physical Distancing
- Configuration/re-configuration of the school facilities, including classrooms, corridors, halls, open areas, entry and exit points, school grounds etc.
- Implementation of one-way systems in the school to ensure social distancing including when entering and exiting the school

- Hand Hygiene facilities including their location and whether they are stocked and maintained
- Hand sanitising
- Staff awareness around hand hygiene in the school
- Respiratory hygiene
- Personal Protective Equipment
- At Risk Groups
- Visitors/Contractors

#### 4. Does a LWR have any legal responsibilities?

**No. A Lead Worker Representative does not have any duties in relation to COVID-19 other than those that apply to employees generally. In other words, the LWR is not responsible for the control measures within an organisation, which remains the employer's responsibility.**

#### 5. Supports for the Lead Worker Representative/s

The LWR(s) shall be entitled to:

- Be provided with information and training in respect of their role [*further detail to be provided*];
- Be consulted by school management on the control measures being put in place by the school to minimise the risk of being exposed to COVID-19;
- Regular communication with school management on issues related to COVID-19;
- Be informed of changes in practice arising from COVID-19 response measures;
- Have access to any risk assessments prepared or carried out in relation to COVID-19 and to details of incidents of suspected COVID-19 cases that have been notified to the HSE, where they occurred and any actions taken.
- Be provided with **the necessary facilities to enable them to consult with employees or prepare any submissions or reports. These might include access to a meeting room, photocopier, communications and equipment.**

#### 6. Procedure for dealing with issues that arise

Where a COVID-19 control concern is identified by the LWR (or is notified to the LWR by a staff member), the LWR should bring this to the attention of the Principal. Action points for addressing the issue should, where possible, be agreed between the LWR and the Principal/Deputy Principals as a matter of urgency. Staff should be informed of the outcome. It is envisaged that issues will be resolved at school level to the maximum extent possible.

If agreement cannot be reached, the LWR should notify the Board of Management (Chairperson in the first instance) of the issue. Action points for addressing the issue should

where possible be agreed between the LWR and the BoM as a matter of urgency. Staff should be informed of the outcome.

If, having exhausted the process above, a serious issue of concern remains outstanding, the LWR may have recourse to the [Health and Safety Authority](#).

## 7. Glossary of Terms

- **COVID-19 Response Plan:** plan designed to support the staff and BOM/ ETB in putting measures in place that will prevent the spread of COVID-19 in the school environment. The plan details the policies and practices necessary for a school to meet the Return to Work Safely Protocol, the Department of Education plan for school reopening and to prevent the introduction and spread of COVID-19 in the school environment. COVID-19 Response Plans for Post primary Schools are available on the Department's website.
- **Labour Employer Economic Forum (LEEF):** the forum for high level dialogue between Government, Trade Union and Employer representatives on matters of strategic national importance - involves the Irish Congress of Trade Unions, Government & Employers.
- **Return to Work Protocol:** national protocol designed to support employers and workers to put measures in place that will prevent the spread of COVID-19 in the workplace.
- **Safety Representative:** Section 25 of the Safety, Health and Welfare at Work Act 2005 sets out the selection and role of the Safety Representative in the workplace. The rights of the Safety Representative are set out in legislation. (Note: A Safety Representative has rights and not duties under the 2005 Act). This role is separate to the LWR under COVID-19, but the Safety Representative may act as the LWR if selected to do so by the staff.

## Appendix 4 Risk Assessment (Template)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H=High M=Medium L=Low	Controls (When all controls are in place risk will be reduced)	Is this control in place?	Action/to do list/outstanding controls  *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date when action completed
COVID-19	N	Illness	H	School Covid19 Response Plan in place in line with Department of Education guidance and the Return to Work Safely Protocol and public health advice		<i>Examples of Actions</i> Follow public health guidance from HSE re hygiene and respiratory etiquette  Complete School COVID-19 Policy Statement  Return to Work Forms received and reviewed  Undertake Induction Training  Maintain log of staff, student and visitors  Complete checklists as required: School Management How to deal with a suspected case Physical distancing requirements	Name of staff member	

COVID-19 Risk Template (List identifies COVID-19 as the hazard and outlines control measures required to deal with this risk)

If there is one or more High Risk (H) actions needed, then the risk of injury could be high and immediate action should be taken. Medium Risk (M) actions should be dealt with as soon as possible. Low Risk (L) actions should be dealt with as soon as practicable.

