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**COLÁISTE AILIGH
Ráiteas Polasaí COVID -19**

Geallann Coláiste Ailigh láthair oibre shábháilte agus sláintiúil a chur ar fáil dár bhfoireann go léir agus timpeallacht foghlama shábháilte dár scoláirí go léir. Chun é seo chinntiú tá an Plean Freagartha COVID-19 seo a leanas forbartha againn. Tá an Bord Bainistíochta/BOO agus foireann uile na scoile freagrach as an phlean seo a chur i bhfeidhm agus cabhróidh comhiarracht chun scaipeadh an víris a choimeád faoi smacht. Déanfaimid na rudaí seo a leanas:

* leanúint ar aghaidh ag déanamh monatóireachta ar ár bhfreagra ar COVID-19 agus an plean seo a leasú i gcomhairle lenár bhfoireann
* eolas cothrom le dáta a chur ar fáil dár bhfoireann agus dár scoláirí ar an chomhairle Sláinte Poiblí a d'eisigh FSS agus Gov.ie
* faisnéis a thaispeáint faoi chomharthaí agus airíonna COVID-19 agus faoi theicnící cearta níochán lámh
* ionadaí oibrithe is féidir a aithint go héasca a chomhaontú leis an fhoireann chun an ról atá leagtha amach sa phlean seo a chur i gcrích.
* gach ball foirne agus scoláirí a chur ar an eolas faoi bhéasaíocht riachtanach maidir le sláinteachas agus riospráide agus faoi riachtanais maidir le scaradh fisiciúil
* an scoil a chur in oiriúint do scaradh fisiciúil de réir mar is cuí ó thaobh treoir sláinte poiblí agus treoir na Roinne Oideachais agus Scileanna.
* loga teagmhála a choinneáil chun cabhrú le rianú teagmhála
* a chinntiú go nglacfaidh an fhoireann agus na scoláirí páirt san ionduchtúchán / seisiún faisnéise a chuireann an Roinn Oideachais ar fáil
* nósanna imeachta comhaontaithe a chur chun feidhme i gcás duine a léiríonn comharthaí COVID-19 agus iad ar scoil
* treoracha a chur ar fáil don fhoireann agus do scoláirí a gcloífear leo má thagann comharthaí agus airíonna COVID-19 orthu le linn am scoile
* glanadh a chur i bhfeidhm i gcomhréir le comhairle na Roinne Oideachais agus Scileanna.

Rachfar i gcomhairle le foireann uile na scoile ar bhonn leanúnach agus spreagtar aiseolas maidir le haon imní, saincheisteanna nó moltaí.

Is féidir é seo a dhéanamh trí Ionadaí/Ionadaithe na nOibrithe a dtacófar leis/léi de réir an chomhaontaithe idir an Roinn agus comhpháirtithe oideachais.

Síniú: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dáta: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Pádraig Mac An Bhiocaire, Cathaoirleach, Bord Bainistíochta

Síniú: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dáta: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Micheál Ó Giobúin, Príomhoide



Plean Freagartha COVID-19 le haghaidh Athoscáilt Shábháilte Inbhuanaithe

**Leagan 2 Lúnasa 2020**

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Is doiciméad beo é seo agus féadfar é a athbhreithniú agus a leasú chun treoir nua ó [www.Gov.ie](http://www.Gov.ie), [www.dbei.ie](http://www.dbei.ie) , [www.hse.ie](http://www.hse.ie), [www.hpsc.ie](http://www.hpsc.ie), [www.hsa.ie](http://www.hsa.ie); [www.education.ie](http://www.education.ie) a chur san áireamh, é seo nó comhaontuithe le comhpháirtithe oideachais de réir mar is cuí do iar-bhunscoileanna.

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1. **Réamhrá**

D'fhoilsigh an tAire Oideachais "An Treochlár don Fhilleadh Iomlán ar Scoil" ar an 27ú Iúil. Leagtar amach ann cén dealramh a bheidh ar fheidhmiú scoileanna agus an réimse tacaíochtaí a bheidh ar fáil i gcomhthéacs COVID-19.

Forbraíodh é de réir na comhairle sláinte poiblí a d'eisigh an tIonad Faireachais um Chosaint Sláinte (HPSC) agus i gcomhréir leis na "Prótacail Um Fhilleadh ar an Obair go Sábháilte" a d'fhorbair an Roinn Gnó, Fiontar agus Nuálaíochta agus an Roinn Sláinte le doiciméid treorach a chuir an tÚdarás Sláinte agus Sábháilteachta (HSA) ar fáil. Ní mór plean freagartha COVID-19 a bheith ag gach ionad oibre. Chomh maith le bheith ina n-áiteanna foghlama, is áiteanna oibre iad scoileanna freisin. Leagtar amach sa doiciméad seo an t-eolas nach mór d’iar-bhunscoileanna a bheith acu chun Plean Freagartha COVID-19 Scoile a chur i bhfeidhm, lena n-áirítear polasaí COVID-19, príomhionadaí/ionadaithe na n-oibrithe (LWR) agus próiseas chun déileáil le cás amhrasta COVID-19.

Is é cuspóir don doiciméid seo treoir shoiléir agus chabhair a chur ar fáil d'oibriú sábháilte Coláiste Ailigh trí COVID-19 a chosc, a bhrath go luath agus a choimeád faoi smacht. Tugtar ann príomhtheachtaireachtaí chun baol COVID-19 a íoslaghdú don bhfoireann, do scoláirí, do theaghlaigh agus don phobal i gcoitinne agus ag an am céanna aitheantas a thabhairt don tábhacht a bhaineann le hoideachas ar mhaithe le sláinte agus folláine na scoláirí agus na sochaí ina iomláine.

Sa doiciméad seo dírítear ar na céimeanna praiticiúla is féidir a ghlacadh in Colaiste Ailigh chun an baol ionfhabhtaithe a íoslaghdú agus ag an am céanna a aithint nach bhfuil aon ghníomhaíocht idirphearsanta ann nach mbaineann aon bhaol léi go dtarchuirfí ionfhabhtú am ar bith. Tacaíonn an chomhairle sláinte poiblí a sholáthraíonn an Lárionad Faire um Chosaint Sláinte (HPSC) leis na doiciméid agus na teimpléid sa leabhrán seo chun scoileanna agus áiseanna oideachais a athoscailt go sábháilte.

Tá an tuarascáil sin ar fáil [anseo](https://assets.gov.ie/82096/e4e85f2e-88b8-4c37-8591-0bc517d88cf6.pdf).

Fuarthas tuilleadh comhairle ón Lárionad Faire um Chosaint Sláinte (HPSC) maidir le húsáid clúdaigh aghaidhe i suíomhanna oideachais ar an 6ú Lúnasa. Tá an chomhairle ar fáil [anseo](https://assets.gov.ie/83506/bb443e5d-fc35-4f73-92c7-ad048849fdab.pdf).

Ceann de na príomhdhúshláin is ea cothromaíocht a bhaint amach idir an gá atá le leibhéal aire praiticiúil ciallmhar agus an gá le timpeallacht thacúil a chur ar fáil don teagasc agus don fhoghlaim. Aithnítear sa doiciméad seo na céimeanna is féidir le scoileanna a ghlacadh chun gach rud praiticiúil a dhéanamh chun a sheachaint go dtabharfaí COVID-19 isteach sa scoil agus na céimeanna is féidir a ghlacadh chun an dóchúlacht go scaipfí laistigh den scoil féin é a laghdú sa chás go dtabharfaí COVID-19 isteach sa scoil.

D'oibrigh an Roinn go dian leis na comhpháirtithe oideachais chun pleananna, comhairle, prótacail agus treoir chomhsheasmhacha a fhorbairt do scoileanna, lena n-áirítear Plean Freagartha COVID-19 Scoile. Tá sraith cáipéisí ar fáil chun tacú le scoileanna athoscailt go sábháilte agus go hiomlán lena n-áirítear treoir maidir le foghlaim, cláir scoile agus folláine don scoilbhliain 2020/21. Tá eolas ann freisin ar mhaoiniú, ar sholáthar foirne agus ar acmhainní do scoileanna chun tacú le bearta COVID-19. Moltar do scoileanna eolas a chur ar na doiciméid seo. Beidh na doiciméid go léir ar fáil ag [gov.ie/filleadharscoil](http://www.gov.ie/filleadharscoil)

Ina theannta sin, tá plean cumarsáide ag an Roinn d'athoscailt scoileanna a dhíríonn ar a chinntiú go mbeidh an t-eolas ábhartha ag scoileanna, pobail scoile agus gach páirtí leasmhar chun tacú le hathoscailt agus le feidhmiú leanúnach scoileanna. Tá fócas ar leith ar thacaíocht a thabhairt do thuismitheoirí agus do scoláirí trí úsáid chuí a bhaint as bealaí meán, trí scoileanna iad féin agus ar **gov.ie**

1. **Cad is Plean Freagartha COVID-19 ann?**

Tá Plean Freagartha Covid-19 deartha chun tacú leis an bhfoireann agus leis an mBord Bainistíochta/Bord Oiliúna agus Oideachais (BOO) chun bearta a chur i bhfeidhm atá dírithe ar scaipeadh Covid-19 a chosc i dtimpeallacht na scoile.

*Déantar gach iarracht cruinneas na faisnéise a chuirtear ar fáil sa doiciméad seo a chinntiú. Mar sin féin, má aithnítear earráidí nó easnaimh, cuir in iúl dúinn iad ionas gur féidir bearta iomchuí a dhéanamh chun iad a cheartú.*

1. **Pleanáil agus Ullmhú le haghaidh Filleadh ar Scoil**

Tá sé mar aidhm ag an mBord Bainistíochta/BOO atosú teagaisc agus foghlama scoile agus filleadh na foirne ar an láthair oibre a éascú. Ní mór filleadh ar an áit oibre go sábháilte agus ní mór cloí go docht leis an gcomhairle sláinte poiblí agus le haon treoir a d'eisigh an Roinn Oideachais.

Tá sonraí maidir le hathoscailt shábháilte Coláiste Ailigh agus na rialuithe is infheidhme leagtha amach sa doiciméad seo.

Sula n-osclófar scoileanna don scoilbhliain 2020/21 beidh próisis i bhfeidhm againn a mbeidh an méid seo a leanas san áireamh iontu:

* Slite chun coinneáil bord ar bord le comhairle sláinte poiblí, le hathruithe ar aon phleananna Rialtais maidir le hathoscailt shábháilte na sochaí agus le nuashonruithe de chuid na Roinne Oideachais;
* Slite chun an t-eolas seo a chur ar aghaidh go tráthúil chuig an bhfoireann, scoláirí, tuismitheoirí agus daoine eile de réir mar is gá;
* Cinntithe go bhfuil athbhreithniú déanta ag an bhfoireann ar na hábhair oiliúna a chuireann an Roinn Oideachais ar fáil ***(sonraí ag Cuid 3.1*);**
* Rochtain curtha ar fáil don bhfoireann ar an bhfoirm um Fhilleadh ar an Obair ***(sonraí ag Cuid 3.2);***
* Príomhionadaí na n-oibrithe a bheith aitheanta ***(sonraí ag Cuid 3.3);***
* Póstaeir agus comharthaí eile curtha ar taispeáint chun cosc a chur ar thabhairt isteach agus scaipeadh COVID-19 ***(sonraí ag Cuid 3.4);***
* Na hathruithe riachtanacha ar leagan amach na scoile a bheith déanta chun tacú le hathdhearadh seomraí ranga a thacóidh le scaradh fisiciúil ***(sonraí ag Cuid 35);***
* Tranglam nach bhfuil gá leis a bheith bainte chun glanadh leanúnach na scoile a éascú ach glac san áireamh an tábhacht a bhaineann le hábhair oideachais a bheith ann chun timpeallacht spreagúil foghlama a chruthú;
* An measúnú riosca sláinte agus sábháilteachta a bheith curtha cothrom le dáta ***(sonraí ag Cuid 3.6)***;
* Socruithe riachtanacha a bheith déanta chun rochtain ar an scoil a shrianadh agus taifid teagmhálacha leis an scoil a choinneáil ***(sonraí ag 3.7)***;
* Athbhreithniú a bheith déanta ar fhoirgnimh na scoile chun an méid seo a leanas a sheiceáil:
* An bhfuil gá leis an gcóras uisce a shruthlú ag na poill éalaithe tar éis úsáide ísil chun galar Legionella a chosc;
* An bhfuil trealamh scoile agus aeráil mheicniúil seiceáilte d’fhéachaint an bhfuil aon chomharthaí meathlaithe nó damáiste air sula n-úsáidtear arís é;
* Cuirtear tús le bailiúcháin araidí agus seirbhísí riachtanacha eile arís.

Tá seicliostaí ar fáil chun cabhrú le scoileanna maidir leis na sonraí a theastaíonn le haghaidh na socruithe seo in aguisíní an phlean seo.

