

St. Oliver's Special School
School Covid-19 Response Plan
February 2021

Introduction

This *Covid-19 Response Plan* is designed to support the staff and Board of Management in putting measures in place that will prevent the spread of Covid-19 in St. Oliver's Special School.

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

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

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

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

This document aims to provide details of:

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

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

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

Note: The plan is a live working document and may be reviewed and amended to take into account new guidance from www.Gov.ie, www.dbei.ie, www.hse.ie, www.hpsc.ie, www.hsa.ie; www.education.ie;

1. St. Oliver's Special School COVID-19 Policy

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

COVID 19 Policy Statement

St. Oliver's Special School is committed to providing a safe and healthy workplace for all our staff and a safe learning environment for all our pupils. To ensure that, we have developed the following COVID-19 Response Plan. The BOM and all school staff are responsible for the implementation of this plan and a combined effort will help contain the spread of the virus. We will:

- continue to monitor our COVID-19 response and amend this plan in consultation with our staff
- provide up to date information to our staff and pupils on the Public Health advice issued by the HSE and Gov.ie
- display information on the signs and symptoms of COVID-19 and correct hand-washing techniques
- agree with staff, a worker representative who is easily identifiable to carry out the role outlined in this plan in relation to summer provision
- inform all staff and pupils of essential hygiene and respiratory etiquette and physical distancing requirements
- adapt the school to facilitate physical distancing as appropriate in line with the guidance and direction of the Department of Education and Skills
- keep a contact log to help with contact tracing
- ensure staff and pupils engage with the induction / familiarisation briefing provided by the Department of Education and Skills
- implement the agreed procedures to be followed in the event of someone showing symptoms of COVID-19 while at school
- provide instructions for staff and pupils to follow if they develop signs and symptoms of COVID-19 during school time
- implement cleaning in line with Department of Education and Skills advice

All school staff will be consulted on an ongoing basis and feedback is encouraged on any concerns, issues or suggestions.

This can be done through the Lead Worker Representatives: Bernie Creaven & Miriam Dooley

Signed: _____

Date: _____

Chairperson, Board of Management

Signed: _____

Date: _____

Principal, St. Oliver's Special School

2. Planning and Preparing for Return to School

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

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

School Buildings

Before re-opening schools in the new school year schools are reminded 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.

Signage

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

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

Schools can download the posters and display in prominent areas such as offices, corridors, staffroom area, classrooms and toilets. Schools do not need to do this now as the posters may be updated during the summer and further information will issue on signage closer to the planned reopening.

Procedure for Returning to Work (RTW)

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

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

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.

3. Return to work safely and Lead Worker Representative

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

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

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

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

- Work collaboratively with the employer to ensure, so far as is reasonably practicable, the safety, health and welfare of employees in relation to COVID-19.
- Promote good hygiene practices such as washing hands regularly and maintaining good respiratory etiquette along with maintaining social distancing in accordance with public health advice.
- Assist with the implementation of measures to suppress COVID-19 in the workplace.
- Monitor adherence to measures put in place to prevent the spread of COVID-19.
- Consult with colleagues on matters relating to COVID-19 in the workplace.
- Make representations on behalf of their colleagues on matters relating to COVID-19 in the workplace.

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

Name(s):	Contact details
Bernie Creaven (Lead Worker Representative)	berniecreaven@stoliversschool.ie
Miriam Dooley (Assistant Lead Worker Representative)	miriamdooley@stoliversschool.ie
Therese Melia (Assistant Lead Worker Representative)	stoliverscedc@abilitywest.ie

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

4. Safety Statement and 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 5.

It is important that schools review their 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 should be documented.

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

5. General advice to prevent the spread of the virus

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

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

The Department of Education and Skills will ensure all updated advice is circulated to schools. St. Oliver's Special School will arrange for this advice to be circulated to staff, pupils and visitors in a timely manner.

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

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

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

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

Wash your hands frequently

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

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

Maintain social distancing

In so far as is possible maintain the two metre social distancing rule. If you are in close proximity with a child or participating in personal care where it is not possible to maintain social distancing please wear the appropriate PPE.

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 2 provides that good ventilation can be achieved in classrooms without causing discomfort, particularly during cold weather.

Avoid touching eyes, nose and mouth

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

Practice respiratory hygiene

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

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

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

Do

- Wash your hands properly and often
- Cover your mouth and nose with a tissue or your sleeve when you cough and sneeze

- Put used tissues into a bin and wash your hands
- Clean and disinfect frequently touched objects and surfaces.

Do Not

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

You should wash your hands:

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

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

People at very high risk (extremely vulnerable):

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

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

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

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

If the Board/Principal is unsure whether or not staff fall into the very high-risk category, advice will be sought from the Occupational Health Service.

6. Control Measures

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

These control measures are outlined in this document.

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

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

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

To prevent Introduction and Spread of COVID-19 in Schools

- *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 not to return to or attend school in the event of the following:*
 - *if they are identified by the HSE as a close contact of a confirmed case of COVID-19*
 - *if they live with someone who has symptoms of the virus*
 - *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.*
 - *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;*

The following control measures have been put in place in our school:

i. Return to Work Form

Staff will be required to complete a RTW form at least 3 days prior to any return to the school facility (see section 2 above). The purpose of the RTW form is to get confirmation from staff that, to the best of his/her knowledge, he/she has no symptoms of Covid-19 and is not self-isolating or cocooning or awaiting the results of a Covid-19 test. Schools should request staff (verbally or in writing) to confirm that the details in the pre-return to work form remain unchanged following subsequent periods of closure such as school holidays

ii. Induction Training

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

- Latest up to-date advice and guidance on public health
- Covid-19 symptoms
- What to do if a staff member or pupil develops symptoms of Covid-19 while at school
- Outline of the Covid-19 response plan

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

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

iii. Hygiene and Respiratory Etiquette

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

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

Handwashing facilities and/or hand sanitisers are available at multiple locations within the school facility and should be available in each classroom.