Risk Assessment carried out by: \_\_\_\_\_

Date: / /



## Appendix 6

## Checklist for School Management

Area	Detail	Complete Y/N	Further info
<b>Planning and Systems</b>			
 	Is there a system in place to keep up to date with the latest advice from the Govt. and DES, to ensure that advice is made available in a timely manner to staff and students and to adjust your plans and procedures in line with that advice?	Y	Existing communication systems will be used – staff/student/parent email; Deans’ noticeboards; College TV screens; LWR; for support staff disseminating info through line managers. New modes of communication - introducing new EduLink One App to enhance parent communication. Weekly meetings (SLT; Deans & Care Committee) will be used to review and update plans as needed.
	Have you appointed staff members to the LWR position in accordance with the agreed protocol?	Y	Richard Barrett Oksana Kokaylo
	Have you advised staff as to who has been appointed to the position of LWR?	Y	Letters sent to staff during the week of August 10 <sup>th</sup> 2020
 	Have you prepared a school COVID-19 response plan and made it available to staff and students?	Y	DES Response Plan has been implemented and sent to staff. Students will receive COVID-19 induction on their 1 <sup>st</sup> day back.
 	Have you a system in place to provide staff and students with information and guidance on the measures that have been put in place to help prevent the spread of the virus and what is expected of them?	Y	Letters sent to staff and parents during the week of August 10 <sup>th</sup> 2020. Information will be re-iterated at specific COVID induction for staff (August 27 <sup>th</sup> ) and students (August 31 <sup>st</sup> )
	Have you displayed the COVID-19 posters in suitable locations highlighting the signs and symptoms of COVID-19?	Y	Clearly displayed on corridors, staff room, Rec Areas, Sports Hall, Jubilee Hall
 	Have you told staff and students of the purpose of the COVID-19 contact log?	Y	That will be completed during COVID induction.
	Have you a COVID-19 contact log in place to support HSE tracing efforts if required?	Y	We have amended the DES template to suit our particular context.
 	Have you informed staff on the measures that have been put in place to help prevent the spread of the virus and what is expected of them, and provided a system for them to raise issues or concerns and to have them responded to?	Y	Informed staff through letter and COVID induction. LWRs will be the link person with staff and then LWRs will discuss issues with DP/P.
	Have you reviewed and updated risk assessments in line with Department advice to take account of any controls to help prevent the spread of COVID-19?	Y	BH and OK have worked on this

<input type="checkbox"/>	<input type="checkbox"/>	Have you updated emergency plans, in particular to take account of the COVID response plan?	Y	Fire Drill needs to be looked at, students and staff will be advised to wear masks when 2m distancing is not possible, as is the case with a fire drill.
<b>Area</b>		<b>Detail</b>	<b>Complete Y/N</b>	<b>Further info</b>
<b>Staff</b>				
<input type="checkbox"/>	<input type="checkbox"/>	Have you made available to each staff member a COVID-19 Return to Work Form to be completed and returned 3 days before they return to the workplace?	Y	We will be issuing this through Microsoft Forms, taking into account the differing starting date of Boarding School personnel; Deans and the rest of the staff. Support staff have already completed this doc.
<input type="checkbox"/>	<input type="checkbox"/>	Are you aware of staff members who are at very high risk under the HSE guidance on people most at risk and advised them of the DES's agreed arrangements for management of those staff?	Y	Letter sent to staff during week of August 10 <sup>th</sup> deals with this issue and people have been asked to contact Alan directly to discuss same.
<input type="checkbox"/>		Have you advised staff and students they must stay at home if sick or if they have any symptoms of COVID-19?	Y	Letters issued during week of August 10 <sup>th</sup> state same and this will be reiterated at COVID induction training.
<input type="checkbox"/>	<input type="checkbox"/>	Have you told staff and students what to do and what to expect if they start to develop symptoms of COVID-19 while in school, including where the isolation area is?	Y	YM working on a handout of this at present and will be distributed to staff/students during COVID induction training.
<input type="checkbox"/>		Have you advised staff of the availability of the supports of the occupational health and wellbeing programme through Spectrum Life?	Y	This will be done at COVID induction training
<b>Area</b>		<b>Detail</b>	<b>Complete Y/N</b>	<b>Further info</b>
<b>Training and Induction</b>				
<input type="checkbox"/>	<input type="checkbox"/>	Have you advised staff and students to view the DES training materials which are available online?	Y	This will be done when the materials become available
<input type="checkbox"/>	<input type="checkbox"/>	Have you taken the necessary steps to update your school induction/familiarisation training to include all information relating to COVID-19?	Y	We have amended new teacher induction accordingly and have introduced COVID-19 induction training for all staff.
		Have first aiders, if available, been given updated training on infection prevention and control re hand hygiene and use of PPE as appropriate?	Y	Training will be given to all coaches regarding this on September 1 <sup>st</sup> when the protocols around return to sport will be outlined. (Karen Scales)