* 1. **Oiliúint Ionduchtúcháin**

Tabharfaidh an fhoireann ar fad faoi Oiliúint Ionduchtúcháin COVID-19 agus críochnóidh siad í sula bhfillfidh siad ar fhoirgneamh na scoile. Is é is aidhm don oiliúint sin a chinntiú go mbeidh eolas agus tuiscint iomlán ag an bhfoireann ar na nithe seo a leanas:

* Comhairle agus treoir is déanaí maidir le sláinte phoiblí
* Comharthaí Covid-19
* Cad atá le déanamh má thagann comharthaí Covid-19 ar bhall foirne nó ar scoláire agus iad ar scoil
* Breac-chuntas ar an bplean freagartha Covid-19

Coimeádfar an fhoireann go hiomlán ar an eolas faoi na bearta rialaithe atá i bhfeidhm sa scoil agus faoina ndualgais agus a bhfreagrachtaí maidir le scaipeadh COVID-19 a chosc agus déanfar iad a nuashonrú le haon athruithe ar na bearta rialaithe nó ar an treoir atá ar fáil ó na húdaráis sláinte poiblí.

Más rud é nach bhfuil ball foirne cinnte faoi ghné ar bith den Phlean Freagartha COVID-19, na bearta rialaithe a ghabhann leis nó faoina c(h)uid dualgas ba cheart dó/di/di treoir a lorg láithreach ón bPríomhoide a fhaigheann tacaíocht sa ról seo ón mBord Bainistíochta/BOO.

**Tabhair ar Aird: Tá Oiliúint Ionduchtúcháin maidir le hathoscailt scoileanna sa scoilbhliain nua á forbairt ag an Roinn. Cuirfear é seo ar fáil do gach scoil agus ball foirne roimh athoscailt na scoile**

**Beidh sonraí na hoiliúna ag an nasc seo a luaithe a bheidh sí ar fáil.**

Tarlóidh feachtas náisiúnta faisnéise chun tacú le tuismitheoirí agus le scoláirí roimh athoscailt scoileanna ar shaincheisteanna ar nós feasacht COVID-19 agus chun cabhrú leis an mbaol go dtabharfar isteach agus go scaipfear an víreas i scoileanna a íoslaghdú.

* 1. **Nós Imeachta um Fhilleadh ar an Obair**

Chun filleadh ar an ionad oibre, ní mór don bhfoireann foirm **Um Fhilleadh ar an Obair** a chomhlánú. Tá sí ar fáil go leictreonach nó ón bpríomhoide. Tá cóip chrua ceangailte freisin ag ***Aguisín 1.***

Ba chóir foirm RTW a chomhlánú agus a chur ar ais  **3 lá** sula bhfillfidh tú ar an obair.

Ar an bhfoirm, agus í comhlánaithe agat, a fháil, soláthróidh an príomhoide na rudaí seo a leanas: sonraí faoin **Oiliúint Ionduchtúcháin** tá le críochnú ag an bhfoireann sula bhfillfidh siad ar an láthair oibre agus sonraí faoi aon bhearta sláinte agus sábháilteachta breise atá i bhfeidhm sa scoil chun filleadh an bhaill foirne ar an scoil a éascú.

Tá roinnt ball foirne scoile nach mbeidh in ann filleadh ar scoil, b’fhéidir. De réir na dtreoirlínte sláinte poiblí reatha tá na daoine seo aitheanta mar dhaoine a bhaineann le grúpaí a shainmhínítear mar grúpaí atá **i bhfíorbhaol.**

**Daoine i bhfíorbhaol (thar a bheith leochaileach):**

Cuimsítear na daoine seo a leanas ar liosta na ndaoine i bhfíorbhaol:

* os cionn 70 bliain d'aois– fiú más aclaí agus go maith atá siad
* má bhí trasphlandú orgáin acu
* má tá siad ag dul faoi cheimiteiripe ghníomhach i gcoinne [ailse](https://www2.hse.ie/conditions/coronavirus/cancer-patients.html)
* má tá siad ag dul faoi radaiteiripe radacach i gcoinne ailse na scamhóg
* má tá ailse na fola nó smeara ar nós leoicéime, liomfóma nó mialóma orthu, ag céim ar bith den chóireáil
* má tá imdhíon-teiripe nó cóireálacha leanúnacha antasubstainte eile i gcoinne ailse ar siúl acu
* má tá cóireálacha ailse spriocdhírithe eile acu a d'fhéadfadh tionchar a imirt ar an gcóras imdhíonachta, amhail coscairí cionáis próitéine nó coscairí PARP
* má bhí trasphlanduithe smeara nó gascheall acu le 6 mhí anuas, nó má tá siad fós ag glacadh drugaí imdhíon-sochta
* má tá drochbhail riospráide thromchúiseach orthu lena n-áirítear fiobróis chisteach,  [plúchadh dian](https://www2.hse.ie/conditions/coronavirus/asthma.html), fiobróis scamhógach, fiobróis scamhóige, galar scamhóige scáineach agus  [(COPD) dian](https://www2.hse.ie/conditions/coronavirus/copd.html)
* má tá fadhb shláinte acu a chiallaíonn go bhfuil siad i bhfíorbhaol ionfhabhtú a tholgadh (mar shampla SCID, corránchill homaisigeach)
* má tá siad ag [glacadh leighis a fhágann gur](https://www2.hse.ie/conditions/coronavirus/weak-immune-system.html) dóichí go dtolgfaidís ionfhabhtú (amhail dáileoga arda stéaróideach nó teiripí imdhíon-sochta)
* má tá riocht croí tromchúiseach orthu agus má tá siad ag iompar clainne

Tá comhairle don ngrúpa seo ar fáil ó FSS. Déanfaidh an Roinn Oideachais sonraí faoi na socruithe a bheidh i bhfeidhm maidir leis na baill foirne seo, a bheidh de réir na socruithe siúd a bhaineann leis an tseirbhís phoiblí i gcoitinne, a nuashonrú tar éis dul i gcomhairle le comhlachtaí bainistíochta agus le ceardchumainn agus eiseofar ciorclán chuig gach scoil.

* 1. **Príomhionadaí na nOibrithe**

Déantar foráil sa phrótacal go gceapfar Príomionadaí na nOibrithe i ngach ionad oibre. Oibreoidh Príomhionadaí na nOibrithe i gcomhar leis an bhfostóir chun cabhrú le cur i bhfeidhm beart chun scaipeadh COVID-19 a chosc agus monatóireacht a dhéanamh ar chomhlíonadh na mbeart sin agus chun páirt a ghlacadh maidir leis an gcomhairle sláinte faoi COVID-19 a chur in iúl do dhaoine san ionad oibre.

Leagtar amach sa chuid seo conas a oibreoidh na forálacha i ndáil le scoileanna. Feidhmeoidh na socruithe seo don scoilbhliain 2020/21 agus déanfar athbhreithniú orthu go leanúnach.

Tá an fhreagracht as forbairt agus cur i bhfeidhm an Phlean Freagartha Covid-19 agus na mbeart rialaithe a ghabhann leis ar an mBord Bainistíochta/ BOO agus ar fhoireann bainistíochta na scoile.

Tá cumarsáid láidir agus cur chuige comhoibritheach comhroinnte ríthábhachtach chun cosaint a dhéanamh ar scaipeadh COVID-19 i scoileanna, agus aire a thabhairt do shláinte, sábháilteacht agus folláine na foirne agus na scoláirí. Ní éireoidh linn cloí leis an bPrótacal um Fhilleadh ar an Obair ach amháin má tá oibleagáid chomhroinnte ar gach duine na bearta atá sa Phrótacal ina (h)áit oibre a chur i bhfeidhm.

Má tá aon imní ar aon bhall den bhfoireann, nó má tá aon tuairimí acu maidir leis an bPlean Freagartha COVID-19, maidir le bearta rialaithe nó maidir le cloí leis na bearta sin ó thaobh baill foirne, scoláirí nó daoine eile de, ba chóir dóibh teagmháil a dhéanamh le bPríomhionadaí na nOibrithe. Déanfaidh sé/sí siúd teagmháil le bainistíocht na scoile.

Tá ról Príomhionadaí na nOibrithe ar leithligh ó ról an Ionadaí Sábháilteachta faoin reachtaíocht sláinte agus sábháilteachta. Féadfaidh an tIonadaí Sábháilteachta gníomhú mar Phríomhionadaí na nOibrithe áfach, má roghnaíonn an fhoireann é sin a dhéanamh.

Go hachomair, is é ról Príomhionadaí na nOibrithe:

* Ionadaíocht a dhéanamh ar an bhfoireann uile san ionad oibre beag beann ar ról, agus a bheith ar an eolas faoi shaincheisteanna sonracha a d'fhéadfadh teacht chun cinn i leith cohórt foirne éagsúla;
* Coinneáil bord ar bord leis an gcomhairle sláinte poiblí COVID-19 is déanaí;
* Oibriú i gcomhar le bainistíocht na scoile chun sábháilteacht, sláinte agus leas fostaithe a chinntiú, a mhéid is indéanta le réasún, maidir le COVID-19;
* Dul i gcomhairle le bainistíocht na scoile maidir le bearta rialaithe atá riachtanach chun riosca go nochtfadh baill foirne agus scoláirí do COVID-19 a íoslaghdú;
* Dea-chleachtais sláinteachais a chur chun cinn i gcomhar le bainistíocht na scoile, cosúil le lámha a ní go rialta agus dea-bhéasaíocht riospráide a choimeád chomh maith le scaradh sóisialta de réir comhairle sláinte poiblí.
* Cabhrú le bainistíocht na scoile bearta a chur i bhfeidhm chun COVID-19 a choimeád faoi chois san áit oibre de réir an Phrótacail um Fhilleadh ar an Obair agus comhairle sláine poiblí reatha;
* Monatóireacht a dhéanamh, i gcomhar le bainistíocht na scoile, ar chomhlíonadh na mbeart a cuireadh i bhfeidhm chun scaipeadh COVID-19 a chosc.
* Athbhreithnithe a dhéanamh ar bhearta sábháilteachta atá i bhfeidhm chun déileáil le Covid-19 san áit oibre agus chun é a choinneáil faoi chois. Ba chóir athbhreithnithe (lena n-áirítear scrúdú ar an áit oibre) a dhéanamh go rialta (dhá uair sa tseachtain ar a laghad);
* Aon ábhar imní a thuairisciú láithreach do bhainistíocht na scoile agus taifid a choinneáil ar a leithéid de shaincheisteanna agus ar na bearta a glacadh chun iad a chur i gceart.
* Dul i gcomhairle le bainistíocht na scoile maidir le Plean Freagartha COVID-19 na scoile más rud é go dtagann COVID-19 ar dhuine le linn dó/di a bheith ar scoil, rud lena n-áirítear suíomh limistéar leithlisithe agus bealach sábháilte chuig an limistéar seo;
* Tar éis teagmhais ar bith, measúnú a dhéanamh i gcomhar le bainistíocht na scoile, ar obair leantach ar bith atá riachtanach;
* Dul i gcomhairle le comhghleacaithe maidir le hábhair a bhaineann le COVID-19 san ionad oibre.
* Uiríll a dhéanamh chuig bainistíocht na scoile thar ceann a gcomhghleacaithe maidir le hábhair a bhaineann le COVID-19 san ionad oibre.

Má tá aon imní ar aon bhall den bhfoireann, nó má tá tuairim aige/aici maidir leis an bPlean Freagartha COVID-19, bearta rialaithe nó maidir leis an bhfoireann, scoláirí nó daoine eile a bheith ag cloí leis na bearta sin, ba chóir dó/di teagmháil a dhéanamh le Príomhionadaí na nOibrithe agus déanfaidh sé/sí siúd teagmháil leis an bPríomhoide/BOO.

|  |  |
| --- | --- |
| Ainm(neacha) Príomhionadaí na nOibrithe: | Sonraí Teagmhála:  |
|  |  |

Tá freagracht ar gach ball foirne, scoláire, tuismitheoir, conraitheoir agus cuairteoir, mar dhaoine aonair agus i dteannta a chéile araon, aird chuí a thabhairt ar a sláinte agus sábháilteacht féin agus ar shláinte agus shábháilteacht dhaoine eile agus cabhrú chun an Plean Freagartha COVID-19 agus bearta rialaithe a ghabhann leis a chur i bhfeidhm.

Tá sonraí iomlána na socruithe a bhaineann le Príomhionadaí na nOibrithe in iar-bhunscoileanna leagtha amach ag ***Aguisín 2.***

* 1. **Comharthaíocht**

Beidh comharthaíocht le feiceáil i gColáiste Ailigh ina mínítear comharthaí agus airí COVID-19 agus tacú le sláinteachas maith lámh agus riospráide. Cuirfidh an Roinn póstaeir chlóite ar fáil do scoileanna ina bhfuil príomhtheachtaireachtaí sláinte arna oiriúnú d’aois na scoláirí - ní lámh, béasaíocht maidir le casachtach agus sraoth a ligean srl.

* 1. **Athruithe a dhéanamh ar leagan amach na Scoile**

Moltar scaradh fisiciúil a choinneáil i dtimpeallacht na scoile mar cheann de na príomhbhearta rialaithe chun an baol go dtabharfaí isteach agus go scaipfí COVID-19 a íoslaghdú.

Beidh ar a laghad 1m scaradh sóisialta i bhfeidhm i ngach seomra ranga, agus beidh ar gach dalta masc a chaitheamh taobh istigh d’fhoirgneamh na scoile, seachas nuair atá siad ag ithe nó amuigh faoin aer (mar shampla ag am lóin).

Beidh na daltaí lonnaithe sna seomra ranga seo leanas agus beidh na múinteoirí ag bogadh ó sheomra go seomra. Múinfidh na h-abhair praicticiúil sna seomraí practiciúil.

