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**Roll Number: 20529J**

**COVID-19 SCHOOL**

**RESPONSE PLAN**

**BROADMEADOW COMMUNITY NATIONAL SCHOOL**



**2021/2022**

**Principal: Miss J. Robinson**

The Principal of Miss Jennifer Robinson is responsible for the implementation of this Covid-19 School Response Plan 2021/2022. Updated August 2021.

**Introduction**

This *Covid-19 Response Plan* is designed to support the staff and Board of Management (BOM)/Education Training Board (ETB) in putting measures in place that will prevent the spread of Covid-19 in Broadmeadow CNS.

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

It is important that the resumption of school based teaching and learning and the reopening of school facilities comply with the protocol to minimise the risk to students, staff and others. As the advice issued by NPHET 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 (RTW) and Lead Worker Representative(s**)

**4. Safety Statement and Risk Assessment**

**5. General advice to prevent the spread of the virus**

**6. Control Measures/ Cleaning**

**7. Dealing with a suspected case of Covid-19**

**8. Staff Duties**

**9. Covid related absence management**

**10. Employee Assistance and Wellbeing Programme**

**11. Special Educational Needs and Covid-19**

**12. Staff Covid Related Absence**

**13. Staff Wellbeing**

**Appendix 1- Covid-19 Policy**

**Appendix 2- RTW Form**

**Appendix 3- Risk Assessment**

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:**

This is a living 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 or agreements with education partners as appropriate for primary and special schools.

**1. Broadmeadow CNS 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 Temporary Chairperson of the Board of Management and brought to the attention of staff, pupils, parents and others.

**Statement**

**COVID 19 Policy Statement**

Broadmeadow CNS 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.

A COVID-19 policy outlines the ongoing commitment of the school to implementing the plan and help prevent the introduction and spread of the virus. The revised updated policy will be signed and dated by the chairperson and principal of the BOM/ETB and brought to the attention of the staff, pupils, parents and others.

This document focuses on the practical steps which can be taken in primary and special schools to minimise the risk of the introduction of infection into schools 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 schools 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.

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 schools to continue to operate safely and fully including guidance on learning, school programmes and wellbeing for the 2021/22 school year. There is also information on funding, staffing and resources to schools to support COVID-19 measures. Schools are advised to familiarise themselves with these documents. All of the documents will be available at **gov.ie/backtoschool**

At Broadmeadow CNS we will:

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

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

This can be done through the Lead Worker Representative(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

This can be done through the Deputy Lead Worker Representative(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

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

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

**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.

**3. Procedure for Returning to Work (RTW)**

In order to return to the workplace, staff must complete a **Return to Work (RTW)** form, which is available online or from the principal. A copy is attached also at ***Appendix 2.***

A RTW form should be completed and returned to the school before returning to work. Schools should request staff to confirm that the details in the Return to Work Form remain unchanged following subsequent periods of closure such as school holidays.

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

Details of the working arrangements that apply to the very high risk school staff, is in accordance with those applying for the public service generally, and is detailed in the relevant Department of Education circulars available on the Department’s website.

**Note: Induction Training for staff will be developed by the Department in consultation with stakeholders and made available for all schools and staff.**

**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.

**Covid- 19 Lead Representative**

**Miss J Robinson**

**Principal**

**085 804 9106**

**Jenniferrobinson@broadmeadowcns.ie**

**Covid- 19 Deputy Lead Representative**

**Mrs S McSweeney**

**SNA**

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

**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 3.***

Broadmeadow CNS will 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.

Broadmeadow CNS will also review their existing risk assessments to consider any new risks that arise due to the school’s

**5. General advice to prevent the spread of the virus**

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

** High temperature**

** Cough**

** Shortness of breath or breathing difficulties**

** Loss of smell, of taste or distortion of taste**

**If any person entering the school shows signs or symptoms they will be asked to leave the site and only return once protocol has been followed and symptoms subside. At this stage any symptoms will be treated as high risk and no exceptions can or will be made.**

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

This can be achieved through the following measures:

* Promote awareness of COVID-19 and its symptoms amongst staff, pupils, parents and visitors.
* Advise staff and parents of pupils who have symptoms of COVID-19 or other acute infectious diseases not to attend school, to phone their GP and follow the HSE guidance on self-isolation.
* Advise staff and parents of pupils who have been identified by the HSE as contact of a person with COVID-19 not to attend schools and to follow the HSE advice on restriction of movement.
* Ensure that staff and pupils know what to do if they develop symptoms at school.
* Everyone entering the school building should be required to perform hand hygiene with hand sanitiser.
* Visitors to school during the day should be by prior arrangement and should be received at a specific contact point.
* Face coverings will be worn by all adults.
* A school door bell has been fitted to ring to attend pre-arrange appointments at the school.