<b>Buildings/Equipment</b>			
	If you have mechanical ventilation does it need cleaning or maintenance before the school reopens?	Y	Completed
	Does your water system need flushing at outlets following low usage to prevent Legionnaire's Disease?	Y	Completed
	Have you visually checked, or had a appropriate person check, all equipment in school for signs of deterioration or damage before being used again?	Y	Completed
	Have you arranged for the school including all equipment, desks, benches, doors and frequently touched surface points, to be thoroughly cleaned before reopening?	Y	Completed – a deep clean was carried out.
<b>Control measures in place</b>			
<b>Area</b>	<b>Detail</b>	<b>Complete Y/N</b>	<b>Further info</b>
<b>Hand/respiratory hygiene</b>			
	Have you accessed supplies of hand sanitisers and any necessary PPE equipment in line with the HPSC health guidance relating to the reopening of schools from the national framework provided by the Department?	Y	These will be stored in the Laddery.
	Are there hand washing/sanitising stations in place to accommodate staff, students and visitors adhering to hand hygiene measures in accordance with Department guidance?	Y	These will be reviewed regularly – if more are needed they will be put in place.
	Have arrangements been made for staff and students to have regular access to hand washing/sanitising facilities as appropriate?	Y	
	Are hand sanitisers easily available and accessible for all staff, students and visitors – e.g. in each classroom and at entry and exit points to school buildings?	Y	
	Have you made arrangements to ensure hand hygiene facilities are regularly checked and well-stocked?	Y	BH and AS responsible
	Does the alcohol-based hand sanitiser have at least 60% ethanol or 70% isoprpanol as the active ingredient?	Y	
 	Have you informed staff and students about the importance of hand washing?	Y	This will be done at COVID Induction training

 	Have you arranged for staff and students to view <u>how to wash their hands</u> (with soap and water for at least 20 seconds) and to dry them correctly through the use of the HSE video resource?	Y	The video will play intermittently on the College digital screens
 	Have you shown staff and students how to use hand sanitiser correctly and where hand sanitising stations are located?	Y	The video will play intermittently on the College digital screens
	Have you displayed posters on how to wash hands correctly in appropriate locations?	Y	These are in evidence throughout the College building.
<b>Area</b>	<b>Detail</b>	<b>Complete Y/N</b>	<b>Further info</b>
 	Have you told staff and students when they need to wash their hands or use hand sanitiser? This includes: <ul style="list-style-type: none"> <li> before and after eating and preparing food</li> <li> after coughing or sneezing</li> <li> after using the toilet</li> <li> when hands are dirty</li> <li> before and after wearing gloves</li> <li> before and after being on public transport</li> <li> before leaving home</li> <li> when arriving/leaving school.other sites</li> <li> after each class</li> <li> after touching potentially contaminated surfaces</li> <li> if in contact with someone displaying any COVID-19 symptoms</li> </ul>	Y	This will be done during COVID induction training
 	Have you told staff and students of the importance of good respiratory measures to limit the spread of the virus, including? <ul style="list-style-type: none"> <li> avoid touching the face, eyes, nose and mouth</li> <li> cover coughs and sneezes with an elbow or a tissue</li> <li> dispose of tissues in a covered bin</li> </ul>	Y	This will be done during COVID induction training
<b>Physical distancing</b>			
	Have you identified all available school space to be used to maximise physical distancing?	Y	
	Have you reviewed the templates provided by the DES which show options	Y	