Alcohol-based sanitiser must not be stored or used near heat or naked flame

iv. Cleaning

Arrangements for more regular and thorough cleaning of areas and surfaces within the school will be made.

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

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

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

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

v. Access to the school building /contact log

Access to the school facility will be in line with agreed school procedures.

Arrangement for necessary visitors such as members of the multi-disciplinary team and parents/guardians will be restricted to essential purposes and limited to those who have obtained prior approval from the Principal. If a visit is approved the visitor will be sent "Guidelines for visitors to the school during Covid-19" via email to ensure visitors are informed of school procedures. If visitors do not comply with school procedures they will be asked to leave the building immediately.

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, and visitors

at the workplace. A detailed sign in/sign out log of those entering the school facilities should be maintained. The school should maintain a log of staff and students contacts. In addition see visitor contact log at Appendix 2.

vi. Use of Personal Protective Equipment (PPE)

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

Such include roles where:

- Performing intimate care
- Where a suspected case of Covid 19 is identified while the school is in operation

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

vii. First Aid/emergency procedure

The standard First Aid/Emergency procedure shall continue to apply in St. Oliver's Special School, the school nurse will have responsibility for administering first aid.

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

Contact the school nurse or Principal giving details of location and type of medical incident.

7. 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 St. Oliver's Special School will deal with a suspected case that may arise during the course of work.

School staff should be encouraged to download the HSE COVID-19 tracker app to assist Public Health for contact tracing purposes both in and out of the school setting.

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

If a staff member/pupil displays symptoms of Covid-19 while at work in St. Oliver's Special 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 2 metres away from the symptomatic person and also making sure that others maintain a distance of at least 2 metres from the symptomatic person at all times
- Provide a mask for the person presenting with symptoms if one is available. He/she should wear the mask

if in a common area with other people or while exiting the premises

- Assess whether the individual who is displaying symptoms can immediately be directed to go 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.

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

8. Staff Duties

Staff have a statutory obligation to take reasonable care for their own health and safety and that of their colleagues and other parties. In order to facilitate a safe return to work, these duties include, but are not limited to, the following:

- i. Adhere to the School Covid-19 Response Plan and the control measures outlined. The cooperation and assistance of all staff is essential to reduce the risk of spread of Covid-19 and to protect health and safety as far as possible within the school. All staff have a key role to play
- ii. Coordinate and work with their colleagues to ensure that physical distancing is maintained
- iii. Make themselves aware of the symptoms of Covid-19 and monitor their own wellbeing
- iv. If they develop any symptoms of Covid-19 whilst within the school facility, they should adhere to the procedure outlined
- v. Not to return to or attend school in the event of the following:
 - if they live with someone who has symptoms of the virus
 - 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.
- vi. 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
- vii. Undergo any COVID-19 testing that may be required in their school as part of mass or serial testing as advised by Public Health

- viii. Complete the RTW form before they return to work
- ix. Must inform the Principal if there are any other circumstances relating to Covid-19, not included in the form, which may need to be disclosed to facilitate their safe return to the workplace
- x. Must complete Covid-19 Induction Training and any other training required prior to their return to school
- xi. Must be aware of, and adhere to, good hygiene and respiratory etiquette practices
- xii. Keep informed of the updated advice of the public health authorities and comply with same

9. Covid related absence management

The management of a Covid-19 related absence will be managed in line with agreed procedures with DES. Details are outlined in Circular 49/2020. Please take time to familiarise yourself with the contents of this circular.

10. Employee Assistance and Wellbeing Programme

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

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

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

Appendix 1 Pre-Return to Work Questionnaire COVID-19

**St. Oliver's Special School,
The Glebe,
Tuam,
Co. Galway.
(093) 24402**



COVID-19 Return to Work Form

To help prevent the spread of COVID-19 in the workplace, every worker must complete and sign this form before returning to work. On review of the form, management may contact you and ask you not to return to work immediately and will discuss a suitable future date for your return. N.B. Every question **must** be answered.

Employee Name:	Employee contact number:	
	Question	Yes / No
	1. Do you have symptoms of cough, fever, high temperature, difficulty breathing, loss or change in your sense of smell or taste now or in the past 14 days?	
	2. Have you been diagnosed with confirmed or suspected COVID-19 infection in the last 14 days?	
	3. Are you awaiting the results of a COVID-19 test?	
	4. In the past 14 days, have you been in contact with a person who is a confirmed or suspected case of COVID-19?	
	5. Have you been advised by a doctor to self-isolate at this time?	
	6. Have you been advised to restrict your movements at this time?	
	7. Have you been advised to cocoon at this time? Note: if you're at a very high risk (extremely vulnerable) from COVID-19 you may be advised to cocoon.	

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

** If your situation changes after you complete and submit this form, please inform the school Principal immediately**

Print Name:.....Signature.....Date:.....