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

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

The Department of Education and Skills will ensure all updated advice is circulated to schools. (Add name of school) will arrange for this advice to be circulated to staff, pupils and visitors in a timely manner.

The Department has been working closely with the HSE and the Health Protection Surveillance Centre (HPSC) to develop health advice which has been tailored to the needs of schools in order to support schools in planning for reopening in autumn. The link to the Interim Public Health recommendations for the reopening of schools can be found here <https://www.education.ie/en/covid-19/interim-recommendations-for-the-reopening-of-schools-and-educational-facilities.pdf>

The advice will continue to be updated in line with public health advice generally and will inform the development of more detailed guidance for schools by the Department of Education.

<https://www.education.ie/en/covid-19/interim-recommendations-for-the-reopening-of-schools-and-educational-facilities.pdf>

**Managing the risk of spread of COVID-19**

**Wash your hands frequently**

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

Follow the HSE guidelines on handwashing:

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>

Broadmeadow CNS have hand sanitising stations within each room and clear singage.

**Hand Hygiene and Hand Sanitisers**

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

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

They will be available at entry and exit points and in each classroom and within other areas around the school. A small shelf has also been fitted within classrooms for use of a sanitising station. Two metal sanitising stations have been purchased, one for the staff room and one for entry to the main classroom in use.

**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.

**Physical distancing/Face Coverings**

Physical distancing is recommended to reduce the spread of infection in the workplace. At Broadmeadow CNS, Junior Infants children will be in a bubble of no bigger than 10 children. The classroom will be divided into these two bubbles and no cross contamination within areas or equipment will take place. All adults will keep a 2 metre distance and face coverings will be worn where this is not possible.

**Ongoing guidance on the physical distancing requirements will be informed by public health advice for schools. Interim public health advice has been received from the** (**Health Protection Surveillance Centre) HPSC and is available at this link as outlined above. This advice will be updated as an ongoing process.**

**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. Face covering procedure as above.

**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.

**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/Cleaning**

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.

Maintaining physical distancing in the school environment is recommended as one of the key infection prevention control measures to minimise the risk of the introduction and spread of COVID-19. Information on how physical distancing can be used in the school environment is found at A link to the suite of illustrative primary classroom layouts is available here.

A link to illustrative special classes is available here.

Schools can reconfigure classrooms and other areas as necessary to support physical distancing in line with the guidance.

**Cleaning and Hygiene**

The Department of Education has provided additional funding to schools to support the enhanced cleaning required to minimise the risks of COVID-19.

The specific advice in relation to school cleaning is set out in the HPSC advice and is covered in the induction training. This advice sets out the cleaning regime required to support schools to prevent COVID-19 infections and the enhanced cleaning required in the event of a suspected cases of COVID-19. Schools are asked to carefully read and understand the cleaning advice and to apply that to all areas of the school as appropriate.

Schools are reminded to take particular care of the hygiene arrangements for hand washing and toilet facilities.

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

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

Staff should thoroughly clean and disinfect their work area before and after use each day. There should be regular collection of used waste disposal bags from offices and other areas within the school facility**.**

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.)

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

The room should be cleaned as soon as practicably possible.

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

Disinfection only works on things that are clean. When disinfection is required it is always as well as cleaning.

Person assigned to cleaning should avoid touching their face while they are cleaning and should wear household gloves and a plastic apron.

Clean the environment and furniture using disposable cleaning cloths and a household detergent followed by disinfection with a chlorine based product (household bleach).

Pay special attention to frequently touched surfaces, the back of chairs, couches, door handles and any surfaces that are visibly soiled with body fluids.