	for revised layout of school rooms to meet physical distancing requirements?		
	Have you arranged to revise the layout of rooms and furniture as per the DES guidelines?	Y	
<b>Area</b>	<b>Detail</b>	<b>Complete Y/N</b>	<b>Further info</b>
	Have you arranged in each room that the teacher's desk should be at least 1m (and where possible 2m) away from student desks?	Y	Where this is not possible a perspex screen is being added to teacher desks.
	Have you arranged in each room that students would be, at least 1m (and where possible 2m) away from each other?	Y	Students are 1m 'shoulder to shoulder' away from each other.
	Have you, where possible and practicable, assigned students to main class cohorts to minimise the risk of infection from COVID-19?	Y	2 <sup>nd</sup> years will have limited movement between classrooms in the morning. 3 <sup>rd</sup> years will have limited movement between classrooms in the afternoon. Still be looked at in relation to TY.
	Have you arranged the timetable to facilitate double classes where possible and practicable?	N	Not desirable in our context, having reviewed it.
	Have you advised staff and students that when students are moving to an elective subject they would, where practicable be seated with members of their main class cohort?	Y	This will be part of COVID induction training.
	Have you made arrangements to limit interaction on arrival and departure from school and in other shared areas?	Y	Year groups will have assigned entry and exit points to buildings at beginning and end of the school day.
	Have you encouraged walking or cycling to school as much as possible?	Y	This will be promoted at COVID induction.
	Have you made arrangements, in so far as possible, to open additional access points to school to reduce congestion?	Y	Already discussed in a previous point
	Can you provide one system for entering and exiting the school, where practical?	Y	We are focusing on different year groups using different access/egress points rather than a one way system for entering and exiting the building.
	Have you arranged for staff meetings to be held remotely or in small groups or in large spaces to facilitate physical distancing?	Y	Staff meetings will be held in the Sports Hall
	Have you taken steps to minimise rotation of staff between classes where possible?	Y	Considered – not a solution for Blackrock College
	Have you a system to regularly remind staff and students to maintain physical distancing?	Y	Year assemblies, department meetings, College TV screens, posters etc.
	Have you advised staff and students not to shake hands and to avoid any physical contact?	Y	This will be part of COVID induction training.

	Have you stopped all non-essential travel for school activities?	Y	6 <sup>th</sup> year Retreats have been cancelled. Day tours for TY are looking at external options. Under review.
<b>Area</b>	<b>Detail</b>	<b>Complete Y/N</b>	<b>Further info</b>
<b>Visitors to the College</b>			
	Have you identified the activities that involve interacting with essential visitors to schools, made arrangements to minimise the number of such visitors and put in place measures to prevent physical contact, as far as possible?	Y	Implementing Contact tracing log; looking at the way that we currently have parents' nights/talks set up.
	Are there arrangements in place to inform essential visitors to schools of the measures to help prevent the spread of the infection?	Y	Individuals that are meeting visitors to the school will be responsible for informing them of our prevention measures e.g. meeting the individual at reception, ensuring use of hand sanitisers, making sure that the visitor signs the contact tracing log etc.
	Have you a system in place for all visitors who need to come to the school to make appointment, arrange to contact a central point and to record their visit using the contact tracing log?	Y	Please see previous point.



Part of teacher induction



Part of student induction

## **Appendix 7 Checklist for dealing with a suspected case of COVID-19**

Each main class cohort should be considered a separate group for the purpose of managing suspected cases. Each teacher/staff member will be required to manage a suspected case in line with the protocol and training.