Appendix 2 School Contact Tracing Log for Visitors

St. Oliver's Special School,
The Glebe,
Tuam,
Co. Galway.
(093) 24402



Contact Person in School for queries:

Marieta Nolan

Contact Phone Number/email address for queries:

0876580288

marietanolan@stoliversschool.ie

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

Appendix 3 Temperature Chart

Name: _____

Temperature to be taken and recorded at the start and end of each school day. Thermometer to be cleaned before each use.

Please inform the school nurse if your temperature is 38 or above at the start or end of each day or if you have any symptoms during your day of work

Week Commencing: _____

Temp	M	M	T	T	W	W	T	T	F	F	Comment
Morning											
Afternoon											

Week Commencing: _____

Temp	M	M	T	T	W	W	T	T	F	F	Comment
Morning											
Afternoon											

Week Commencing: _____

Temp	M	M	T	T	W	W	T	T	F	F	Comment
Morning											
Afternoon											

Appendix 4

Stress/Wellbeing

If you are stressed by Covid 19 either because of your home situation or the working conditions which prevail because of Covid 19, please remember that you can contact INSPIRE

Employee Assistance & Wellbeing Programme

Freephone Helpline 1800 411 057

Employee Assistance and Wellbeing Programme (EAWP)

For Teachers and Special Needs Assistants, and for Clerical Officers and Caretakers employed in National Schools under the 1978/79 Scheme, and Clerical Officers employed in Post Primary Schools under the 1978 Scheme.

Employee Assistance Service - **Spectrum Life**

- Accessible 24/7, 365 days per year
- 6 free counselling sessions
- Online webinars, wellbeing platform and app, online CBT

Freephone: 1800 411 057

WhatsApp/ SMS: Text "Hi" to 0873690010

EAP Consultants (branded as **Spectrum Life**) are the current providers of the Employee Assistance and Wellbeing Services which includes a **free confidential service** accessible by means of a free phone telephone helpline available 24 hours a day, 365 days a year, providing counselling on a range of personal health and wellbeing issues given by qualified clinicians. Up to 6 face-to-face counselling sessions are available to provide supportive and solution-focused care based on an individual's clinical needs. The telephone service also provides specialist information, support and advice in relation to family, financial, legal, work-related and consumer information services as well as providing management support.

How do I access the service?

The service is accessible through the **Freephone Helpline** at **1800 411 057** and is available 24 hours a day, 365 days a year.

Related Links: [Occupational Health Strategy](#)

Appendix 5 Risk Assessment

St. Oliver's Special School Risk Assessment

Risks	Risk assessment	Control measures	Responsible Staff member	Date Reviewed
Playground	High	<ul style="list-style-type: none"> ● Staggered class breaks ● School use timetable drawn up and distributed to all class groups ● Students wash hands before and after using the playground area ● Entering play area when clear and for allotted time ● Staggered usage of playground and gardens ● Use of appointed doors and gates for entering and exiting ● Swings, slides and other equipment to be cleaned and disinfected at the end of the session ● Social distancing as per guidelines currently ● Remaining within class/ bubble system 	Teacher & SNA's	February 2021
Classroom	High	<ul style="list-style-type: none"> ● Social distancing as per guidelines currently ● Remaining within a class/bubble system ● Individual workstations ● Students own shelf and work boxes for individual items/tasks/worksheets ● Work and activities remain in classroom, in individual boxes or on a shelf ● Surfaces, work boxes, door handles to be wiped down at regular intervals 	Teacher & SNA's	February 2021

		<ul style="list-style-type: none"> ● Staff remaining within own classroom/bubble where possible ● Aerate room regularly during the school day ● Locks on presses to limit what pupils can handle ● If Bubble System is used for Covid 19 health and safety reasons, areas will be restricted at certain times to allow other classes to access those areas/aerate/clean rooms. These are not for restrictive practice reasons 		
Back kitchen & Shallee	High	<ul style="list-style-type: none"> ● Social distancing as per guidelines currently ● Sitting on own at a social distance ● Using own delph and utensils ● Disinfecting/wipe down of table & chair after use ● Regularly aerate room throughout the day ● Max 1 people in the Shallee at any time ● Max 1 people in the Back Kitchen at any one time ● At present all staff are asked to use their cars at lunch time 	All school staff	February 2021
Independent Toileting	Medium	<ul style="list-style-type: none"> ● Pupil having as much independence as possible ● PPE as appropriate per guidelines currently ● Adult supervision where possible from doorway ● Wipe down with disinfectant of toilet seat and taps regularly 	Teacher & SNA's	February 2021
Assisted toileting with hoisting and 2 adults	High	<ul style="list-style-type: none"> ● 2 Adults for least amount of necessary time ● PPE as appropriate per guidelines 	Teacher & SNA's Nurse	February 2021

		<ul style="list-style-type: none"> Wipe down of changing surfaces, taps, top of bin surface Adhering to hoisting and lifting individual protocol for slings and transfer. 		
Assisted toileting with 2 adults as necessity	High	<ul style="list-style-type: none"> 2 Adults for least amount of necessary time PPE appropriate per guidelines Wipe down of changing surfaces, taps, top of bin surfaces 	Teacher & SNA's	February 2021
Toiletries for changing e.g. wipes, Incontinence Wear		Wipes, sudocrem, talc, in a personal box/ drawer(items to be kept to a minimum.)		