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

Arrangements for necessary visitors such as contractors and parents will be restricted to essential purposes and limited to those who have obtained prior approval from the principal. The Department of Education Inspectorate may also need to visit 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 pupil contacts.

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/sites/default/files/uploads/2020- 07/Data%20Protection%20implications%20of%20the%20Return%20to%20Work%20Safely %20Protocol.pdf

Schools are reminded that all school records and data must be maintained and processed in compliance with the GDPR and the Data Protection Acts. The responsibility for compliance with the legislation rests with each school (or ETB) in their role as data controller.

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

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

The following control measures have been put in place:

**i. Return to Work Form**

Staff will be required to complete a RTW form at least 2 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.

**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 Principal.

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

The Department has prepared short induction training for schools operating the summer provision this year. It is intended that this training will be updated and become more comprehensive to cover all aspects of the return to school safely protocols. The Induction training for the Summer Provision may be of interest in the context of the kind of training which staff will need to undertake is available at the following link.

<https://www.education.ie/en/Parents/Services/summerprovision/summer-education-programme-2020.html#SchoolBased>

**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 will be available at multiple locations within the school facility and should be available in each classroom.

**iv. Use of Personal Protective Equipment (PPE)**

PPE will be required to be worn within the school facility according to current occupational and public health guidance where 2 metre distance cannot be maintained. At Broadmeadow CNS, face coverings must be worn by all adults when within the school building/premesis. However, for a limited number of staff, full PPE will need to be used occasionally or constantly due to the nature of certain work activities or work areas e.g. first aid.

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 as appropriate in line with advice from the HPSC. Where staff provide healthcare to children with medical needs in the school environment they should apply standard precautions as per usual practice. The use of a face covering will conceal facial expression and can make communication difficult and as such may not be practical in a school setting.

However, the wearing of a visor as an alternative to a facial covering may be considered where there is a concern that physical distancing cannot be maintained, there will be prolonged close contact and/or that exposure to fluid/respiratory droplets is likely.

**Wearing of Gloves:**

The use of disposable gloves in the school setting by pupils or staff is not appropriate. It 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. Gloves will be used by staff when intimate care or first aid is being delivered.

**v. 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**.**

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

**vi. 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 contractors and parents/guardians with be restricted to essential purposes and limited to those who have obtained prior approval from the Principal.

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

**All visitors will enter the building by appointment only and the doorbell should be used. No person should enter any building unless directed. Staff will enter through the main classroom door and main office door with short intervals of 5 minutes between staff members entering and exiting.**

**All families are asked to drop their children to their line and remove themselves from the playground. Families may stand behind the green fencing to watch their children enter school if needed. Collection after school will ask for all families to socially distance on the playground, wear face masks and do not stand on the grounds after your child is released.**

**vii. First Aid/emergency procedure**

The standard First Aid/Emergency procedure shall continue to apply in Broadmeadow CNS.

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

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

**First Aider**

**Miss J Robinson**

**Principal**

**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 Broadmeadow CNS will deal with a suspected case that may arise during the course of work.

A designated isolation area should be identified within the school building. This will be the toilet to the right in the over flow classroom at Broadmeadow CNS. 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. The room will contain a chair and a bin. Any waster must remain for 72 hours before disposing.

If a staff member/pupil displays symptoms of Covid-19 while at work in Broadmeadow CNS 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. Parents must be aware that it is their responsibility to be available for any call.
* 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. Self-isolate at home and contact their GP promptly for further advice if they display any symptoms of Covid-19.

v. Not return or attend school if they have symptoms of Covid-19 under any circumstances.

vi. If they develop any symptoms of Covid-19 whilst within the school facility, they should adhere to the procedure outlined above.

vii. Complete the RTW form before they return to work.

viii. 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.

ix. Must complete Covid-19 Induction Training and any other training required prior to their return to school.

x. Must be aware of, and adhere to, good hygiene and respiratory etiquette practices.

xi. Keep informed of the updated advice of the publ**ic** health authorities and comply with same.

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 updated guidance on face covering should be observed.

Physical distancing should be observed between staff members within the staff room through the use of staggered breaks etc.