1ú Bl Seomra 11 agus seomra FF57

2ú bl Seomra FF27 agus seomra FF28

3ú bl….Seomra FF36 agus seomra FF37 .

5ú Bl Seomra LG27 agus seomra LG35 .

6ú Bl Seomra FF53 agus seomra FF54

 IB Seomra FF38 agus seomra FF33 (leabharlann).

Iarrtar ar thuismitheoirí daltaí ag fhágáil ag an timpeallán mar is gnáth, rachaidh daltaí na chéad, dara agus tríú bl isteach agus amach tríd príomhdhoras na scoile, agus bainfidh na daltaí sinsearacha san Idirbhliain, cúigiú bl agus séú bliain úsáid as an doras in aice leis an halla spóirt.

Beidh na taisceadáin lonnaithe de réir an plean seo leanas.

1ú Bl Seomra 11 agus seomra FF57

2ú bl Seomra FF27 agus seomra FF28

3ú bl…Seomra taisceadáin soisearach.

5ú Bl Taobh amuigh de Seomra LG27 agus seomra LG35 .

6ú Bl Seomra taisceadáin sinsearach.

 IB Taobh amuigh den seomra ríomhaire

Ní bheidh bialann sa scoil go dtí i ndiaidh sos lár-téarma, mar sin iarrtar ar thuismitheoirí/caomhnóirí cinntiú go mbeidh lón leis na daltaí ar scoil. Tá cead ag daltaí dul abhaile don lón, fad is atá siad ina gcónaí cóngarach don scoil, níl ach 40 bomaite i gceist don lón do dhaltaí sóisearacha, agus 45 bomaite do na daltaí sinsearacha.

Beidh sós agus am lóin dhifriúil ag daltaí sóisearacha agus daltaí sinsearacha

Tosaíonn gach rang ar maidin ag a 9.00 r.n. Críochnóidh ranganna ag 3.55 do dhaltaí sóisearacha, agus sinsearach ag 4.00 i.n.

Beidh córas aontreo i bhfeidhm istigh sa scoil..

Beidh uasdhatú á dhéanamh againn ar ár gCód Iompar chun Covid-19 a chlúdach.

* 1. **Measúnú Riosca Sláinte agus Sábháilteachta**

Is guais é COVID-19 i gcomhthéacs sláinte agus sábháilteachta i dtimpeallacht na scoile. Tá teimpléad measúnú riosca chun na bearta rialaithe riachtanacha chun an baol COVID-19 i suíomhanna scoile a mhaolú ceangailte ag ***Aguisín 4.*** Tá measúnú iomlán déanta ag ag an scoil

Tá sé tábhachtach go ndéanfadh an scoil athbhreithniú ar a nósanna imeachta éigeandála a bhaineann le sábháilteacht dóiteáin, garchabhair, timpistí agus tarluithe contúirteacha chun aon rioscaí nua a thagann chun cinn mar gheall ar Phlean Freagartha COVID-19 na scoile a mheas. Ba cheart aon athruithe ar nósanna imeachta éigeandála atá ann cheana féin a dhoiciméadú agus a chur san áireamh i ráiteas sábháilteachta na scoile.

Ba cheart duinn athbhreithniú a dhéanamh freisin ar a measúnuithe riosca atá ann cheana féin chun aon rioscaí nua a thagann chun cinn mar gheall ar Phlean Freagartha COVID-19 na scoile a mheas. Ba cheart aon athruithe ar mheasúnuithe riosca reatha na scoile a dhoiciméadú agus a chur san áireamh i ráiteas na scoile

**Garchabhair/nós imeachta éigeandála**

Leanfaidh an nós imeachta caighdeánach Garchabhrach/éigeandála de bheith i bhfeidhm sa scoil. I gcás éigeandála nó i gcás teagmhais thromchúisigh, ba cheart do scoileanna glaoch ar otharcharr nó ar an mbriogáid dóiteáin ag 112/999 agus sonraí a thabhairt faoi shuíomh agus cineál an teagmhais leighis.

* 1. **Rochtain ar an Scoil agus Loga Teagmhála**

Beidh rochtain ar fhoirgneamh na scoile ag teacht le nósanna imeachta scoile comhaontaithe.

Beidh socrú srianta ann do chuairteoirí riachtanacha ar nós conraitheoirí agus tuismitheoirí sa mhéid nach gceadaítear cuairteanna ach chun críche cuspóirí fíor-riachtanacha agus dóibh siúd amháin a fuair cead roimh ré ón bpríomhoide. D'fhéadfadh go mbeadh ar Chigireacht na Roinne Oideachais cuairt a thabhairt ar scoileanna agus ar ionaid oideachais freisin chun tacú leo de réir mar is cuí i gcur i bhfeidhm na comhairle sláinte poiblí a bhaineann le timpeallacht shábháilte foghlama agus oibre a chruthú do chách.

Is céim ríthábhachtach é daoine ionfhabhtaíocha a aithint agus a leithlisiú chun scaipeadh an víris a shrianadh agus sláinte agus sábháilteacht na ndaoine iad féin agus na mball foirne, na gconraitheoirí agus na gcuairteoirí uile a chosaint san ionad oibre. Is ceart loga mionsonraithe síniú isteach/amach a choinneáil de dhaoine a thagann isteach i saoráidí na scoile. Ba chóir don scoil loga a choinneáil faoi theagmhálacha foirne agus scoláirí. Tá loga teagmhála samplach ar fáil ag ***Aguisín 4.***

Tá treoir tugtha ag an gCoimisiún um Chosaint Sonraí maidir leis na himpleachtaí a bhaineann le cosaint sonraí i ndáil leis na prótacail um fhilleadh ar an obair. Is féidir an chomhairle seo a fháil anseo:

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

1. **Bearta Rialaithe - Chun Tabhairt isteach agus Scaipeadh COVID-19 i Scoileanna a chosc**

Ar cheann de na príomhtheachtaireachtí chun rioscaí COVID-19 a bhainistiú áirítear gach rud praiticiúil a dhéanamh chun tabhairt isteach COVID-19 sa scoil a sheachaint. Mura dtugtar ionfhabhtú isteach ní féidir é a scaipeadh. Tá an baol ann go scaipfear an t-ionfhabhtú nuair a thugtar isteach é i ngach idirghníomhaíocht idirphearsanta; scoláire - scoláire, múinteoir - múinteoir agus múinteoir- scoláire, agus ní mór é a bhainistiú i ngach suíomh.

Cuireadh réimse beart rialaithe riachtanach i bhfeidhm chun an baol go scaipfear víreas COVID-19 a laghdú agus chun sábháilteacht, sláinte agus leas na foirne, na scoláirí, na dtuismitheoirí agus na gcuairteoirí a chosaint a mhéid is féidir laistigh den scoil. Leanfar de na bearta rialaithe a athbhreithniú agus a nuashonrú de réir mar is gá ar bhonn leanúnach.

Tá sé ríthábhachtach go mbeadh an fhoireann, na scoláirí, na tuismitheoirí agus na cuairteoirí ar an eolas faoi na bearta rialaithe atá leagtha amach, go gcloíonn siad leo agus go gcomhoibríonn siad go hiomlán le gach riachtanas sláinte agus sábháilteachta.

*Ba chóir don bhfoireann tabhairt faoi deara go bhfuil oibleagáid dhlíthiúil orthu faoi Alt 13 den Acht um Shábháilteacht, Sláinte agus Leas ag an Obair 2005 ceanglais sláinte agus sábháilteachta a chomhlíonadh agus cúram réasúnach a ghlacadh ar mhaithe lena sláinte agus sábháilteacht féin, a gcomhghleacaithe agus páirtithe eile san ionad oibre.*

***Conas an Baol go dtabharfaí COVID-19 isteach i scoileanna a íoslaghdú:***

Feasacht ar chomharthaí COVID-19 a chur chun cinn (***sonraí ag Cuid 5.1)****;*

* Iarraidh ar bhaill foirne agus ar scoláirí a bhfuil comharthaí acu gan freastal ar scoil, glaoch a chur ar a ndochtúir agus treoir FSS a leanúint maidir le féin-leithlisiú; cuir isteach nasc chuig treoir FSS
* Iarraidh ar bhaill foirne agus ar scoláirí gan freastal ar scoil má d'aithin FSS iad mar dhuine a bhí i dteagmháil le duine ar a bhfuil COVID-19 agus comhairle FSS maidir le srian ar ghluaiseacht a leanúint;
* Iarraidh ar bhaill foirne agus ar na scoláirí a dtagann comharthaí orthu agus iad ar scoil, é seo a chur ar a shúile don bpríomhoide (nó don leas-phríomhoide mura bhfuil an príomhoide ar fáil) go pras;
* A chinntiú go bhfuil an prótacal chun cás amhrasta COVID-19 a bhainistiú ar scoil ar eolas ag an bhfoireann agus ag na scoláirí ***(sonraí ag Cuid 8)***;
* Iarraidh ar gach duine a thagann isteach i bhfoirgneamh na scoile go gcaithfidh siad sláinteachas lámh a dhéanamh leis an díghalrán lámh.
* Na páirtithe ábhartha go léir a chur ar an eolas gur chóir do chuairteoirí ar an scoil i rith an lae socrú a dhéanamh roimh ré leis an bpríomhoide agus gur chóir bualadh leo ag pointe teagmhála ar leith;
* Ba chóir scaradh fisiciúil 2 mhéadar a choinneáil idir baill foirne agus cuairteoirí nuair is féidir.
	1. **Bíodh Comharthaí COVID-19 ar eolas agat**

D'fhonn cosc a chur ar scaipeadh COVID-19 tá sé tábhachtach go bhfuil na comharthaí ar eolas agat agus gur féidir leat iad a aithint. Is iad:

* Teocht ard
* Casacht
* Gearranáil nó deacrachtaí anála
* Cailliúint bolaidh, blaiste nó saobhadh blaiste
	1. **Sláinteachas Riospráide**

Bí cinnte go gcloíonn tú, agus na daoine timpeall ort, le sláinteachas maith riospráide. Ciallaíonn sé seo go gclúdaíonn tú do bhéal agus do shrón le ciarsúr páipéir nó le d’uillinn lúbtha agus tú ag casacht nó ag ligint sraotha. Ansin cuir an ciarsúr páipéir úsáidte de láimh láithreach go sábháilte i mbosca bruscair in aice leat.

Trí shláinteachas riospráide maith a leanúint, cosnaíonn tú na daoine timpeall ort ar víris ar nós fuachta, fliú agus Covid-19.

* 1. **Sláinteachas Lámh**

Ba chóir don fhoireann agus do na scoláirí a thuiscint cén fáth go bhfuil sláinteachas lámh tábhachtach. Lena chois sin caithfidh siad a thuiscint cathain agus conas a lámha a ní.

Ba chóir do scoileanna dea-shláinteachas a chur chun cinn agus póstaeir a thaispeáint ar fud na scoileanna maidir leis an tslí cheart chun do lámha a ní. Cloígh le treoirlínte FSS maidir le lámha a ní:

[https://www2.hse.ie/gaeilge/coroinvireas/conas-do-lamha-a-ghlanadh.html](https://www2.hse.ie/wellbeing/how-to-wash-your-hands.html) seicliosta

Is féidir sláinteachas Lámh a bhaint amach trí lámha a ní nó díghalrán lámh a úsáid (nuair atá dealramh glan ar na lámha).

Ní mór úsáid saoráidí sláinteachais lámh lena n-áirítear báisíní lámh a bhainistiú chun plód daoine atá ag fanacht le báisíní lámh agus díghalrán lámh a sheachaint.

Beidh dáileoirí díghalrán lámh curtha ar fáil go ag pointí imeachta agus iontrála an scoil agus seomraí ranga agus beidh muid ag tabhairt aire go nglanfar aon doirteadh díghalráin lámh ar eagla go dtitfeadh duine.

Beidh báisíní chun lámha a ní, uisce reatha, gallúnach leachtach agus saoráidí triomaithe lámh a chur ar fáil ag gach leithreas, cistin agus aon limistéir ina n-ullmhaítear bia, curtha ar fáil.

Beidh saoráidí níocháin lámh a choinneáil i mbail mhaith agus beidh soláthairtí gallúnach agus tuáillí a líonadh go rialta chun gach duine a spreagadh len iad a úsáid.

Beidh póstaeir a thaispeánann teicnící níocháin lámh agus a chuireann níochán lámh chun cinn curtha ar na ballaí in aice le saoráidí níocháin agus is féidir iad a lannú nó a chur i gclúdach plaisteach.

Nuair a bhíonn leachtanna cuimilte / glóthacha lámh á n-úsáid ar scoil beidh orainn a chinntiú nach n-ionghabhann scoláirí iad mar go bhfuil siad inlasta agus tocsaineach.

**Minicíocht Sláinteachais Lámh**

Ba chóir do scoláirí agus don bhfoireann sláinteachas lámh a dhéanamh:

* Ar theacht ar scoil dóibh;
* Sula n-itheann nó sula n-ólann siad;
* Tar éis an leithreas a úsáid;
* Tar éis ainmhithe a chuimilt;
* Tar éis dóibh súgradh lasmuigh;
* Nuair a bhíonn a lámha salach go fisiciúil;
* Nuair a bhíonn siad ag casacht nó ag ligint sraotha.
	1. **Scaradh Fisiciúil**

Is féidir scaradh fisiciúil a chur i bhfeidhm go tairbheach i suíomh iar-bhunscoile agus roinnt solúbthachta a cheadú nuair is gá. Ní mór é a chur i bhfeidhm ar bhealach praiticiúil chun a aithint nár cheart go mbeadh an timpeallacht foghlama faoi smacht ag fócas ar an cheist seo a d’fhéadfadh níos mó dochar ná maitheas a dhéanamh. Ba cheart a chinntiú nach spreagtar teannas ná coimhlint, rud a d’fhéadfadh tarlú. B’fhéidir go mbeidh gá le roinnt solúbthachta uaireanta nuair a bhíonn na bearta á gcur i bhfeidhm.