**A nominated member of the school management team will be responsible for ensuring that all aspects of the protocol to deal with suspected cases have been adhered to.**

### **Isolation Area**

1. Have you identified a place that can be used as an isolation area, preferably with a door that can close?  
**Y**
2. The isolation area does not have to be a separate room but if it is not a room it should be 2m away from others in the room. **It is a separate room.**
3. Is the isolation area accessible, including to staff and students with disabilities? **Y**
4. Is the route to the isolation area accessible? **Y**
5. Have you a contingency plan for dealing with more than one suspected case of COVID-19? **Y**
6. Are the following available in the isolation area(s)? **Y**
  - Tissues
  - Hand sanitiser
  - Disinfectant/wipes
  - Gloves/Masks
  - Waste Bags
  - Bins

### **Isolating a Person**

7. Are procedures in place to accompany the infected person to the isolation area, along the isolation route with physical distancing from them? **Y**
8. Are staff familiar with this procedure? **Y**
9. Have others been advised to maintain a distance of at least 2m from the affected person at all times? (it is intended that this will be dealt with as part of DES online training) **Y**
10. Is there a disposable mask to wear for the affected person while in the common area and when exiting the building? **Y**

### **Arranging for the affected person to leave the School**

11. Staff – have you established by asking them if the staff members feel well enough to travel home? **Y**
12. Student – have you immediately contacted their parents/guardians and arranged for them to collect their student? Under no circumstances can a student use public or school transport to travel home if they are a suspected case of COVID-19. **Y**
13. The affected person should be advised to avoid touching other people, surfaces and objects. **Y**
14. The affected person should be advised to cover their mouth and nose with disposable tissue(s) when they cough or sneeze, and to put the tissue in the bin. **Y**
15. Has transport home or to an assessment centre been arranged if the affected person has been directed to go there by their GP? **Y**
16. Has the affected person been advised not to go to their GP's surgery or any pharmacy or hospital? **Y**
17. Has the affected person been advised they must not use public transport? **Y**
18. Has the affected person been advised to continue wearing the face mask until they reach home? **Y**

## Follow up

19. Have you carried out an assessment of the incident to identify any follow-up actions needed? **This will happen**
20. Have you advised the LWR of the incident in accordance with the agreed protocol? **This will happen**
21. Are you available to provide advice and assistance if contacted by the HSE? **This will happen**

## Cleaning

22. Have you taken the isolation area out-of-use until cleaned and disinfected? **This will happen**
23. Have you made arrangements to clean and disinfect any classroom space where the staff or students were located? **This will happen**
24. Have you arranged for cleaning and disinfection of the isolation area and any other areas involved, as soon as practical after the affected person has left the building? **This will happen**
25. Have the cleaners been trained in dealing with contaminated areas and supplied with the appropriate PPE? *(It is intended to provide online training for cleaning staff. Appropriate PPE will be available to schools through the national procurement process which schools can access in line with the guidance which will be provided shortly)* **Y**

## Appendix 7a

### **Advice to students (if they suspect they have symptoms)**

If you have any of the following symptoms you should not come to school:

- ✚ A fever
- ✚ A cough
- ✚ Shortness of breath
- ✚ Loss or change to your sense of smell or taste

If you develop any of the above symptoms while at school you should do the following:

- ✚ Tell your Dean
- ✚ The Dean will escort you to the Isolation Room (the small room beside the Boardroom) using the correct route.
- ✚ Your parent/guardian will be phoned to come and collect you
- ✚ Wear your face mask.
- ✚ Do not touch people, surfaces or objects while walking to the Isolation Room or exiting the College
- ✚ If you cough or sneeze, you should cover your mouth and nose with a disposable tissue and put the tissue in the bin in the isolation room.
- ✚ Your parent/guardian should contact your GP immediately to organise a coronavirus test.