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

Implement no hand shaking policy.

Minimise gathering of school staff at the beginning or end of the school day.

Staff can rotate between areas/classes but this should be minimized where possible.

***Staff Room***

Ensure physical distancing is applied in canteen facilities

Stagger canteen use and extend serving times to align with class groupings.

Implement a queue management system.

Make sure pupils clean their hands before and after entering the canteen area.

Clean down own areas and socially distance when seated or standing. No more than 8 people in the staff room at once.

***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.

***Yard/Supervision***

The risk of transmission from contact with outside surfaces or play areas is low. Adjust play time/outdoor activities to minimise crowding at the entrance and exits.

It is not possible to maintain physical distancing when pupils in primary or special schools play together outdoors, but in so far as practical it is helpful to keep to consistent groups.

Stagger break times and outdoor access.
Children should be encouraged to perform hand hygiene before and after outdoor activities. Minimise equipment sharing and clean shared equipment between uses by different people.

***Ventilation***

The Department has published guidance setting out the practical steps for good ventilation in accordance with public health advice ‘*Practical Steps for the Deployment of Good Ventilation Practices in Schools’* The guidance sets out an overall approach for schools that windows should be open as fully as possible when classrooms are not in use (e.g. during break-times or lunch-times (assuming not in use) and also at the end of each school day) and partially open when classrooms are in use. The guidance provides that good ventilation can be achieved in classrooms without causing discomfort, particularly during cold weather. The Department has also published guidance regarding on how these practical steps measures can be supplemented and enhanced by the use of Carbon Dioxide (CO2) monitors. Links to all aforementioned guidance can be accessed here.

**Use of PPE in Schools**

The Department has published “Guidance to Primary and Special Schools on PPE consumables and equipment” on www.gov.ie/backtoschool
This provides schools with the information needed on the appropriate quantities of PPE consumables and equipment to support the safe and sustainable operations of schools.

The updated advice from the HPSC to the Department of Education has recommended that face coverings should be worn by staff members where it is not possible to maintain a physical distance of 2 metres from other staff, parents, essential visitors or pupils. The Department has accepted this recommendation. Accordingly, it is now a requirement for face coverings to be worn by staff members where it is not possible to maintain a physical distance of 2 metres from other staff, parents, essential visitors or pupils.

Workers should be trained in the proper use, donning/doffing, cleaning, storing and disposal of PPE. The HPSC has produced posters and videos on the correct donning and doffing of PPE available on the HPSC and HSA websites https://www.hsa.ie/eng/topics/covid- 19\_coronavirus\_information\_and\_resources/covid- 19\_business\_supports/business\_supports/hse-hpsc\_posters\_and\_videos/

PPE will also need to be used at 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
* Administering first aid
* Where staff provide healthcare to children with medical needs in the school environment they should apply standard precautions as per usual practice.

**Reception Areas**

Consideration should be given to the use of Perspex in reception areas where it is not possible for staff to maintain a physical distance of 2 metres from other staff or pupils. Minor works funding grant can be used for this purpose.

**Face Coverings/Masks**

The wearing of face coverings or masks in general is not a substitute for other measures outlined below (physical distancing, hand hygiene, respiratory etiquette, adequate ventilation, minimising contacts) but they may be used in addition to these protective measures, especially where maintaining physical/social distancing is difficult.

Cloth face coverings act as a barrier to help prevent respiratory droplets from travelling into the air and onto other people when the person wearing the face coverings coughs, sneezes, talks or raises their voice. Cloth face coverings are therefore intended to prevent transmission of the virus from the wearer (who may not know that they are infected) to those with whom they come into close contact.

In childcare and educational settings, the implementation of mandatory face-covering usage is challenging, as it is known that children will have a lower tolerance and ability to use the face covering properly, and use of face-coverings by teachers and staff caring for very young children may cause undue stress to the children.

It is not recommended that children attending primary school wear face-coverings.

It is now a requirement for face coverings to be worn by staff members where it is not possible to maintain a physical distance of 2 metres from other staff, parents, essential visitors or pupils.

In certain situations the use of clear visors should be considered, for example staff interacting with pupils with hearing difficulties or learning difficulties.