Multi Sensory room	Medium	<ul style="list-style-type: none"> Adhering to room and social distancing pupil and adult ratio as designated by social distancing guidelines currently Wipe down of surface after each classroom/pod Regularly aerate room throughout the day 	Teacher & SNA's Students where appropriate	February 2021
Nurses station	High	<ul style="list-style-type: none"> 2 Adults together for least amount of necessary time PPE as appropriate per guidelines Wipe down of mats, surfaces, top of bin surface Adhering to hoisting and lifting individual protocol for slings and transfer. regular aerate of room 	Nurse Teacher & SNA's	February 2021
Office	High	<ul style="list-style-type: none"> Maximum of three people at any one time Staff to request items they require via Hangouts and items will be left at the door If any staff member needs to speak with the Principal they must go to the external office door ipad chargers to be sourced for classrooms to avoid using office chargers If another member of staff is using a desk space or laptop 	Secretary, Principal, School Staff	February 2021

		the station must be sanitised before and after use		
Intimate Care Needs	High	<ul style="list-style-type: none"> ● Use PPE provided ● Masks are mandatory for intimate care 	Teachers & SNA's	February 2021
Coughing and spitting	Medium	<ul style="list-style-type: none"> ● Maintain social distancing ● If a student has a behaviour of constant coughing or spitting staff to request visitors from School Principal 	Teachers & SNA's	February 2021
Behaviours that challenge	High	<ul style="list-style-type: none"> ● Following Behaviour Support Plan ● Ensure Code of Behaviour is followed ● Maintain social distancing if possible ● Use of PPE 	Teachers & SNA's	February 2021
Hand hygiene	Medium	<ul style="list-style-type: none"> ● Use of hand sanitisers ● Wash hands on arrival at school/work ● Maintain regular washing of hands throughout the day ● Use of visual, social stories and modeling to encourage appropriate hand washing by all our students ● Basins can be used for non-ambulant students who are unable to access the sink. Basin must be washed after each use. 	All school staff and students	February 2021
Cleaning Routine	Medium	<ul style="list-style-type: none"> ● Cleaning schedule followed ● Regular cleaning of classroom and its contents throughout the day ● All students work items and toys will be wiped down after each school day ● Follow cleaning guidelines as out by the HPSC under Section 5.6 Environmental Hygiene 	All school staff	February 2021
Entry to and exit of school building	Medium	<ul style="list-style-type: none"> ● One way system in place ● Enter the school via the main door for those in the main building ● Enter via the side gate entrance near the wall bhind Prefab 2 for those in Prefabs outside ● Exit the school via the gate next to Prefab 2 	All school staff	February 2021
Oral Hygiene (brushing teeth) and Oral Motor Programmes	High	<ul style="list-style-type: none"> ● These programmes will not be carried out in any form until further notice. This is in line with Covid-19 guidelines 	Teachers and SNA's	February 2021

Appendix 6

Guidance on Utilisation of Facemasks within St. Oliver's Special School (as outlined by our patron, Ability West Services)

The HSE has issued new guidance in relation to the wearing of facemasks:

- Surgical masks should be worn by healthcare workers when providing care to residents within 2m of a patient, regardless of the COVID-19 status of the individual.
- Surgical masks should be worn by all healthcare workers for all encounters, of 15 minutes or more, where a distance of 2m cannot be maintained.

Please note:

- It is important to note that the use of face masks does not negate the requirement for handwashing, and respiratory guidelines to be maintained.
- Hand Hygiene is the single most important action to reduce the spread of infection in Health and other social care settings, and a critical element of standard precautions (HSE 2020)
- Staff must have completed Putting on and Taking off PPE in Community Healthcare Settings training available at HSELand.ie prior to use of face masks.

Considerations for acute personal protective equipment (PPE) shortages

This document aims to highlight that the use and reuse of PPE should be implemented until confirmation of adequate re-supply is in place.

These take into account the following important principles that should already be in place for all health and care delivery:

1. Only urgent or emergency face-to-face contacts in the health and social care setting.
2. Where an individual has a multi-drug resistant or other key pathogen, transmission-based infection, prevention control precautions should apply to prevent cross transmission to other individuals.

Sessional use: by one health or care worker during one shift while working. Face masks should only be changed when taking a break or when visibly contaminated or

damaged. If the mask is removed for any reason, they are disposed of as clinical waste, unless they can be safely reused as outlined below.

Reuse: using the same item again, with appropriate precautions, by the same staff member.

PPE

- A full PPE set is available in school for/if a suspected case of Covid 19 is diagnosed. A designated place for storage of the equipment will be in the care of our School Nurse.
- A designated isolation "pod", with bathroom facilities nearby. This room will contain a covered bin, tissues, sanitizer hand towel (disposable) for same
- School Nurse will supervise the care of the pupil/staff member until they can be collected and brought to GP or hospital.

Medical masks

The use of masks for one HCW to use in one work area.

- A mask should be disposed of if it becomes moist, damaged or visibly soiled
- The duration (number of hours) of sessional use is dependent on local (for example, heat, activity length, shift-length) and individual factors. In practice, this may vary from 2 to 6 hours.
- **Advice from our Patrons, Ability West is as follows:**
we recommend the following usage of masks
 - Up to 4-hour shift - 1 mask
 - Up to 12-hour shift - 2 masks, dependent on becoming moist, damaged or visibly soiled.
- If masks are touched or adjusted, hand hygiene should be performed immediately
- If the mask is removed for any reason, they are disposed of as clinical waste, unless they can be safely reused as outlined below

Reuse

Important requirements are as follows:

- The mask should be removed and discarded if soiled, damaged, or hard to breathe through
- Hand hygiene should be performed before removing the face mask
- Face masks should be carefully folded so the outer surface is held inward and against itself to reduce likely contact with the outer surface during storage
- The folded mask should be stored between uses in a clean sealable bag/ box which is marked with the individual staff members name and is then properly stored in a well-defined place
- Hand hygiene should be performed after removing the face mask

- Some models of PPE cannot be physically reused as they deform once being donned and do not go back to original condition (meaning it would be difficult to re-don and achieve a fit check).