Aithnítear freisin nach féidir leis an bhfoireann scaradh fisiciúil a choinneáil ó scoláirí i gcónaí agus nach cuí go mbeifí ag súil go ndéanfaidís é sin i gcónaí i gcás ina bhféadfadh tionchar díobhálach a bheith aige sin ar an scoláire.

**Mar sin féin, nuair is féidir é, ba cheart don bhfoireann achar 1 m ar a laghad a choinneáil agus 2 m nuair is féidir. Ba cheart dóibh bearta a ghlacadh freisin chun dlúth-theagmháil a sheachaint ag leibhéal duine le duine, mar shampla fanacht ina seasamh seachas suí in aice le scoláire / cromadh anuas.**

Beidh sós agus am lóin dhifriúil ag daltaí sóisearacha agus daltaí sinsearacha – 15 bomaite ar maidin ag 40 bomaite ag am lóin.

Tosaíonn gach rang ar maidin ag a 9.00 r.n. Críochnóidh ranganna ag 3.55 do dhaltaí sóisearacha, agus sinsearach ag 4.00 i.n.

Tá muid dirithe isteach ar an méid seo a leanas:

1. Leagan amach nua a chur ar spásanna sa rang chun scaradh fisiciúil a uasmhéadú;
2. Leagan amach nua a chur ar gach spás atá ar fáil sa scoil agus gach spás a úsáid chun scaradh fisiciúil a uasmhéadú;
3. Athbhreithniú a dhéanamh ar Amchláir;
4. Leagan amach nua a chur ar Ranganna;
5. Smaoinigh ar Úsáid Sruthú Beo laistigh den Scoil;

Beidh an rogha seo ag daltaí ar bith ata sa catagóir ‘Ard riosca@ :

* Cianteagasc ón baile nó
* Cianteagasc sa scoil ag usáid oifig satailít.

***Idirghníomhaíocht a laghdú***

Sa mhéid agus is féidir agus indéanta dhéanfaí scoláirí a shannadh do phríomhchohórt ranga a d’fhanfadh sa seomra ranga don chuid is mó d’ábhair agus bheadh na múinteoirí ag aistriú idir seomraí.

Tá níos mó ranganna dúbailte pleanáilte againn chun gluaiseacht a íoslaghdú i gcaitheamh an lae.

Sa chás go bhfuil ábhar roghnach ag scoláirí, bhogfaidís go tapa isteach sa rang nua agus shuífidís in éineacht le baill dá gcohórt ranga, agus iad ag coinneáil an oiread scartha fhisiciúil agus is féidir.

Theastódh níochán/díghalrú lámh nuair a bhogann múinteoirí agus scoláirí idir ranganna.

Choinneofaí scaradh fisiciúil idir an múinteoir agus an rang.

Sa chás go bhfuil gá le grúpaí ranga a bhogadh idir seomraí, ba cheart é a phleanáil chun idirghníomhaíocht le grúpaí ranga eile a íoslaghdú.

Cuir teorainn le hidirghníomhaíocht ag am teachta agus imeachta agus i ndorchlaí agus i limistéir chomhroinnte eile.

Ba chóir teagmháil fhisiciúil shóisialta (beannachtaí lámh le láimh, barróga) a dhíspreagadh.

Sa chás gur gá do scoláirí bogadh thart laistigh den seomra ranga chun gníomhaíochtaí a dhéanamh (rochtain ar acmhainn chomhroinnte) ba cheart é a eagrú an oiread agus is féidir chun plód daoine a íoslaghdú ag an acmhainn chomhroinnte.

Ba chóir do bhaill foirne agus do scoláirí iarracht a dhéanamh gan rudaí pearsanta a roinnt.

Sa chás go mbaineann úsáid méarchláir nó táibléid le teagasc agus foghlaim ba cheart dromchla teagmhála an ghléis a ghlanadh go rialta agus sláinteachas lámh a spreagadh.

**Scaradh fisiciúil lasmuigh den seomra ranga agus laistigh den scoil**

***Scoláirí a fhágáil/a bhailiú ón scoil***

Iarrtar ar thuismitheoirí daltaí ag fhágáil ag an timpeallán mar is gnáth, rachaidh daltaí na chéad, dara agus tríú bl isteach agus amach tríd príomhdhoras na scoile, agus bainfidh na daltaí sinsearacha san Idirbhliain, cúigiú bl agus séú bliain úsáid as an doras in aice leis an halla spóirt.

Ba chóir do scoláirí dul díreach chuig a spás foghlama/seomra ranga ainmnithe

***Foireann***

Moltar achar 2 m le haghaidh scartha fhisiciúil don bhfoireann. Baineann sé seo go háirithe le scaradh idir daoine fásta nuair nach mbíonn siad i mbun teagaisc, cosúil leis an seomra foirne agus nuair a bhíonn siad ag teacht chuig an obair.

Mura féidir cloí le hachar 2 m i ngrúpaí foirne ba chóir achar chomh mór agus is féidir a choinneáil agus cloí le treoir maidir le clúdach aghaidhe.

Ní bheidh an foireann iomlán ag glacadh sosanna le chéile.

Ba cheart cruinnithe foirne a reáchtáil go cianda nó i ngrúpaí beaga nó i spásanna móra chun scaradh fisiciúil a éascú.

Beartas gan lámha a chroitheadh a chur i ngníomh.

Íoslaghdaigh cruinnithe daoine ag tús agus ag deireadh an lá scoile.

***Ceaintín***

Ní bheidh an bhialann oscailte go dtí i ndiaidh sos lár téarma ag deireadh mí Dheireadh Fómhair, mar sin, ní mór d’achan dalta lón a thógáil ar scoil gach lá.

***Dorchlaí agus Staighrí***

Má ghabhtar thart ar dhuine i ndorchla go gairid ní dócha go gcuirfidh sé seo go mór le scaipeadh ionfhabhtaithe mura bhfuil teagmháil fhisiciúil ag daoine agus má sheachnaíonn siad plé neamhfhoirmiúla i ngrúpaí. Beidh corás aontreo ag feidhmiú san scoil.

* 1. **Úsáid TCP i Scoileanna**

Tá "Treoir d’Iar-Bhunscoileanna maidir le TCP, Tomhaltáin agus Trealamh" foilsithe ag an Roinn ar [gov.ie/filleadharscoil](http://www.gov.ie/filleadharscoil). Cuireann sé seo an fhaisnéis is gá ar fáil do scoileanna maidir leis na cainníochtaí cuí tomhaltáin agus trealamh TCP chun tacú le hathoscailt iomlán agus shábháilte scoileanna.

Sa chomhairle is déanaí ón Lárionad Faire um Chosaint Sláinte chuig an Roinn Oideachais moltar gur chóir do bhaill foirne clúdaigh aghaidhe a chaitheamh i gcás nach féidir achar fisiciúil 2 mhéadar a choinneáil ó bhaill foirne eile, tuismitheoirí, cuairteoirí riachtanacha nó ó dhaltaí.  Ghlac an Roinn leis an moladh seo.  Dá réir sin, is gá anois do bhaill foirne clúdaigh aghaidhe a chaitheamh i gcás nach féidir achar fisiciúil 2 mhéadar a choinneáil ó bhaill foirne eile, tuismitheoirí, cuairteoirí riachtanacha nó ó dhaltaí.

Ní mór TCP a úsáid freisin ag gníomhaíochtaí oibre nó i limistéir oibre áirithe. D’fhéadfaidís seo a leanas a bheith san áireamh:

* Cúram dlúthphearsanta a dhéanamh
* Má aithnítear cás amhrasta COVID-19 le linn don scoil a bheith i mbun oibriúcháin
* Sa chás go bhfuil ball foirne an-leochaileach maidir le hionfhabhtú ach nach bhfuil siad i liosta na ndaoine a rangaítear mar dhaoine i ngrúpaí atá i bhfíorbhaol, nó go bhféadfaidís a bheith ina gcónaí le daoine atá i gcatagóir na ndaoine atá i bhfíorbhaol.
* Garchabhair a thabhairt
* Cruinnithe Tuismitheoirí Múinteoirí.

Sa chás go gcuireann an fhoireann cúram sláinte ar fáil do leanaí a bhfuil riachtanais leighis acu i dtimpeallacht na scoile, ba cheart dóibh réamhchúraimí caighdeánacha a chur i bhfeidhm de réir gnáthchleachtais.

**Limistéir Fáiltithe**

Beidh scaradh fisiciúil curtha i bhfeidhm.

**Maisc/Clúdaigh Aghaidhe**

Feidhmíonn clúdaigh aghaidhe éadaigh mar bhac chun braoiníní riospráide a chosc ó dhul san aer agus ar dhaoine eile nuair a bhíonn an duine atá ag caitheamh clúdach aghaidhe ag casachtach, ag sraothartach, ag caint nó ag ardú a ghutha/a gutha. Dá bhrí sin úsáidfear clúdaigh aghaidhe éadaigh chun cosc a chur ar scaipeadh an víris ón duine a chaitheann é (agus níl a fhios aige/aici, b’fhéidir, go bhfuil sé/sí ionfhabhtaithe) chucu siúd a dtagann sé/sí i ndlúth-theagmháil leo.

Dá bhrí sin, is gá anois do mhúinteoirí, baill foirne agus scoláirí atá ag freastal ar iar-bhunscoileanna clúdach aghaidhe nuair nach féidir achar fisiciúil 2 mhéadar ó bhaill foirne eile nó ó scoláirí eile a choinneáil.

I gcásanna áirithe, ba cheart cuimhneamh ar scáthláin thrédhearcacha ar úsáid, mar shampla baill foirne a bhíonn ag plé le scoláirí a bhfuil deacrachtaí éisteachta nó deacrachtaí foghlama acu.

Ba chóir go n-iarrfaí ar gach scoláire a úsáideann an scéim iompair iar-bhunscoile clúdaigh aghaidhe a chaitheamh mura bhfuil cúis mhaith ann gan é sin a dhéanamh.

Níor chóir go gcaithfeadh aon cheann de na grúpaí seo a leanas clúdaigh aghaidhe éadaigh:

* Duine ar bith ag a bhfuil deacrachtaí análaithe
* Duine ar bith atá gan aithne gan urlabhra nó éagumasaithe
* Duine ar bith nach bhfuil ar a c(h)umas an clúdach aghaidhe a bhaint gan chúnamh
* Aon duine a bhfuil riachtanais speisialta aige agus a d'fhéadfadh a bheith trína chéile nó an-mhíchompordach agus é/í ag caitheamh clúdach aghaidhe, mar shampla duine faoi mhíchumas intleachtúil nó forbartha, duine ag a bhfuil fadhbanna meabhairshláinte, fadhbanna céadfacha nó mothálacht thadhlach.

Ba chóir meabhrú don bhfoireann agus do na scoláirí go léir a chaitheann clúdaigh aghaidhe gan lámh a chur ar an gclúdach aghaidhe agus a lámha a ní nó a dhíghalrú (trí díghalrán lámh a úsáid) sula gcuireann siad an clúdach aghaidhe orthu agus tar éis é a bhaint.

Ba chóir eolas a chur ar fáil maidir leis an tslí cheart chun clúdaigh aghaidhe éadaigh a úsáid, a bhaint agus a ní

[https://www.gov.ie/ga/foilsiuchan/8d7b23-none/](https://www.gov.ie/en/publication/aac74c-guidance-on-safe-use-of-face-coverings/)

Ba chóir go mbeadh a fhios ag gach múinteoir agus ball foirne gur chóir dóibh a lámha a ní nó a dhíghalrú (ag baint úsáide as díghalrán lámh) roimh agus tar éis dóibh cabhrú le scoláire clúdach aghaidhe a chur air/uirthi ar nó an clúdach aghaidhe a shocrú.

Ba chóir clúdaigh aghaidhe a stóráil i spás ainmnithe ar leithligh do gach scoláire nuair nach bhfuiltear á gcaitheamh (m.sh., i gcoimeádáin nó i málaí lipéadaithe ar leith).

Ba chóir clúdaigh aghaidhe éadaigh a ní tar éis gach lá úsáide agus /nó sula n-úsáidtear arís iad, nó más léir go bhfuil siad salaithe.

Níor chóir clúdaigh aghaidhe a chaitheamh nuair a bhíonn siad fliuch. D’fhéadfadh sé bheith deacair anáil a tharraingt trí chlúdach aghaidhe atá fliuch.

Ba chóir do scoileanna machnamh a dhéanamh ar chlúdaigh aghaidhe bhreise indiúscartha a chur ar fáil do scoláirí, do mhúinteoirí agus don bhfoireann sa chás go bhfuil gá le clúdach aghaidhe breise i rith an lae.