Cloth face coverings should not be worn by any of the following groups:

* •  Primary school children
* •  Any person with difficulty breathing
* •  Any person who is unconscious or incapacitated
* •  Any person who is unable to remove the face-covering without assistance
* •  Any person who has special needs and who may feel upset or very uncomfortable wearing the face covering, for example persons with intellectual or developmental disabilities, mental health conditions, sensory concerns or tactile sensitivity.

Further advice from the HPSC on the use of face coverings in educational settings was received on the 6th August 2020. This advice is available here.

All staff wearing face coverings should be reminded to not touch the face covering and to wash or sanitise their hands (using hand sanitiser) before putting on and after taking off the face covering.

Information should be provided on the proper use, removal, and washing of cloth face coverings

https://www.youtube.com/watch?v=T6ZqdpLfSqw

Cloth face coverings should be washed after every day of use and/or before being used again, or if visibly soiled.

Face coverings should not be worn if they are wet. A wet cloth face covering may make it difficult to breathe.

Schools should consider having additional disposable face coverings available for staff in case a back-up face covering is needed during the day.

Whilst staff may wish to utilise their own face covering on a day-to-day basis, schools should have available a stock of additional disposable or multi-use face coverings, or if appropriate face visors, available for staff in case a back-up face covering is needed throughout the day or where required on an ongoing basis.

**Medical Grade Masks**

Schools must provide medical grade masks in the EN14683 category to all SNAs and teachers in special schools and special classes and those staff by necessity that need to be in close and continued proximity with pupils with intimate care needs including School Bus Escorts.

Wearing a face covering or mask does not negate the need to stay at home if symptomatic.

**Gloves**

The use of disposable gloves in the school by pupils or staff is not generally appropriate but may be necessary for cleaning, intimate care settings and when administering first aid. 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.

**Aprons**

Aprons may also be appropriate in certain circumstances including for intimate care needs or for staff assigned to cleaning an area where a suspected or confirmed case of COVID-19 was present.

**Impact of COVID-19 on certain school activities**

*Choir/Music Performance*

Choir practices/performances and music practices/performances involving wind instruments may pose a higher level of risk and special consideration should be given to how they are held ensuring that the room is well-ventilated and the distance between performers is maintained.

*Sport Activities*

Schools should refer to the HPSC guidance on Return to Sport. Link to return to sport protocols is found here.

https://www.gov.ie/en/publication/07253-return-to-sport-protocols/

*Shared Equipment*

Toys

All toys should be cleaned on a regular basis for example weekly. This will remove dust and dirt that can harbour germs. Toys used heavily within classes should be steamed daily.

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

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

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

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

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

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

Cleaning Procedure for Toys – See procedure.

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

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

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

Library Policy – Where practical pupils should have their own books. Textbooks that are shared should be covered in a wipeable plastic covering that can be wiped with a suitable household cleaning agent between uses. Pupils 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.

**9. Covid related absence management**

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

**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.

**11. Special Educational Needs**

**Additional considerations for those with Special Educational Needs**

For children with special educational needs (SEN) maintaining physical distancing in many instances will not be practical or appropriate to implement. The focus should therefore be on emphasising that parents/guardians should have a heightened awareness of signs, symptoms or changes in baseline which suggests illness/COVID-19 infection and where symptoms are present children should not attend school.

Similarly staff should be aware of their responsibility not to attend work if they develop signs or symptoms of respiratory illness.

*Hand hygiene*

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

*Equipment*

Some children may have care needs (physical or behavioural) which requires the use of aids and appliances and/or medical equipment for example toileting aids, moving and handling equipment, respiratory equipment. Where cleaning of aids and appliances is carried out in the school it is recommended that a cleaning schedule is provided, detailing when and how the equipment is cleaned and the cleaning products to be used in accordance with the manufacturers’ instructions.