Tips when wearing a medical mask

(HSE Guidance on the use of PPE in Disability Services; 08-04-2020)

- Must cover the nose and mouth of the wearer
- Must not be allowed to dangle around the HCWs neck after or between each use
- Must not be touched once in place
- Must be changed when wet or torn
- Having removed gloves and performed hand hygiene, grasp and lift mask ties from behind the head and remove mask away from your face.
- Avoid touching the front of the mask and holding the hand ties only, discard in a waste bag.

<https://www.hse.ie/eng/services/news/newsfeatures/covid19-updates/partner-resources/guidance-on-the-use-of-ppe-in-disability-services.pdf>

Appendix 7

St. Oliver's Special School



Guidelines for visitors to the school during Covid-19

Only essential visitors will be allowed to assess the school.

Visits will only be facilitated when a prior appointment is made by phoning 093-24402 and approval is given by the school Principal or Deputy Principal.

On entering the school premises the visitor must:

- Wear a face covering (supplied by themselves) and have their own biro
- Sanitise his/her hands

- Check temperature (must be under 38degrees)
- Complete the Contact Tracing Log at the front door
- Visitor will be shown directly to the room they are going by the school Secretary
- Visitors will be informed of the one way system in the school
- 2 meter social distancing must be maintained at all times
- Visitors must sanitise their hand regularly during the visit
- Visitors must only stay in the school for the least possible amount of time
- Visitors must sanitise their work station after use

Specific Guidelines for St. Oliver's Special School

Guidelines for staff

- Before returning to work you must fill in a "Return to work" form on which you state whether or not you have been well for the previous 14 days.
- You must participate in the following HSEland courses:

1. Breaking the Chain of Infection
2. Hand Hygiene for HSE Non- Clinical Staff
3. Putting on and taking off PPE in community healthcare settings

You will be required to present certificates for these courses to the school Principal on your first day at work.

- All staff must complete relevant Department of Education Training as per email sent by school Principal
- If you feel unwell on the day you are due to be back to work or any day that you are due to be at work please phone the Principal let them know.

Phone your GP to seek medical advice. If the GP advises you to self-isolate you must do so.

- If you are ill because of Covid 19 or have suspected Covid 19 symptoms you must follow the HSE guidelines on self isolation and the necessary precautions you must take. Under Department of Education guidelines, if you are ill because of Covid 19 this will not be treated as a normal illness and will be logged as such. It will not affect your sick leave history. See Circular 49/2020 for more information.
- Staff must wash their hands before leaving home and on arrival at the workplace, as well as at regular intervals throughout the day.
- Staff will be required to stagger entry and egress of the school building. If one staff member arrives at the same time as you please wait a few minutes to allow them enter the building before you do. The same when leaving the building.
- On arrival at school wash and sanitise hands, check temperature and source relevant PPE you require for the day ahead.
- Each staff member and pupil's temperature will be taken on arrival at school daily. Temperatures will be taken, using an ultra red by classroom staff to limit any possible transmission. All cleaning protocols around any equipment will be used. Each staff member will have personal responsibility for checking their own temperature using the wall mounted thermometer or ultra red thermometer in each individual classroom. This is a check to ensure temperatures are at a normal level if individuals decide they want to record their temperature daily they can use the individual temperature recording sheet, see Appendix 3. However recording is not mandatory.
- Alert the Nurse or Principal if you have a temperature. Any staff with a temperature over **38** will be sent home and asked to contact their GP. Pupils displaying a temperature will be isolated and the Nurse will follow isolation guidelines until the pupil is collected. The isolation room will be deep cleaned if an individual requires its use.
- Staff who are in "very high risk" or "high risk" categories should contact the Principal or nurse before returning to work and highlight their medical needs.
- If you have concerns in relation to your own wellbeing or feel stressed because of Covid-19 please contact Spectrum Life, see Appendix 4 for more information

Personal Protective Equipment

- PPE will be provided in St. Oliver's Special School:
 - ★ Please be mindful that stocks of PPE are limited throughout the country and all services.

- ★ Unnecessary use of PPE will deplete stocks and increases the risk that essential PPE will not be available for you and your colleagues when required.
- ★ Surgical masks should be worn by staff at all times during the school day; particularly when they are providing care to people and within 2 meters of a person, regardless of the COVID-19 status of the person
- ★ Surgical masks should be worn by all staff for all encounters, of 15 minutes or more, with other staff in the workplace where a distance of 2 meters cannot be maintained.
- ★ See Appendix 6 for more information

Putting on PPE

1. Wash the hands.
2. Put on a disposable plastic apron
3. Put on a surgical mask, secure ties/straps to the middle back of the head and neck. Fit flexible band to bridge of nose. Fit snug to face and below chin.
4. Put on gloves-and if wearing a gown pull gloves up over the cuffs of the gown.

Removing PPE

1. Remove gloves (avoid touching outside of gloves and dispose in the waste bag).
2. Clean the hands.
3. Remove an apron by pulling from the back and avoid touching the front and disposing of the waste bag.
4. Grasp and lift mask ties from behind the head and remove the mask away from your face.
5. Avoid touching the front of the mask and holding the ties only, discard in a clinical waste bag in the bin provided.
6. Wash your hands.