## **Appendix 7b**

### **Advice to staff (if they suspect they have symptoms)**

If you have any of the following symptoms you should not attend work, should self-isolate and should contact your GP immediately to get a coronavirus test:

- ✚ A fever
- ✚ A cough
- ✚ Shortness of breath
- ✚ Loss or change to your sense of smell or taste

If you develop any of the above symptoms while at work you should do the following:

- ✚ Go to your mode of transport (car/bike/motorbike, if you have one), ring Sinéad and let her know if you are well enough to return home on your own.
- ✚ If you are not well enough to go home on your own or you do not have a mode of transport, go to the Isolation Room and Sinéad will meet you there.
- ✚ **You must not use public transport to return home.**
- ✚ Wear a face mask
- ✚ Do not touch people, surfaces or objects.
- ✚ If you cough or sneeze, you should cover your mouth and nose with a disposable tissue and put the tissue in the bin in the isolation room.
- ✚ When you arrive at home you should contact your GP immediately to organise a coronavirus test.

## **Appendix 7c**

### **Advice to staff (when dealing with a suspected case)**

If a student comes to you and believes that they have any of the following symptoms, please do the following:

- Re-assure the student and encourage them to put on their face mask if they are not already wearing one.
- Escort them to the Isolation Room using the appropriate route.
- Contact the Dean or a DP.
- Place the Occupied sign on the outside of the Isolation Room
- Remind the student not to touch other people, surfaces or objects
- Advise the student to cover their mouth and nose with disposable tissue when they cough/sneeze and to put it in the bin in the isolation area.



**5<sup>th</sup> and 6<sup>th</sup> years** – exit the building by Mr. Herlihy’s office, walk along by the front lawn, through the main car park towards the swimming pool. Re-enter the school building through the double doors immediately after Reception (Your Dean will open the door for you from the inside). Turn right and make your way to the small room beside the Boardroom.

**4<sup>th</sup> years** – come down the stairs nearest your Rec Area and exit the school building using the 2<sup>nd</sup> year entrance/exit door. Walk towards the swimming pool and re-enter the school building through the double doors immediately after Reception (Your Dean will open the door for you from the inside). Turn right and make your way to the small room beside the Boardroom.

**3<sup>rd</sup> years** – exit through their own entrance/exit door, walk along the outside of the school building towards the swimming pool and re-enter the school building through the double doors immediately after Reception (Your Dean will open the door for you from the inside). Turn right and make your way to the small room beside the Boardroom.

**2<sup>nd</sup> years** – exit through their own entrance/exit door, walk towards the swimming pool and re-enter the school building through the double doors immediately after Reception (Your Dean will open the door for you from the inside). Turn right and make your way to the small room beside the Boardroom.

## **Appendix 8**

## **Checklist Lead Worker Representative**

**Checklist of questions in line with the protocol at Appendix 3 as agreed between the Department and management bodies**

1. Have you been s/elected by your colleagues on the staff and have you agreed with your school principal to act as a Lead Worker Representative for your school, in accordance with the process for *lead worker representative/s in schools that has been agreed centrally and is to be implemented locally*).
2. Have you been provided with information and training in relation to the role of Lead Worker Representative? (*Training for this role is currently being explored with the HSA*).
3. Are you keeping up to date with the latest COVID-19 advice from Government?
4. Are you aware of the [signs and symptoms of COVID-19](#)?
5. Do you know [how the virus is spread](#)?
6. Do you know how to help prevent the spread of COVID-19?
7. Have you watched and do you understand the online training provided by the Department of Education and have you been given induction training before returning to school?
8. Have you been made aware of the control measures that the College has put in place to minimise the risk of you and others being exposed to COVID-19?
9. Are you helping in keeping your fellow workers up to date with the latest COVID-19 advice from Government?
10. Have you completed the COVID-19 return-to-work form and given it to your school? (*DES template Return-to-Work form available*)
11. Are you aware of the control measures that the College has put in place to minimise the risk of you and others being exposed to COVID-19? (*Checklist for School Management available*)
12. On behalf of the employer did your school principal consult with you when putting control measures in place? Control measures have been agreed centrally between the Department and education partners and will be revised as necessary. Consultation should take place on any specific local arrangements necessary to implement the protocol
13. Have you a means of regular communication with the principal and where applicable any other person with overall responsibility for the school COVID-19 plan?
14. Are you co-operating with the College to make sure these control measures are maintained?
15. Have you familiarised yourself with the cleaning requirements needed to help prevent cross contamination? (*Checklist for Cleaning and Disinfection available*)
16. Have you been asked to walk around and check that the control measures are in place and are being maintained?
17. Are you reporting immediately to the person with overall responsibility for the school COVID-19 plan any problems, areas of non-compliance or defects that you see?
18. Are you keeping a record of any problems, areas of non-compliance or defects and what action was taken to remedy the issue?
19. Are you familiar with what to do in the event of someone developing the symptoms of COVID-19 while at school?
20. Are you co-operating in identifying an isolation area and a safe route to that area? (*Checklist for dealing with suspected case of COVID-19 available*)
21. Are you helping in the monitoring and keeping under review the management of someone developing symptoms of COVID-19 while at school?
22. Once the affected person has left the school, are you helping in assessing what follow-up action is needed?
23. Are you helping in maintaining the staff and student contact log?