The following points can guide the development of such cleaning schedule:

* + Equipment used to deliver care should be visibly clean;
	+ Care equipment should be cleaned in accordance with the manufacturers’ instructions. Cleaning is generally achieved using a general purpose detergent and warm water.
	+ Equipment that is used on different children must be cleaned and, if required, disinfected immediately after use and before use by another child e.g. toileting aids;
	+ If equipment is soiled with body fluids:

¬ First clean thoroughly with detergent and water;
¬ Then disinfect by wiping with a freshly prepared solution of disinfectant;

**12. Staff Covid Related Absence**

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

**13. Staff Wellbeing**

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 Spectrum.Life under the logo of *‘Wellbeing Together: Folláinne Le Chéile’.*

The EAS is a self-referral service where employees have access to 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. The service is also available via SMS, WhatsApp, e-mail, live chat and call back request. All points of contact for the service are qualified, accredited and experienced mental health professionals.

Where required, short-term counselling is available to employees and their families (over the age of 18 years and living at home).

The EAS also provides advice and support to managers and delivers interventions to help them deal with health and wellbeing issues in the workplace.

A bespoke wellbeing portal and app is available which offers access to podcasts, blogs, live chats and videos on topics around wellbeing and mental health, family life, exercise and nutrition. E-Learning programmes across mental health, sleep and a range of wellbeing topics are also available. In addition online cognitive behavioural therapy is provided. As part of the services provided by Spectrum.Life 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. Spectrum.Life also provides a series of webinars and presentations to promote wellbeing in schools.

**Appendix 1- Covid-19 Statement of Policy**

Broadmeadow CNS 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 and updated 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
* 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
* keep a contact log to help with contact tracing
* ensure staff 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 pupils 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 Representative(s), who will be supported in line with the agreement between the Department and education partners.

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

**Appendix 2**

Pre-Return to Work Questionnaire COVID-19

**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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
|  | Questions | Yes | No |
| 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.  |  |  |
| 7. | Have you travelled outside of Ireland within the last 14 days?If yes, did you complete a 14 day isolation period  |  |  |
| 8.  | If you wish to advise about vaccination then please state. |  |  |

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. Please note: The organisation 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Appendix 3**

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

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|

|  |
| --- |
| Hazards  |

 | Is this hazard Present Y/N? | What is the risk? | Level of Risk, H,M,L | 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 | Y | Illness | H | School Covid19 Response Plan in place in line with Department of Education and Skills guidance and the Return to Work Safely Protocol and public health advice  | Yes | 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  | J.Robinson Deputy: S Mc Sweeney All staff |  |
| Covid-19 | Y | Entry by unauthorised people | M | Signage outdoors to inform people that an appointment must be made to enter the school.Masks made compulsory/face coverings by all adults.Door bell fitted to both cabin blocks.  | Yes | Follow public health guidance from HSE re hygiene and respiratory etiquette Complete School COVID-19 Policy Statement Enforce protocol Maintain log of staff, student and visitorsEnsure clear signage is maintained.  | J.Robinson Deputy: S Mc SweeneyAll staff |  |
| Covid-19 | Y | Sickness or symptoms of covid-19 by a person or child on site.  | H | Isolation room created with chair, bin etc. Clearly marked isolation areas. School Covid19 Response Plan in place in line with Department of Education and Skills guidance and the Return to Work Safely Protocol and public health advice  | Yes | Follow public health guidance from HSE re hygiene and respiratory etiquette Complete School COVID-19 Policy Statement Maintain log of staff, student and visitors | J.Robinson Deputy: S Mc SweeneyAll staff |  |
| Covid-19 | Y | Cleaning protocol | H | Daily cleaning will take place of all items used within the school day.Staff to clean areas after themselves e.g work stations, staff room, plates, cutlery etc. Vigorous cleaning regime to be followed each day/week,  | No | Follow public health guidance from HSE re hygiene and respiratory etiquette Complete School COVID-19 Policy Statement Maintain log of staff, student and visitorsUp the level of cleaning facilities available. (Noonans)Arrange Noonans cleaning hours. Cleaning tick list to be followed.Training and induction related to cleaning for all staff.  | J.Robinson Deputy: S Mc SweeneyAll staff |  |
| Covid-19 | Y | Ventilation  | H | Room should be well ventilated when children and staff are working.Keep ventilated once class is empty/yard etc.  | No  | Follow ProtocolUse DES control measures and C02 machines.  | J.Robinson Deputy: S Mc SweeneyAll staff |  |