- A designated area as decided by the class team should be used for donning and removing PPE.
- viii. Until further directed the same mask should be worn throughout the school day unless it becomes wet or soiled.
 - ix. It is advised to change the disposable apron following an interaction with the person who has been diagnosed with the virus.
 - x. When staff finish working **all used PPE** should be removed from the person as per the instructions.

Pupils Personal Items

The amount of items which the pupil can bring to school is being reduced. All items for each pupil will be boxed and kept separately from other pupils.

There will be a box in the classroom for class activities and one in the bathroom for Personal Care.

Staff Items

Staff are asked to keep what they bring to work to a minimum. This is to help keep the environment as clear as possible. Staff have been asked to bring their own cups, plates, bowls, cutlery which they should wash and store safely in their lunch bag when finished with them.

Staff will also be asked to have their own biro available to them at all times, this will be required for signing in, recording temperatures and for signing in student medications at school.

Mobile phones and car keys should be sanitized on arrival in the school classroom and stored in a safe place.

Staff Clothing

Staff are asked to wear clothes which are kept for work only. This is to limit any spread of infection or contagion. Staff are asked to change their clothes as soon as they get home and wash them in a 60degree wash. Staff who are not going directly home may change before they leave the school.

Movement within the school:

- Movement within the school will be limited to limit the spread of infection
- Classes will become Bubbles and will not be permitted to mix with other class groups
- Students will not be permitted to visit other classes or the kitchen
- There will be assigned times for use of outdoor play areas
- There will be a one way system in the school building. You will enter the building from the main entrance and exit through the gate at Prefab 2

Cleaning:

The school will be thoroughly cleaned before students and staff return to school. Each room will be cleaned appropriately, this will include the regular cleaning of all surfaces, window sills, equipment, doors, door handles, radiators, whiteboards and any other surface which may be touched by staff or students. Regular cleaning will take place throughout the day once the staff, and pupils return to school. Cleaning is built into our Risk Assessments.

Increase the frequency and extent of cleaning regimes and ensure that they include:

- o clean regularly touched objects and surfaces using a household cleaning product
- o pay particular attention to high-contact areas such as door handles, grab rails/
handrails in corridors/stairwells, plastic-coated or laminated worktops, desks, access touchpads, telephones/keyboards in offices, and toilets/taps/sanitary fittings.
- o wear rubber gloves when cleaning surfaces, wash the gloves while still wearing them, then wash your hands after you take them off.

Selection and management of toys from an infection prevention viewpoint

- In line with existing national guidance it is recommended to:
 - o Choose toys that are easy to clean and disinfect (when necessary) and dry.
 - o In the context of the pandemic, the use of certain types of toys (e.g. soft toys, stuffed toys, play dough) needs to be considered carefully. If their use is considered important for the children avoid sharing of items between children so far as is practical. Play dough should be replaced daily and soft toys should be washed regularly.
 - o If soft toys/comfort blankets are essential for some children they should be personal to the child, they should not be shared and they must be machine washable.

- o Jigsaws, puzzles and toys that children are inclined to put in their mouths must be capable of being washed and disinfected.
- o Discourage children from putting shared toys into their mouths.
 - o Store clean toys/equipment in a clean container, box or clean cupboard.
 - o Always follow the manufacturer's cleaning instructions.
 - o Always wash your hands after handling contaminated toys and equipment.
 - o If groups or children are cared for in pods or if there are morning and afternoon groups in the same room avoid sharing of toys between groups to the greatest extent possible for example by having separate boxes of toys for each group. If separate toy boxes are not possible toys must be cleaned between use by different pods.

Cleaning of Toys

- All toys (including those not currently in use) should be cleaned on a regular basis. This will remove dust and dirt that can harbour germs.
- Toys that are used by very young children should be washed daily.
- Toys that children put in their mouths should be washed after use or before use by another child.
- All toys that are visibly dirty or contaminated with blood or body fluids must be taken out of use immediately for cleaning or disposal. Toys waiting to be cleaned must be stored separately.

Cleaning Procedure

- Wash the toy in warm soapy water, using a brush to get into crevices.
- Rinse the toy in clean water.
- Thoroughly dry the toy.
- Hard plastic toys may be suitable for cleaning in the dishwasher.
- Toys that cannot be immersed in water i.e. electronic or wind up should be wiped with a clean damp cloth and dried.

Disinfection procedure

- In some situations, toys/equipment may need to be disinfected following cleaning. For example:
 - o Toys/equipment that children will place in their mouths.
 - o Toys/equipment that have been soiled with blood or body fluids.

During an outbreak of infection:

- If disinfection is required:
 - o Use a chlorine based disinfectant
 - o **Note:** Always follow the manufacturer's cleaning/disinfecting instructions and
 - use recommended products to ensure effective usage and to ensure equipment is not damaged.

Social distancing

It is recognised that it is not always possible for staff to maintain physical distancing from pupils and it is not appropriate that they would be expected to do so where this could have a detrimental impact on pupils ie if there is a medical emergency, a child has an accident in the yard or the behaviour of a child is putting others in danger.

However, where possible staff should maintain a minimum of 1m distance and where possible 2m. Staff 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 will be achieved in two ways: -

Increasing Separation. This will be achieved by re-configuring the classrooms to maximise physical distancing. Each class will be referred to as a bubble and we will ensure that there is as little contact as possible between children in different bubbles. Within the bubbles, children can be organised into pods. A pod is a group of children (normally 6) who will sit together and who will stay in their pod while in the bubble, or classroom.