- 24.** Have you been made aware of any changes to the emergency plans or first aid procedures?
- 25.** Are you making yourself available to fellow staff to listen to any COVID-19 control concerns or suggestions they may have?
- 26.** Are you raising those control concerns or suggestions with your school Principal and feeding back the response to the staff member/s who raised the issue?
- 27.** Are you aware of the availability of the Spectrum Life Wellbeing Together Programme?
- 28.** Have you been provided by the Principal/ school management with the supports to which you are entitled in your role as Lead Worker Representative?

## **Appendix 9 Checklist for Cleaning**

1. Have you a system in place for checking and keeping up to date with the latest public health advice from Government and the Department of Education, to ensure that advice is made available in a timely manner to staff and students and to adjust your cleaning procedures in line with that advice?
2. Have you reviewed the HPSC health advice for the safe reopening of schools, in particular **Section 5.6 Environmental Hygiene**?
3. Have you explained the need for the enhanced cleaning regime to staff and students?
4. Are you aware that cleaning is best achieved using a general purpose detergent and warm water, clean cloths, mops and the mechanical action of wiping and cleaning, following by rinsing and drying?
5. Have you sufficient cleaning materials in place to support the enhanced cleaning regime?
6. Have you provided training for cleaning staff on the enhanced cleaning regime? (*DES intends to provide online training for cleaning staff*)
7. Have you made arrangements for the regular and safe emptying of bins?
8. Are you familiar with the cleaning options for school settings set out in the HPSC health advice for schools for surfaces, toilets, cleaning equipment, PPE and waste management?
9. Are you aware that **the** setting should be cleaned once per day?
10. Have you in place a system for regular cleaning of the following frequently touched surfaces?
  - Door handles,
  - Hand rails
  - Chairs/arm rests
  - Communal eating areas
  - Sinks
  - Toilets facilities
11. Have you provided cleaning materials to staff and students so that they can clean their own desk or immediate workspace?
12. Have you advised staff that they are responsible for cleaning personal items that have been brought to work and are likely to be handled at work or during breaks? E.g. mobile phone laptop and to avoid leaving them down on communal surfaces or they will need to clean the surface after the personal item is removed.
13. Have you advised staff and students to avoid sharing items such as cups, bottles, cutlery, pens
14. Have you put in place a written cleaning schedule to be made available to cleaning staff including:
  - Items and areas to be cleaned
  - Frequency of cleaning
  - Cleaning materials to be used
  - Equipment to be used and method of operation
15. Details of how to clean following a suspected case of COVID-19 are at **Section 7 of the Plan above** (*can be added here again if considered useful*)
16. If disinfection of contaminated surfaces is required, is a system in place to do this following cleaning?
17. If cleaning staff have been instructed to wear gloves when cleaning are they aware of the need to wash their hands thoroughly with soap and water, both before and after wearing gloves?
18. Have you a system in place for the disposal of cleaning cloths and used wipes in a rubbish bag?  
*Current HSE guidance recommends waste such as cleaning waste, tissues etc. from a person suspected of having COVID-19 should be double bagged and stored in a secure area for 72 hours before being presented for general waste collection.*
19. Have you ensured there is a system in place to make sure reusable cleaning equipment including mop heads and non-disposable cloths are clean before re-use?
20. Have you ensured there is a system in place to ensure that equipment such as buckets are emptied and cleaned with a fresh solution of disinfectant before re-use?