B’fhéidir gur mhaith leis an bhfoireann a gclúdach aghaidhe féin a úsáid ar bhonn laethúil, ach ba cheart go mbeadh soláthar clúdach breise indiúscartha nó ilúsáide nó, más cuí, scáthláin aghaidhe a bheith ar fáil ag scoileanna don bhfoireann más rud é go mbeidh gá le clúdach aghaidhe cúltaca i rith an lae nó ar bhonn leanúnach más gá.

Maidir leis an bhfoireann a bheith ag úsáid maisc aghaidhe, ba cheart do scoileanna cuimhneamh ar na cúinsí sonracha i gcás ina bhféadfadh úsáid maisc aghaidhe leighis, de réir Caighdeáin AE EN 14683, a bheith níos iomchuí don bhfoireann (m. sh. más gá do bhall foirne a bheith an-chóngarach go leanúnach do scoláirí ag a bhfuil riachtanais chúraim dhlúthphearsanta, ar nós CRS nó coimhdirí bus scoile).

Ní chuireann clúdach aghaidhe nó masc a chaitheamh deireadh leis an ngá fanacht sa bhaile má tá airíonna breoiteachta ar dhuine.

**Lámhainní**

De ghnáth, ní bhíonn úsáid lámhainní indiúscartha sa scoil oiriúnach ach d'fhéadfadh sé a bheith riachtanach le haghaidh nithe ar nós glanadh, suíomhanna cúraim phearsanta nó nuair a bhíonn garchabhair á tabhairt. Ní chosnaíonn gnáthúsáid an duine féin agus d'fhéadfadh go nochtfadh sé daoine eile do riosca ó lámhainní éillithe.

Ní féidir gnáthúsáid lámhainní indiúscartha a chur in ionad sláinteachais lámh.

**Naprúin**

D'fhéadfadh naprúin a bheith oiriúnach freisin i gcúinsí áirithe lena n-áirítear chun freastal ar riachtanais chúraim phearsanta nó don bhfoireann atá sannta do limistéar a ghlanadh ina raibh cás amhrasta nó deimhnithe COVID-19.

* 1. **Tionchar COVID-19 ar ghníomhaíochtaí scoile áirithe**

**Tá ‘fogger’ ceannaithe againn chun treallamh spóirt agus eile a ghlanadh*/..dhíghalrú* go laethúil.**

*Cór/Léiriú Ceoil*

D'fhéadfadh leibhéal riosca níos airde a bheith i gceist i gcás cleachtaí/léiriú cóir agus cleachtaí/léiriú ceoil le gaothuirlisí agus ba chóir machnaimh ar leith a dhéanamh ar an tslí a reáchtálfar iad siúd chun a chinntiú go bhfuil an seomra aeráilte a dhóthain agus go gcoinnítear an t-achar idir na ceoltóirí.

*Gníomhaíochtaí Spóirt*

Ba chóir do scoileanna tagairt a dhéanamh do treoir ón Lárionad Faire um Chosaint Sláinte maidir le Filleadh ar an Spórt.

*Trealamh Roinnte*

Ealaín – Nuair is féidir ba chóir scoláirí a spreagadh chun a gcuid soláthairtí ealaíne agus trealaimh féin a bheith acu.

Leictreonaic – Ba chóir gléasanna leictreonacha comhroinnte amhail táibléid, scáileáin tadhaill, méarchláir a ghlanadh idir úsáidí agus d’fhéadfaí cuimhneamh ar chlúdaigh a fhéadfar a ghlanadh a úsáid le haghaidh leictreonaic chun glanadh a éascú.

Trealamh/Uirlisí Ceoil – A mhéid is féidir, níor cheart uirlisí a roinnt idir scoláirí agus má tá comhroinnt ag teastáil, ba cheart na huirlisí a ghlanadh sula n-úsáidfidh an chéad duine eile iad.

Beartas Leabharlainne – Más praiticiúil é ba chóir go mbeadh a gcuid leabhar féin ag na scoláirí. Téacsleabhair a roinntear - ba chóir clúdach plaisteach a fhéadfar a ghlanadh le glantachán tí oiriúnach idir úsáidí a chur orthu. Ba chóir scoláirí a spreagadh chun sláinteachas lámh a dhéanamh tar éis aon rud comhroinnte a úsáid.

Trealamh Spóirt Comhroinnte - Íoslaghdaigh comhroinnt trealaimh agus glan tar éis úsáidí ag daoine éagsúla.

1. **Sláinteachas agus Glantachán sa Scoil**

Cuirfidh an Roinn Oideachais maoiniú breise ar fáil do scoileanna chun tacú leis an nglanadh breise atá riachtanach chun na rioscaí a bhaineann le COVID-19 a íoslaghdú. Cuirfear sonraí faoi na tacaíochtaí maoinithe ar fáil do scoileanna trí chiorclán agus déanfar iad a nuashonrú de réir mar is gá. Cuirfear an maoiniú ar fáil do scoileanna roimh athoscailt.

Tá an chomhairle shonrach maidir le glanadh scoile leagtha amach sa chomhairle ón Lárionad Faire um Chosaint Sláinte agus pléifear í san oiliúint ionduchtúcháin. Leagtar amach sa chomhairle seo an córas glantacháin is gá chun tacú le scoileanna chun ionfhabhtú COVID-19 a chosc agus an glanadh breise a theastaíonn i gcásanna amhrasta COVID-19. Iarrtar ar scoileanna an chomhairle ghlantacháin a léamh go cúramach agus a thuiscint agus é a chur i bhfeidhm ar gach réimse den scoil de réir mar is cuí.

Cuirtear i gcuimhne do scoileanna aire ar leith a thabhairt do na socruithe sláinteachais le haghaidh na n-áiseanna chun lámha a ní agus na leithreas.

Go hachomair, ba chóir gach suíomh scoile a ghlanadh **uair sa lá ar a laghad.** Ba chóir glanadh breise, má tá sé ar fáil, a dhíriú ar dhromchlaí a mbaintear dóibh go minic - murláin dorais, ráillí láimhe, cathaoireacha / uillinn cathaoireacha, limistéir itheacháin chomhchoiteanna, áiseanna doirtil agus leithris.

Má tá scoláirí ag bogadh idir seomraí ranga, d’fhéadfaí cuimhneamh ar tháirgí glantacháin cuí a chur ar fáil chun cur ar a gcumas a mbinse, a gcathaoir agus a ndromchla a ghlanadh sula bhfágann siad an seomra.

Beidh rochtain ag an bhfoireann ar fad ar tháirgí glantacháin agus beidh orthu glaineacht a limistéar oibre féin a chothabháil. Níor cheart na hábhair ghlantacháin seo a thabhairt amach as an bhfoirgneamh ar chúinsí ar bith;

Ba chóir don bhfoireann a limistéar oibre a ghlanadh agus a dhíghalrú go maith roimh iad a úsáid agus tar éis iad a úsáid, gach lá.

Baileofar málaí diúscartha dramhaíola úsáidte go rialta ó oifigí agus ó cheantair eile laistigh den áis scoile.

Ní bheidh saoráidí cithfholctha ar fáil don bhfoireann ná do scoláirí mar gheall ar an riosca méadaithe a bhaineann le saoráidí agus limistéir chithfholctha comhchoiteanna. Déanfar é sin a athbhreithniú de réir threoir an rialtais.

Ní mór don bhfoireann a dtrealamh agus a n-uirlisí féin a úsáid agus a ghlanadh (cupán, sceanra, pláta srl.).

***Seomraí ina raibh scoláirí/ball foirne a raibh amhras ann go raibh COVID-19 orthu a ghlanadh/dhíghalrú***

Ba chóir na seomraí a ghlanadh chomh luath agus is féidir.

Nuair a bheidh an seomra folamh níor chóir an seomra a athúsáid go dtí go mbeidh sé glanta agus díghalraithe go hiomlán agus go bhfuil gach dromchla tirim.

Ní oibríonn díghalrú ach ar rudaí atá glan. Dá bhrí sin, nuair a bhíonn díghalrú ag teastáil, déantar é seo i gcónaí de bhreis ar ghlanadh.

Ba chóir go seachnódh duine /daoine a shanntar do ghlanadh baint dá (h)aghaidh agus é/í ag glanadh agus ba chóir dó/di lámhainní tí agus ag naprún plaisteach a úsáid.

Glan an timpeallacht agus an troscán ag baint úsáide as ceirteacha glantacháin indiúscartha agus glantach tí agus ina dhiaidh sin déan díghalrú le táirge clóirín-bhunaithe (tuarthóir tí).

Tabhair aird ar leith ar dhromchlaí a mbaintear dóibh go minic, cúl cathaoireacha, toilg, murláin dorais agus aon dromchlaí atá salaithe go feiceálach le sreabháin choirp.

Nuair a bheidh an seomra glanta agus díghalraithe agus nuair atá gach dromchla tirim, is féidir an seomra a athúsáid.

1. **Déileáil le Cás Amhrasta COVID-19**

Níor chóir don bhaill foirne ná do scoláirí freastal ar scoil má léiríonn siad aon chomharthaí COVID-19. Tugtar breac-chuntas sa mhéid seo a leanas ar conas ba chóir do scoil déileáil le cás amhrasta a d'fhéadfadh teacht chun cinn i suíomh scoile.

Is é an seomra garleigheas an limistéar leithlisithe na scoile. Má tá níos mó na duine amháin ag leiriú comharthaí is feidir linn FF58 a usáid fosta mar limistéar leithlisithe.

Má léiríonn ball foirne/scoláire comharthaí COVID-19 agus iad ar scoil is iad seo a leanas na nósanna imeachta atá le cur i bhfeidhm:

* Más scoláire an duine a bhfuil amhras faoi/ fúithi, ba cheart teagmháil a dhéanamh láithreach leis na tuismitheoirí/caomhnóirí;
* Leithlisigh an duine agus bíodh nós imeachta i bhfeidhm chun dul leis an duine sin chuig an limistéar leithlisithe ainmnithe tríd an mbealach leithlisithe, ag coinneáil achar 2 mhéadar ar a laghad ón duine ar a bhfuil comharthaí agus a chinntiú freisin go gcoinníonn daoine eile achar 2 mhéadar ar a laghad ón duine ar a bhfuil comharthaí, gach uile thráth;
* Mura féidir achar 2m a choinneáil ba chóir do bhall foirne atá ag tabhairt aire do scoláire clúdach aghaidhe nó masc a chaitheamh. Níor chóir lámhainní a úsáid toisc nach dtéann an víreas trí chraiceann;.
* Déan measúnú ar cibé an féidir iarraidh ar an duine atá ag léiriú comharthaí dul abhaile láithreach/gur féidir lena thuismitheoirí/chaomhnóirí é/í a thabhairt abhaile agus glaoch a chur ar a ndochtúir agus leanúint de bheith ag féin-leithlisiú sa bhaile;
* Déan éascaíocht don duine a bhfuil comharthaí air/uirthi fanacht ar leithlis mura féidir leis/léi dul abhaile láithreach agus cabhraigh leis/léi glaoch ar an dochtúir. Ba chóir don duine teagmháil le daoine, dromchlaí agus rudaí a sheachaint. Ba chóir iarraidh ar an duine a léiríonn comharthaí a bhéal agus a shrón a chlúdach leis an gciarsúr páipéir indiúscartha a sholáthraítear nuair a bhíonn siad ag casacht nó ag sraothartach agus an ciarsúr a chur sa mhála dramhaíola a sholáthraítear;
* Má tá an duine maith go leor chun dul abhaile, déan socrú go n-iompródh ball den teaghlach abhaile é/í, a luaithe is féidir agus iarr air/uirthi an cleachtóir ginearálta a chur ar an eolas faoi na comharthaí tríd an bhfón. Níor cheart iompar poiblí de chineál ar bith a úsáid;
* Má tá sé nó sí ró-bhreoite chun dul abhaile nó má tá comhairle ag teastáil, déan teagmháil le 999 nó 112 agus cuir ar an eolas iad gur cás amhrasta COVID-19 é an duine breoite;
* Déan measúnú ar an eachtra a bheidh mar chuid de ghníomhaíochtaí leantacha agus téarnamh a chinneadh;
* Déan socrú chun an limistéar leithlise agus na réimsí oibre atá i gceist a ghlanadh go cuí – ***(sonraí ag Alt 7)***

Cuirfidh FSS aon bhall foirne/tuismitheoirí a tháinig i ndlúth-theagmháil le cás diagóisithe ar an eolas tríd an bpróiseas rianaithe teagmhála. Rachaidh FSS i dteagmháil leis na daoine ábhartha go léir mar a ndéantar diagnóis COVID-19. Ba cheart treoracha FSS a leanúint agus tá rúndacht na foirne agus na scoláirí ríthábhachtach gach uile thráth.

1. **Dualgais na Foirne**

Tá dualgas reachtúil ar an bhfoireann aire réasúnta a thabhairt dá sláinte agus dá sábháilteacht féin agus do shláinte a gcomhghleacaithe agus páirtithe eile.

Tá comhoibriú agus cúnamh na foirne go léir riachtanach chun an baol go scaipfí COVID-19 a laghdú agus chun sláinte agus sábháilteacht a chosaint a mhéid is féidir laistigh den scoil. Tá ról lárnach le comhlíonadh ag gach ball den bhfoireann.