Decreasing Interaction. This will be achieved by decreasing the potential for children from different bubbles to interact. There will be a one way system in the corridor so

that class bubbles do not meet when accessing the playground, going for walks, etc. Bubbles will have different lunch-time access to the playground.

Please note that it is recognised that younger children are unlikely to maintain physical distancing indoors. Therefore achieving this recommendation in the first four years of primary or special schools is not a prerequisite for reopening schools

No handshaking or unnecessary body contact

In the interests of safety and social distancing, staff members will not be allowed to shake hands, hug or engage in High-5 with each other, with pupils or with parents or school visitors (when visitors are allowed to enter the building)

Instructions to follow if you develop signs or symptoms

- The school will follow the HSE guidelines with regard to what staff will do if they develop signs and symptoms of COVID 19
- Staff temperatures will be taken on arrival at school each day and when they are leaving school each evening.
- Staff who feel unwell at school will be referred immediately to the Nurse. They will be sent home and must contact their GP. Should staff be suspected of having contracted Covid 19, they will be required to follow GP/HSE advice. If testing is required contact tracing will come into play.
- If a staff member does not have a car or if they are too unwell to drive the Nurses Room will be used as an isolation area until such time as a family member comes to collect the staff member. While waiting the staff member will be informed to contact their GP. Any other member of staff present in the isolation room must maintain social distancing at all times.

The isolation room will have:

- ventilation
- tissues
- hand sanitiser
- disinfectant and/or wipes
- gloves
- masks
- waste bag
- closed bin

- If there are two suspected cases of Covid-19 in the building at the same time, the Staff Room (shallee) will be used as a second isolation room.
- The affected staff member will be advised to avoid touching other people, surfaces, and objects
- The affected staff member will be advised to cover their mouth and nose with a disposable tissue when they cough or sneeze, and to put the tissue in the waste bin provided
- The affected staff member must not use public transport
- The affected staff member must continue to wear a face mask until they reach home
- An incident report will be completed and any actions identified will be carried out
- Contact tracing information will be available through our sign in/sign out sheets and staff are advised to keep a personal list of daily contacts.
- GDPR guidelines must be taken into consideration if a staff member becomes infected with Covid 19 and advice will be taken from the HSE in this regard.
- The isolation area and any work areas where the staff member was involved will be out-of-use until cleaned and disinfected. This should take place within one hour of the affected person leaving the building.

Bubbles

The HPSC has recommended use of 'bubbles', which is a group of children and staff who stay together each day, through the day. The purpose of a pod is to:

- limit the number of people a child has contact with,
- facilitate contact tracing,
- Support close, positive interactions between children and their adult caregivers, and reduce the amount of contact adults have with each other.

For interactions that do not involve children, such as interactions between staff and with parents when dropping off and collecting children, or school bus staff the HPSC has recommended social distancing measures.

Breaks time

All breaks will be staggered within classes. Staff members must stay with their class group/bubble for breaktime, staff cannot change classroom.

Staff will be required to have their lunch at a social distance outdoors or individually in their cars or in their classroom.

When using the back kitchen, only three staff members will be allowed to enter at any one time. If waiting in a queue outside social distancing must be adhered to.

Each staff must bring their own cups, plates and cutlery with them.

Staff will use socially distanced seating

Staff asked to wash hands on entering the back kitchen and when they are leaving

First aid

Therese, School Nurse is our First Aid responder and she will be called upon if any person in the school suspects they may have Covid 19 symptoms,

Temperatures will be taken each day. If any staff has a temperature over 38 the GP is contacted for advice immediately.

If a student requires first aid to be administered for any reason eg a fall in the playground or a dressing to be changed the school nurse will take responsibility for same.

If a child in school feels unwell and develop symptoms

- If a child develops any symptoms of acute respiratory infection including cough, fever, or shortness of breath while in the school, a staff member will need to alert the school nurse and the child will be taken immediately to the isolation room.
- Call their parent or guardian and ask them to collect their child as soon as possible
 - o Remember the virus is spread by droplets and is not airborne so the physical separation is enough to reduce risk of spread to others even if they are in the same room.
 - o A staff member (school nurse) caring for a child waiting for pick-up will need to be prepared to have contact with the child as necessary. The staff member should wear a mask. Staff members may prefer to wear gloves in this situation although they are not strictly necessary as the virus does not pass through skin. Whether gloves are worn or not it is essential to avoid touching your own nose, mouth or eyes while caring for a symptomatic child and to perform hand hygiene. If gloves are used, you must perform hand hygiene immediately after removal and safe disposal of gloves.
 - o They should remain 2 m away from others if possible.
 - o They should avoid touching people, surfaces and objects and be advised to cover their mouth and nose with a disposable tissue when they cough or sneeze

and put the tissue in the bin. If you don't have any tissues available, they should cough and sneeze into the crook of their elbow.

o If they can tolerate doing so, they should wear a surgical mask.

o If they must wait, then they should do so in the isolation room away from others.

o If they need to use toilet facilities they should wipe contact surfaces clean and clean

their hands after attending the toilet.

- In an emergency, call the ambulance, and explain that the child is unwell with symptoms of COVID-19.

- The room will need to be cleaned and contact surfaces disinfected once they leave.

- If they need to go to the bathroom whilst waiting for medical assistance, they should use a separate bathroom if available and it needs to be cleaned and contact surfaces disinfected before use by others.