Maidir leis sin agus chun filleadh sábháilte ar an obair a éascú, áirítear iad seo a leanas ar na dualgais seo, gan a bheith teoranta dóibh:

* Cloí leis an bPlean Freagartha COVID-19 Scoile agus na bearta rialaithe atá leagtha amach.
* An fhoirm RTW (Filleadh ar an Obair) a chomhlánú sula bhfilleann siad ar an obair.
* Ní mór dóibh an Príomhoide a chur ar an eolas má tá aon chúinsí eile ann a bhaineann le COVID-19 nach bhfuil san áireamh sa bhfoirm agus ar gá iad a nochtadh chun gur féidir leo filleadh ar an ionad oibre go sábháilte.
* Ní mór dóibh oiliúint ionduchtúcháin COVID-19 a chomhlánú agus aon oiliúint eile a theastaíonn sula bhfillfidh siad ar scoil.
* Ní mór dóibh a bheith ar an eolas faoi dea-shláinteachas agus béasaíocht riospráide agus cloí leo . Cleachtais a chomhordú agus oibriú lena gcomhghleacaithe chun a chinntiú go gcoinnítear scaradh fisiciúil.
* Iad féin a chur ar an eolas faoi chomharthaí COVID-19 agus monatóireacht a dhéanamh ar a bhfolláine féin.
* Féin-leithlisiú sa bhaile agus teagmháil a dhéanamh go pras lena ndochtúir chun tuilleadh comhairle a fháil má léiríonn siad aon chomharthaí Covid-19.
* Gan filleadh ar an scoil nó freastal uirthi má tá comharthaí COVID-19 orthu ar chúinse ar bith.
* Cloí leis an nós imeachta atá leagtha amach thuas má thagann aon chomharthaí COVID-19 orthu agus iad laistigh den áis scoile.
* Iad féin a choinneáil ar an eolas faoi chomhairle nuashonraithe na n-údarás sláinte poiblí agus cloí léi.
1. **Bainistíocht neamhláithreachta a bhaineann le Covid-19**

Déanfar bainistiú ar neamhláithreacht a bhaineann le COVID-19 a bhainistiú de réir na nósanna imeachta atá comhaontaithe leis an Roinn Oideachais.

1. **An Clár Cúnaimh agus Folláine d’Fhostaithe**

Aithníonn an Roinn an gá atá le folláine na foirne scoile agus le féinchúram comhchoiteann.  Cuirfidh Seirbhísí Tacaíochta na Roinne tacaíocht ar fáil d'fholláine na foirne scoile. Orthu sin tá an tSeirbhís um Fhorbairt Ghairmiúil do Mhúinteoirí (PDST) agus an Lárionad um Cheannaireacht Scoile (CSL). Lena chois sin tabharfaidh Foireann Cur Chun Cinn Sláinte FSS tacaíocht. Tá [Straitéis Sláinte Ceirde](https://www.education.ie/en/Education-Staff/Information/Occupational-Health-Strategy/) i bhfeidhm mar acmhainn thacúil do bhaill foirne aonair i scoileanna. Is é aidhm na Straitéise Sláinte Ceirde sláinte agus folláine na bhfostaithe san ionad oibre a chur chun cinn, agus béim láidir á cur aici ar chosc. Cuimsíonn an Straitéis Sláinte Cheirde an tSeirbhís Cúnaimh d'Fhostaithe agus an tSeirbhís Sláinte Ceirde. Is é Spectrum.Life a chuireann an tSeirbhís Cúnaimh D'Fhostaithe ar fáil faoin lógó 'Wellbeing Together: Folláinne Le Chéile'.

Faoin tSeirbhís Cúnaimh D’Fhostaithe (EAS), tá líne chabhrach rúnda saor in aisce ar fáil d’fhostaithe 24 uair an chloig sa lá, 365 lá sa bhliain ag 1800 411 057. Soláthraítear comhairle ar réimse saincheisteanna amhail folláine, dlí, airgeadas, eadráin, tacaíocht bhainistíochta srl.  Nuair is gá, tá comhairleoireacht ghearrthéarmach ar fáil d'fhostaithe agus dá dteaghlaigh (os cionn 18 mbliana d'aois agus a chónaíonn sa bhaile).  Tá tairseach folláine saincheaptha agus aip a chuireann rochtain ar fáil ar phodchraoltaí agus ar bhlaganna ar ábhair i dtaobh folláine agus meabhairshláinte, saol an teaghlaigh, cleachtadh agus cothú freisin.  Ina theannta sin cuirtear teiripe iompraíochta cognaíoch ar líne ar fáil.   Mar chuid de na seirbhísí a sholáthraíonn Spectrum.Life tá Bainisteoir Um Chur Chun Cinn Meabhairshláinte ar fáil chun tionscnaimh mheabhairshláinte agus folláine atá bunaithe ar fhianaise a fhorbairt agus a sheachadadh chun stiogma a laghdú agus litearthacht meabhairshláinte a fheabhsú agus chun rannpháirtíocht sa tseirbhís a mhéadú. Beidh sraith seimineár agus seimineáir ghréasáin á gcur ar fáil acu freisin chun folláine foirne a chur chun cinn i scoileanna de réir mar a athosclaíonn scoileanna agus le linn na scoilbhliana atá le teacht.

1. **Treoracha do Thuismitheoirí/Caomhnóirí:**

Ar mhaithe le sábháilteacht na ndaltaí agus foireann na scoile ní mór dúinn na rialacha seo a chur i bhfeidhm i mbliana de dheasca Covid-19:

1. Iarrtar ar thuismitheoirí daltaí ag fhágáil ag an timpeallán mar is gnáth, rachaidh daltaí na chéad, dara agus tríú bl isteach agus amach tríd príomhdhoras na scoile, agus bainfidh na daltaí sinsearacha san Idirbhliain, cúigiú bl agus séú bliain úsáid as an doras in aice leis an halla spóirt.
2. Ní ceart do leanaí a bhfuil siomptóim Covid-19 acu, lena n-áirítear fiabhras, casacht, gearranáil, nó cailliúint nó athrú ar bholadh nó blas freastal ar an scoil. Lean treoracha an Fheidhmeannacht na Seirbhíse Sláinte maidir le féin-leithlisiú agus cuir glaoch ar do dhochtúir. Déan cinnte go mbíonn a fhios ag daltaí gur cheart dóibh a insint don mhúinteoir láithreach má mhothaíonn siad tinn.
3. Ní bheidh cead ag tuismitheoirí/caomhnóirí teacht isteach chun na scoile le linn an lae scoile gan coinne. Más gá do thuismitheoir dul i dteagmháil leis an scoil, iarrtar oraibh sin a dhéanamh tríd scairt ghutháin ar 074 91 25943 nó tríd r-phost ag colaisteailigh@donegaletb.ie. Iarrtar ar thuismitheoirí/caomhnóirí fanacht sa charr agus glaoch gutháin a chur ar an scoil ar 074 91 25943 nuair atá siad taobh amuigh den scoil má tá coinne acu le múinteoir/an Príomhoide srl.
4. Daltaí le coinní fiaclóra srl : iarrtar ar thuismitheoirí/caomhnóirí cinntiú go bhfuil nóta scríofa i ndialann an dalta le taispeáint don mhúinteoir chun cead a fháil an seomra a fhágáil. Ní mór do dhaltaí síniú an Phríomhoide Tanastaigh a fháil ar an nóta roimh 8.55 ar maidin le leiriú don mhúinteoir go bhfuil cead an scoil a fhágáil faighte ag an dalta. Iarrtar ar dhaltaí teacht go dtí an Príomhdhoras, an leabhar síniú amach a shíniú lena p(h)eann f(h)éin ag an oifig agus iarrtar ar thuismitheoirí/caomhnóirí fanacht sa charr agus glaoch gutháin a chur ar an scoil ar 074 91 25943 nuair atá siad taobh amuigh den scoil chun an dalta a thógáil leo.
5. Ní bheidh bialann sa scoil go dtí i ndiaidh sos lár-téarma, mar sin iarrtar ar thuismitheoirí/caomhnóirí cinntiú go mbeidh lón leis na daltaí ar scoil. Tá cead ag daltaí dul abhaile don lón, fad is atá siad ina gcónaí cóngarach don scoil, níl ach 40 bomaite i gceist don lón do dhaltaí sóisearacha, agus 45 bomaite do na daltaí sinsearacha.

Tuilleadh eolas:

<https://www.gov.ie/en/publication/389bd-topics-being-raised-on-the-back-to-school-helpline/?referrer=http://www.gov.ie/yourquestionsanswered/>

# Aguisín 1 Ceistneoir COVID-19 Roimh Fhilleadh ar an Obair

Ní mór don fhoireann an ceistneoir seo a chomhlánú **3 lá ar a laghad** roimh fhilleadh ar an obair.

Má tá freagra dearfach ar aon cheann de na ceisteanna thíos, moltar duit comhairle leighis a lorg sula bhfillfidh tú ar an obair.

Ainm: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Ainm na Scoile: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Ainm an Phríomhoide: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dáta: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Ceisteanna** | **TÁ** | **NÍL** |
| 1. | An bhfuil comharthaí casachta, fiabhrais, teocht ard, scornach tinn, srón ag sileadh, gearranáil nó airíonna cosúil le fliú ort anois nó an raibh le 14 lá anuas? |  |  |
| 2. | Ar diagnóisíodh le 14 lá anuas go bhfuil ionfhabhtú COVID-19 deimhnithe nó amhrasta ort? |  |  |
| 3. | Ar chuir FSS in iúl duit go raibh tú i ndlúth-theagmháil le duine atá ina chás deimhnithe nó amhrasta COVID-19 le 14 lá anuas? |  |  |
| 4. | Ar iarr dochtúir ort féin-leithlisiú ag an am seo? |  |  |
| 5. | Ar iarr dochtúir ort cocúnú ag an am seo? |  |  |
| 6. | Ar chuir do dhochtúir in iúl duit go bhfuil tú sa ghrúpa atá i bhfíorbhaol?Má chuir, téigh i dteagmháil le do dhochtúir agus le do Phríomhoide maidir le filleadh ar an obair. |  |  |

Deimhním, ar feadh m’eolais, nach bhfuil aon chomharthaí COVID-19 orm, níl mé ag féin-leithlisiú, ag fanacht le torthaí tástála COVID-19 agus níor iarradh orm mo ghluaiseachtaí a shrianadh. Tabhair do d’aire, le do thoil: Tá an scoil ag bailiú na sonraí pearsanta íogaire seo chun sábháilteacht a choinneáil laistigh den ionad oibre i bhfianaise na paindéime Covid-19. Tá an bunús dlí maidir leis na sonraí seo a bhailiú bunaithe ar leasanna ríthábhachtacha sláinte poiblí agus ar shláinte cheirde a chothabháil agus coinneofar go daingean iad i gcomhréir lenár mbeartas coinneála.

Síniú: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Aguisín 2 Príomhionadaí na nOibrithe - Iar-bhunscoileanna

Is é is cuspóir don Phrótacal um Fhilleadh ar an Obair COVID-19 tacú le fostóirí agus le hoibrithe bearta a chur i bhfeidhm a chuirfidh cosc ar scaipeadh COVID-19 san ionad oibre. Forbraíodh an Prótacal tar éis plé agus comhaontú idir an Rialtas, Ceardchumainn agus Fostóirí ag an bhFóram Eacnamaíoch Fostóra agus Lucht Saothair.

Déantar foráil sa Phrótacal maidir le Príomhionadaí na nOibrithe a cheapadh i ngach ionad oibre. Oibreoidh Príomhionadaí na nOibrithe i gcomhar leis an bhfostóir chun cabhrú le cur i bhfeidhm beart chun scaipeadh COVID-19 a chosc agus monatóireacht a dhéanamh ar chomhlíonadh na mbeart sin agus chun páirt a ghlacadh maidir leis an gcomhairle sláinte faoi COVID-19 a chur in iúl do dhaoine san ionad oibre.

Is é cuspóir don chuid seo na forálacha maidir le Príomhionadaí na nOibrithe scoileanna a leagan amach. Feidhmeoidh na socruithe seo don scoilbhliain 2020/21 agus beidh athbhreithniú á dhéanamh orthu ag na páirtithe go leanúnach.

Ba chóir an doiciméad seo a léamh i dteannta leis na nithe seo a leanas:

* an [Prótacal COVID-19 um Fhilleadh ar an Obair go Sábháilte](https://www.gov.ie/en/publication/22829a-return-to-work-safely-protocol/);
* an [Treoir agus Ceisteanna Coitianta d’Fhostóirí na Seirbhíse Poiblí le linn COVID-19](https://www.gov.ie/en/news/092fff-update-on-working-arrangements-and-leave-associated-with-covid-19-fo/);
* Plean Freagartha COVID-19 d’Iar-bhunscoileanna (ar fáil ar shuíomh gréasáin na Roinne Oideachais).

## 1. Cur chuige Comhoibritheach

Tá an fhreagracht as forbairt agus cur i bhfeidhm an Phlean Freagartha Covid-19 agus na mbeart rialaithe a ghabhann leis ar an mBord Bainistíochta/ BOO agus ar fhoireann bainistíochta na scoile.

Tá cumarsáid láidir agus cur chuige comhoibritheach comhroinnte ríthábhachtach chun cosaint a dhéanamh ar scaipeadh COVID-19 i scoileanna, agus aire a thabhairt do shláinte, sábháilteacht agus folláine na foirne agus na scoláirí. Ní éireoidh linn cloí leis an bPrótacal um Fhilleadh ar an Obair ach amháin má tá oibleagáid chomhroinnte ar gach duine na bearta atá sa Phrótacal ina (h)áit oibre a chur i bhfeidhm.

Má tá aon imní ar aon bhall den bhfoireann, nó má tá aon tuairimí acu maidir leis an bPlean Freagartha COVID-19, maidir le bearta rialaithe nó maidir le cloí leis na bearta sin ó thaobh baill foirne, scoláirí nó daoine eile de, ba chóir dóibh teagmháil a dhéanamh le bPríomhionadaí na nOibrithe. Déanfaidh sé/sí siúd teagmháil le bainistíocht na scoile.

## 2. Ról Príomhionadaí na nOibrithe

Tá ról Príomhionadaí na nOibrithe ar leithligh ó ról an Ionadaí Sábháilteachta faoin reachtaíocht sláinte agus sábháilteachta. Féadfaidh an tIonadaí Sábháilteachta gníomhú mar Phríomhionadaí na nOibrithe áfach, má roghnaíonn an fhoireann é sin a dhéanamh.

Go hachomair, is é ról Príomhionadaí na nOibrithe:

* Ionadaíocht a dhéanamh ar an bhfoireann uile san ionad oibre beag beann ar ról, agus a bheith ar an eolas faoi shaincheisteanna sonracha a d'fhéadfadh teacht chun cinn i leith cohórt foirne éagsúla;
* Coinneáil bord ar bord leis an gcomhairle sláinte poiblí COVID-19 is déanaí;
* Oibriú i gcomhar le bainistíocht na scoile chun sábháilteacht, sláinte agus leas fostaithe a chinntiú, a mhéid is indéanta le réasún, maidir le COVID-19;
* Dul i gcomhairle le bainistíocht na scoile maidir le bearta rialaithe atá riachtanach chun riosca go nochtfadh baill foirne agus scoláirí do COVID-19 a íoslaghdú;
* Dea-chleachtais sláinteachais a chur chun cinn i gcomhar le bainistíocht na scoile, cosúil le lámha a ní go rialta agus dea-bhéasaíocht riospráide a choimeád chomh maith le scaradh sóisialta de réir comhairle sláinte poiblí.
* Cabhrú le bainistíocht na scoile bearta a chur i bhfeidhm chun COVID-19 a choimeád faoi chois san áit oibre de réir an Phrótacail um Fhilleadh ar an Obair agus comhairle sláine poiblí reatha;
* Monatóireacht a dhéanamh, i gcomhar le bainistíocht na scoile, ar chomhlíonadh na mbeart a cuireadh i bhfeidhm chun scaipeadh COVID-19 a chosc.
* Athbhreithnithe a dhéanamh ar bhearta sábháilteachta atá i bhfeidhm chun déileáil le Covid-19 agus é a chosc san ionad oibre. Ba cheart athbhreithnithe (lena n-áirítear scrúdú ar an ionad oibre) a dhéanamh ar bhonn rialta (dhá uair sa tseachtain ar a laghad);
* Aon ábhar imní a thuairisciú láithreach do bhainistíocht na scoile agus taifid a choinneáil ar a leithéid de shaincheisteanna agus ar na bearta a glacadh chun iad a chur i gceart.
* Dul i gcomhairle le bainistíocht na scoile maidir le Plean Freagartha COVID-19 na scoile más rud é go dtagann COVID-19 ar dhuine le linn dó/di a bheith ar scoil, rud lena n-áirítear suíomh limistéar leithlisithe agus bealach sábháilte chuig an limistéar seo;
* Tar éis teagmhais ar bith, measúnú a dhéanamh i gcomhar le bainistíocht na scoile, ar obair leantach ar bith atá riachtanach;
* Dul i gcomhairle le comhghleacaithe maidir le hábhair a bhaineann le COVID-19 san ionad oibre.
* Uiríll a dhéanamh chuig bainistíocht na scoile thar ceann a gcomhghleacaithe maidir le hábhair a bhaineann le COVID-19 san ionad oibre.

**3. Cad is féidir le Príomhionadaí na nOibrithe a dhéanamh?**

Féadfaidh Príomhionadaí na nOibrithe dul i gcomhairle leis an mbainistíocht scoile, agus uiríll a dhéanamh, maidir le haon ábhar imní i dtaobh COVID-19. Áirítear air seo ceisteanna maidir le:

* Prótacail ghlantacháin agus iad a chur i bhfeidhm
* Scaradh Fisiciúil
* Cumraíocht/athchumraíocht áiseanna na scoile, lena n-áirítear seomraí ranga, conairí, hallaí, limistéir oscailte, pointí iontrála agus imeachta, tailte scoile srl.
* Córais aon-bhealaigh sa scoil a chur i bhfeidhm chun a chinntiú go mbeidh scaradh sóisialta ann, rud lena n-áirítear dul isteach agus imeacht ón scoil
* Saoráidí Sláinteachas Lámh, rud lena n-áirítear a suíomhanna agus go bhfuil siad líonta agus á gcothabháil
* Díghalrú lámh
* Feasacht na foirne maidir le sláinteachas lámh sa scoil
* Sláinteachas riospráide
* Trealamh Cosanta Pearsanta
* Grúpaí i mBaol
* Cuairteoirí/Conraitheoirí

**4. An bhfuil aon fhreagrachtaí dlí ar Phríomhionadaí na nOibrithe?**

**Níl. Níl aon dualgais ag Príomhionadaí na nOibrithe maidir le COVID-19 seachas na dualgais siúd a bhaineann le fostaithe i gcoitinne. Ciallaíonn sé sin nach bhfuil Príomhionadaí na nOibrithe freagrach as na bearta rialaithe laistigh d'eagraíocht. Is é an fostóir a bhíonn freagrach astu siúd i gcónaí.**

## 5. Príomhionadaí(ithe) na nOibrithe

Ceapfaidh gach scoil Príomhionadaí na nOibrithe amháin.

I scoileanna ina bhfuil níos mó ná 40 ball foirne, ceapfar an dara Príomhionadaí na nOibrithe.

## 6. Príomhionadaí(ithe) na nOibrithe a Roghnú

Tá foireann na scoile i dteideal baill foirne a roghnú do pho(i)st Phríomhionadaí na nOibrithe. Déanann Príomhionadaí(ithe) na nOibrithe ionadaíocht ar an bhfoireann ar fad san ionad oibre beag beann ar ról agus ní mór dóibh a bheith ar an eolas faoi shaincheisteanna sonracha a d'fhéadfadh teacht chun cinn i leith cohórt foirne éagsúla. Maidir leis seo, i gcás ina bhfuil beirt Phríomhionadaithe na nOibrithe ag scoil, ba cheart na róil a roinnt idir foireann teagaisc agus neamhtheagaisc nuair is féidir m.sh. i gcás ina bhfuil líon suntasach d'fhoireann neamhtheagaisc sa scoil agus go bhfaightear léiriú spéise amháin nó níos mó ón gcohórt sin (déanfar tuilleadh plé air seo idir na páirtithe).

Is é an próiseas chun Príomhionadaí(ithe) na nOibrithe a roghnú agus a cheapadh ná go lorgóidh an bhainistíocht léirithe spéise ón bhfoireann ar fad ar an gcéad dul síos. Tá teimpléad chuige seo ceangailte. Má tá gá le toghchán, beidh vóta ag gach ball foirne scoile chun Príomhionadaí(ithe) na nOibrithe a roghnú.

Déanfaidh an Bord Bainistíochta / BOO Príomhionadaí(ithe) na nOibrithe a cheapadh go foirmiúil nuair a bheidh sé/sí/siad roghnaithe ag an bhfoireann scoile. Beidh ar Phríomhionadaí(ithe) na nOibrithe a dheimhniú, sula rachaidh siad i mbun an róil, gur cuireadh an oiliúint riachtanach ar fáil dóibh agus go bhfuil sé déanta acu agus go bhfuil siad ar an eolas go hiomlán faoi riachtanais an róil.

**7. Tacaíochtaí do Phríomhionadaí(ithe) na nOibrithe**

Beidh Príomhionadaí(ithe) na nOibrithe i dteideal na rudaí seo a leanas:

* Faisnéis agus oiliúint a fháil maidir lena ról *[cuirfear tuilleadh sonraí ar fáil*];
* Rachfar i gcomhairle leis an mbainistíocht scoile maidir leis na bearta rialaithe atá á gcur i bhfeidhm ag an scoil chun an baol go mbeidh siad nochta do COVID-19 a íoslaghdú;
* Cumarsáid rialta leis an mbainistíocht scoile maidir le saincheisteanna a bhaineann le COVID-19;
* A bheith ar an eolas faoi athruithe sa chleachtas a eascraíonn as bearta freagartha COVID-19;
* Rochtain a bheith acu ar aon mheasúnuithe riosca a ullmhaíodh nó a rinneadh i ndáil le COVID-19 agus ar shonraí faoi theagmhais a bhain le cásanna amhrasta COVID-19 a cuireadh in iúl do FSS, faoin áit ar tharla siad agus faoi aon bhearta a rinneadh.
* **Áiseanna riachtanacha a fháil a chuirfidh ar a gcumas dul i gcomhairle le fostaithe nó aon aighneachtaí nó tuarascálacha a ullmhú. D'fhéadfadh rochtain ar sheomra cruinnithe, fótachóipeálaí, trealamh cumarsáide a bheith san áireamh iontu seo.**

Sa chás gur múinteoir é Príomhionadaí na nOibrithe, gheobhaidh sé/sí am faoi chosaint 2 uair sa tseachtain ón amchlár chun cur ar chumas a chuid dualgas a chomhlíonadh sa ról sin. Sna cásanna neamhchoitianta ina mbeadh ceapachán múinteora a roghnaíodh mar Phríomhionadaí na nOibrithe ina chúis le deacrachtaí curaclaim/ama nach féidir a réiteach, scrúdóidh bainistíocht scoile réitigh inmheánacha agus seachtracha chun ceapachán an mhúinteora mar Phríomhionadaí na nOibrithe a chumasú. Sa chás nach féidir an t-ábhar a réiteach, leagfaidh an bhainistíocht amach na cúiseanna atá leis. Sa chás seo, ní mór duine eile a cheapadh mar Phríomhionadaí na nOibrithe.

Sa chás gur CRS é Príomhionadaí na nOibrithe, bainfidh sé/sí siúd úsáid as 66 den "72 uair an chloig" chun a c(h)uid dualgas a chomhlíonadh sa ról sin.

Sa chás gur Rúnaí nó Feighlí é Príomhionadaí na nOibrithe, ba cheart don mbainistíocht scoile beartú tosaíochta nua a dhéanamh ar dhualgais chun dóthain ama a thabhairt don bhall foirne a chuid dualgas a chomhlíonadh sa ról sin laistigh de raon feidhme a ghnáthuaireanta conartha.

**8. Nós imeachta chun déileáil le saincheisteanna a thagann chun cinn**

Sa chás go n-aithníonn Príomhionadaí na nOibrithe rud atá ina ábhar imní maidir le rialú COVID-19 (nó má chuireann ball den bhfoireann a leithéid ar a shúile dó/di), ba cheart dó/di é seo a chur in iúl don Phríomhoide. Ba cheart pointí gníomhaíochta chun aghaidh a thabhairt ar an tsaincheist a chomhaontú, nuair is féidir, idir Príomhionadaí na nOibrithe agus an Príomhoide mar bheart práinne. Ba cheart an fhoireann a chur ar an eolas faoin toradh. Tá sé i gceist go réiteofar saincheisteanna ar leibhéal na scoile a mhéid is féidir.

Mura féidir teacht ar chomhaontú, ba cheart do Phríomhionadaí na nOibrithe fógra a thabhairt don Bhord Bainistíochta (Cathaoirleach ar an gcéad dul síos)/ Ceannoifig an Bhoird Oideachais agus Oiliúna faoin gceist. Ba cheart pointí gníomhaíochta chun aghaidh a thabhairt ar an tsaincheist a chomhaontú, nuair is féidir, idir Príomhionadaí na nOibrithe agus an Bord Bainistíochta/ceannoifig an BOO mar beart práinne. Ba cheart an fhoireann a chur ar an eolas faoin toradh.

Más rud é, tar éis an próiseas thuas a ídiú, go bhfuil saincheist thromchúiseach maidir le hábhair imní fós gan réiteach, d'fhéadfadh Príomhionadaí na nOibrithe dul ar iontaoibh an [Údarás Sláinte agus Sábháilteachta](https://www.hsa.ie).