What to do if there is a suspected or confirmed case of COVID-19 in your school

- All individuals with symptoms of COVID-19 should contact their GP for further advice.

- If the doctor arranges testing for them, they (or their parents) will be contacted by Public Health to identify anyone who has been in contact with them during the period when they were likely to have been infectious. The school will then be contacted by local Public Health staff of the HSE to discuss the case, identify people who have been in contact with them and advise on any actions or precautions that should be taken.

- An assessment of each school setting where this may occur will be undertaken by HSE public health staff.

- Advice on the management of children and staff who came into contact with the case will be based on this assessment.

- The HSE Public Health staff will also be in contact individually with anyone who has been in contact with the case to provide them with appropriate advice.

- Confirmed COVID-19 cases should continue to self-isolate at home for a **minimum of 14 days** and should not return to the school setting until they are advised that it is safe to do so.
- Close contacts of a confirmed case should go home and restrict their movements for 14 days. They should not attend the school facility during that time. They will be offered testing for COVID-19 and will need to stay away from the school for 14 days even if the virus is not detected on the tests. This is because some people who are infected do not have a positive test at the time the test was taken.

Advice on how to clean school settings where there were children, or staff with suspected or confirmed COVID-19

Droplets carrying the virus that causes COVID-19 can fall from the air onto surfaces such as table tops, toys, and other things that we touch. If people contaminate their hands while sneezing or coughing they may contaminate surfaces by touching them. A person may become infected when they touch a contaminated object or surface and they then touch their own mouth, nose or eyes. For example, someone may touch a contaminated door handle and then rub their eyes or put something in their mouth. The virus cannot grow on surfaces but it can survive if they are not cleaned. The virus gradually dies off over time and under most circumstances, the amount of infectious virus on any contaminated surfaces is likely to have decreased significantly by 72 hours.

Regular cleaning of frequently -touched hard surfaces and of hands will therefore help to reduce the risk of infection.

Once a person with suspected COVID-19 is identified in a school setting all surfaces that the person has been in contact with should be cleaned and disinfected.

General tips for cleaning/disinfecting rooms where a child or staff member with suspected or confirmed COVID-19 was present

- 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 reliably on things that are clean. When disinfection is required it is always as well as cleaning never instead of cleaning.
- The person assigned to clean the area should avoid touching their face while they are

cleaning and should wear household or disposable single use non-sterile nitrile gloves and a disposable plastic apron (if one is available).

- Clean the environment and the furniture using disposable cleaning cloths and a household detergent followed by disinfection with a chlorine based product such as sodium hypochlorite (often referred to as household bleach). Chlorine based products are available in different formats including wipes. Alternatively use a two in one process of cleaning and disinfection with a single product for example certain wipes.
- Pay special attention to frequently touched flat surfaces, the backs of chairs, couches, door handles and any surfaces or items that are visibly soiled with body fluids.
- Once the room has been cleaned and disinfected and all surfaces are dry, the room can be put back into use.
- Carpets (if present) do not require special cleaning unless there has been a spillage.

Cleaning of communal areas if a person is diagnosed with COVID-19

- If a child or adult diagnosed with COVID-19 spent time in a communal area like a play area or if they used the toilet or bathroom facilities, then these areas should be cleaned with household detergent followed by a disinfectant (as outlined above) as soon as is practicably possible.
- Pay special attention to frequently touched sites including door handles, backs of chairs, taps of washbasins, toilet handles. Once cleaning and disinfection have been completed and all surfaces are completely dry, the area can be put back into use.

Guidelines specific to Bus Escorts in St. Oliver's Special School:

- All bus escorts will be supplied with visors and disposable masks. You are expected to wear these at all times while there are students on the bus
- Bus escorts must wear a mask under their visor
- Hand sanitisers will be provided on buses and you must sanitise your hands regularly
- Covid Lead Work Representative: Bernie Creaven, Miriam Dooley, Therese Melia. Any/all covid concerns can be discussed with either Covid Work Representative
- All buses will operate at normal capacity
- It is essential that all students are assigned a specific seat and these must remain the same. Please ensure that students are as spaces out as possible
- Students are not permitted to bring any toy, object, food etc on the bus. Students will only travel with their school bag.
- Students can only present to the bus if they are well. Parents have been given strict instructions on when their children are NOT allowed to come to school
- Parents are not permitted to enter the bus. Parents can bring their child to the bus and the bus escort is responsible for putting the student in their seat. Parents are asked to wear a mask when escorting their child to and from the bus each day.
- Staff are not permitted to share their personal phone with students to watch videos etc.
- It is recommended that bus escorts remain seated in the back of the bus at all times. It is recommended that you do not sit in the front of the bus in close proximity to the bus driver.
- School bathrooms are out of use to all bus staff- bus drivers or bus escorts will not be permitted to enter the school.
- Bus escorts and bus drivers are not allowed to go onto each other's bus while waiting in the car park.
- Please maintain 2m social distancing with all adults while on the school grounds
- Bus arrival times and dismissal times must be staggered and you will be informed by text message of the times specific to the students on your bus.

- At the end of the month timesheets must be sent to the office in an envelope. Bus Escorts must place the envelope in the assigned collection box in the front porch themselves and cannot ask another member of staff to touch the envelope in order to minimise cross contamination
- Familiarise yourself with Circular 0054/2020. If you have any Covid symptoms you cannot come to work, contact your GP immediately for further advice.