## 9. Gluais Téarmaí

* **Plean Freagartha COVID-19:** plean atá deartha chun tacú leis an bhfoireann agus leis an mBord Bainistíochta/ BOO chun bearta a chur i bhfeidhm a chuirfidh cosc ar scaipeadh Covid-19 i dtimpeallacht na scoile. Sonraítear sa phlean na beartais agus na cleachtais atá riachtanach do scoil chun freastal ar an bPrótacal um Fhilleadh ar an Obair go Sábháilte, plean na Roinne Oideachais d'athoscailt scoileanna agus chun cosc a chur ar thabhairt isteach agus ar scaipeadh COVID-19 i dtimpeallacht na scoile. Tá Pleananna Freagartha COVID-19 do Iar-bhunscoileanna ar fáil ar shuíomh gréasáin na Roinne.
* **Fóram Eacnamaíoch Fostóra agus Lucht Saothair (LEEF):** an fóram le haghaidh idirphlé ardleibhéil idir ionadaithe Rialtais, Ceardchumann agus Fostóirí maidir le hábhair a bhfuil tábhacht straitéiseach náisiúnta ag baint leo - baineann Comhdháil na gCeardchumann, an Rialtais agus Fostóirí leis.
* **Prótacal um Fhilleadh ar an Obair:** prótacal náisiúnta atá ceaptha chun tacú le fostóirí agus le hoibrithe bearta a chur i bhfeidhm a chuirfidh cosc ar scaipeadh COVID-19 san ionad oibre.
* **Ionadaí Sábháilteachta:** Leagtar amach in Alt 25 den Acht um Shábháilteacht, Sláinte agus Leas ag an Obair 2005 roghnú agus ról an Ionadaí Sábháilteachta san ionad oibre. Tá cearta an Ionadaí Sábháilteachta leagtha amach sa reachtaíocht. (Nóta: Tá cearta ag Ionadaí Sábháilteachta agus ní dualgais de réir an Achta 2005). Tá an ról seo ar leithligh ó Phríomhionadaí na nOibrithe faoi COVID-19, ach féadfaidh an tIonadaí Sábháilteachta gníomhú mar Phríomhionadaí na nOibrithe má roghnaíonn an fhoireann é sin a dhéanamh.

# Aguisín 3 - Measúnú Riosca

Teimpléad Riosca COVID-19 (Aithnítear COVID-19 sa liosta mar an ghuais agus tugann sé breac-chuntas ar bhearta rialaithe atá riachtanach chun déileáil leis an riosca seo)

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Guaiseacha | An bhfuil an ghuais ann? T/N | Cad é an riosca? | Rátáil RioscaA = ArdM=Meánach Í=Íseal | Rialuithe(Agus gach rialú i bhfeidhm beidh an riosca níos lú) | An bhfuil an rialú i bhfeidhm? | Beart/rudaí atá ledéanamh/rialuithe gan déanamh fós\*Rátáil riosca i bhfeidhm m.l. rialuithe gan déanamh fós atá mínithe sa cholún seo | Duine freagrach | Síniú agus dáta agus an beart curtha i gcrích |
| Covid-19 | N | Breoiteacht | A | Plean Freagartha Covid19 Scoile i bhfeidhm i gcomhréir le treoir na Roinne Oideachais agus an Prótacal um Fhilleadh ar an Obair go Sábháilte agus comhairle sláinte poiblí  |  | *Bearta Samplacha*Cloígh le treoir sláinte poiblí ó FSS maidir le sláinteachas agus béasaíocht riospráideComhlánaigh Ráiteas Beartais COVID-19 na ScoileFoirmeacha um Fhilleadh ar an Obair faighte agus léiteTabhair faoi oiliúint ionduchtúcháin Coinnigh loga de bhaill foirne, scoláirí agus cuairteoiríLíon isteach seicliostaí de réir mar is gá:Bainistíocht Scoile Conas déileáil le cás amhrastaRiachtanais m.l. scaradh fisiciúilSeicliosta eile sainiúil don scoil | Ainm an bhaill fhoirne |  |
|  |  |
|  |  |
|  |  |

Má tá beart ardriosca H amháinnó níos mó ag teastáil , d’fhéadfadh riosca ard gortaithea bheith i gceist agus ba chóir bearta dhéanamh láithreach. Ba chóir déileáil lebearta Meán-riosca (M) a luaithe agus is féidir. Ba chóir déileáil lebearta riosca ísil (Í) a luaithe agus is indéanta.

Measúnú Riosca déanta ag: Dáta / /

© Gach ceart ar cosaint

**Aguisín 4 Logleabhar Teagmhála**

|  |  |  |  |
| --- | --- | --- | --- |
| Ainm na Scoile |  | **Duine Teagmhála na Scoile**  |  |
| **Seoladh na Scoile** |  | **Le haghaidh Ceisteanna Amháin:**Uimhir Ghutháin |  |
| **Ríomhphost**  |  |
| **Ainm an Chuairteora**  |  | An raibh an chuairt seo réamhshocruithe leis an Phríomhoide? Bhí 🞏 Ní raibh 🞏 |
| **Dáta na Cuairte** | \_\_ \_\_ / \_\_ \_\_ /\_\_\_\_\_\_\_\_ | **Am** | **Teacht Isteach** **sa scoil** \_\_\_\_\_\_\_\_\_\_ r.n 🞏 i.n 🞏 | **Imeacht** **ón scoil** \_\_\_\_\_\_\_\_\_\_ r.n 🞏 i.n 🞏 |
| **Stádas an Chuairteora** | Conraitheoir 🞏 | Tuismitheoir/Caomhnóir 🞏 | Eile: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Sonraí Teagmhála an chuairteora | Aimn an Chomhlachta(más cuí) |  |
| Seoladh  |  |
| Uimhir Theagmhála:  |  | Seoladh Ríomhphoist |  |
| Cúis na Cuairte  |  |
| **Na Daoine a bhí i dteagmháil leis an chuairteoir (ní mór do gach ainm a bheith ar líne dhifriúil)** |
| **Ainm an Chuairteora**  | **Cén méid ama a chaith an cuairteoir le gach duine sa scoil** |
|  |  |
|  |  |
|  |  |

**Aguisín 5 Seicliosta do Bhainisteoirí Scoile**

Tacaíonn an seicliosta seo le pleanáil agus ullmhúchán, bearta rialaithe agus ionduchtúchán riachtanach chun tacú le sábháilteacht scoláirí, foirne, tuismitheoirí agus eile is iad ag filleadh ar scoil.

**Le líonadh ag an duine comhaontaithe a bhfuil bhfreagracht iomlán air/uirthi as cur i bhfeidhm an phlean Freagartha Covid-19 a bhainistiú. Is dócha gurb é sin an príomhoide (agus tacaíochtaí mar a aontaíodh leis an Roinn).**

**Pleanáil agus Córais**

1. An bhfuil córas i bhfeidhm chun teacht ar an gcomhairle is déanaí ón Rialtas agus ROS, lena chinntiú go mbíonn an t-eolas ar fáil ar bhonn tráthúil ag foireann agus scoláirí ionas gur féidir pleananna agus cleachtais a mhaolú de réir na comhairle úd?
2. Ar ceapadh ball/baill fhoirne don phost Príomhionadaí na nOibrithe (a mhínítear i Cuid 4.3 thuas) de réir an phrótacail mar a aontaíodh?
3. Ar insíodh don bhfoireann cé a ceapadh sa phost mar Phríomhionadaí na nOibrithe?
4. Ar ullmhaíodh plean freagartha scoile COVID-19 agus é ar fáil ag an bhfoireann agus scoláirí? ***Tá treoir agus teimpléid ar fáil ón Roinn***
5. An bhfuil córas i bhfeidhm chun eolas agus treoir a thabhairt don bhfoireann agus scoláirí maidir leis na bearta atá i bhfeidhm chun scaipeadh an víris a chosc agus na gnímh a mbeifear ag súil leo uathu féin?
6. An bhfuil na póstaeir COVID-19 in áiteanna oiriúnacha chun aird a tharraingt ar chomharthaí agus airí COVID-19?
7. Ar insíodh don bhfoireann agus scoláirí cén fáth a bhfuil gá leis an loga teagmhála COVID-19?
8. An bhfuil loga teagmhála COVID-19 i bhfeidhm chun tacú le hiarrachtaí rianaithe FSS más gá? ***(Tá teimpléad don loga teagmhála ceangailte).***
9. Ar cuireadh an fhoireann ar an eolas faoi na bearta atá i bhfeidhm chun scaipeadh an víris a chosc agus na gnímh a mbeifear ag súil leo uathu féin, an bhfuil córas ann dóibh chun ceisteanna nó imní a lua is chun freagraí a fháil?
10. Ar tharla athbhreithniú agus uasdátú ar mheasúnaithe riosca de réir comhairle na Roinne, chun aon rialaithe a chabhródh leis an gcosc ar COVID-19 a chur san áireamh? ***(Tá teimpléad riosca ceangailte)***
11. An ndearnadh uasdátú ar phleananna éigeandála, go háirithe chun ceann a thógáil den phlean freagartha COVID-19?

**Foireann**

1. Ar cuireadh foirm filleadh-ar-an-obair COVID-19 ar fáil do gach ball foirne lena líonadh is a sheoladh ar ais 3 lá sula bhfilltear ar an obair? ***(Teimpléad ceangailte)***
2. An eol duit aon bhall foirne atá go mór i mbaol de réir treoir FSS faoi na daoine is mó atá i mbaol ([Treoir FSS do na daoine is mó atá i mbaol](https://www2.hse.ie/conditions/coronavirus/people-at-higher-risk.html)) agus ar cuireadh comhairle orthu maidir leis na socruithe a d’aontaigh An Roinn Oideachais don bhfoireann úd a bhainistiú?
3. Ar luadh le foireann agus scoláirí go gcaithfear fanacht sa bhaile má táid tinn nó má bhíonn aon [chomharthaí COVID-19 orthu](https://www2.hse.ie/conditions/coronavirus/symptoms.html)?
4. Ar insíodh don bhfoireann agus scoláirí cad ba chóir a dhéanamh agus cad a bheadh rompu má bhíonn aon chomharthaí COVID-19 orthu fad is atá siad ar scoil, an bhfuil a fhios acu cá bhfuil an láthair leithlise?
5. Ar insíodh don bhfoireann go bhfuil tacaíochtaí ar fáil tríd an gclár sláinte agus leas ceirde atá ar fáil ó Spectrum Life.

**Oiliúint agus Ionduchtúchán**

1. An ndúradh le foireann agus scoláirí féachaint ar na hábhair oiliúna atá ar fáil ón Roinn Oideachais ar líne?
2. An ndearnadh na bearta cuí chun oiliúint scoile ionduchtúcháin / taithí a uasdátú ionas go gcuimsítear an t-eolas ar fad a bhaineann le COVID-19?
3. Má tá lucht garchabhrach ar fáil, an bhfuair siad oiliúint uasdátaithe ar ionfhabhtú a chosc trí shláinteachas lámh agus TCP a úsáid nuair is cuí?  *(Tá sé i gceist oiliúint a sholáthar mar chuid den chlár oiliúna ROS ar líne).*

**Foirgnimh / Trealamh**

1. Má tá aerú meicniúil sa scoil an bhfuil glantachán nó cothabháil le déanamh air sula n-osclaíonn an scoil?
2. Sa chóras uisce an bhfuil gá le scairdeadh amach ag na poill éalaithe tar éis úsáid íseal chun an Galar Legionnaire a chosc?
3. An ndearna tú féin nó ar thug tú ar dhuine oiriúnach seiceáil ar an bhfearas ar fad atá sa scoil chun teacht ar chomharthaí meatha nó damáiste sula n-úsáidfear arís é?
4. Ar socraíodh go nglantar an scoil ar fad go fréamh sula n-osclaítear í, san áireamh beidh fearas, binsí agus doirse mar aon le pointí dromchla a mbaintear go minic leo?

**Bearta Rialaithe atá i bhfeidhm**

**Sláinteachas lámh/riospráide**

1. An bhfuiltear tar éis teacht ar sholáthar díghalrán lámh agus aon fhearas riachtanach eile TCP de réir treoir sláinte an Lárionad Faire um Chosaint Sláinte maidir le hathoscailt na scoileanna, ón gcreat náisiúnta atá ar fáil ón Roinn? Tá an creat seo nach mór réidh agus beidh sé ar fáil sar i bhfad mar aon le treoir don soláthar agus conas ordú a dhéanamh.
2. An bhfuil stáisiúin nite lámh/díghalrú lámh agaibh chun freastal ar fhoireann, scoláirí agus cuairteoirí is iad ag cloí leis na bearta díghalrú lámh de réir treoir ón Roinn?
3. An ndearnadh socruithe do rochtain rialta ag foireann agus scoláirí ar áiseanna nite/díghalrú lámh mar is cuí?
4. An bhfuil teacht go héasca ar na díghalráin lámh ag an bhfoireann iomlán, scoláirí agus cuairteoirí – m.sh. i ngach seomra ranga agus ag pointí isteach is amach sna foirgnimh scoile?
5. Ar socraíodh seiceáil rialta lena chinntiú go mbíonn dóthain soláthar áiseanna um shláinteachas lámh do chách?
6. An bhfuil ar a laghad 60% eatánól nó 70% iseaprópánól mar chógas gníomhach san díghalrán bunaithe ar alcól?
7. An bhfuil foireann agus scoláirí ar aon ar an eolas faoin tábhacht a bhaineann leis na lámha a ní?
8. Ar ligeadh don bhfoireann agus scoláirí féachaint ar [conas do lámha a ní](https://www2.hse.ie/wellbeing/how-to-wash-your-hands.html) (le gallúnach agus uisce go ceann 20 soicind ar a laghad) agus iad a thriomú mar is cóir tríd an acmhainn físeán FSS a úsáid?
9. Ar taispeánadh don bhfoireann agus scoláirí conas an díghalrán a úsáid mar aon le láithreacha na stáisiún díghalraithe?
10. Ar cuireadh [póstaeir ar taispeáint](https://www.gov.ie/en/collection/ee0781-covid-19-posters-for-public-use/) i mbaill chuí a léiríonn conas lámha a ní mar is cóir?
11. Ar insíodh don bhfoireann agus scoláirí cathain a bhíonn gá le lámha a ní nó leas a bhaint as an díghalrán lámh? San áireamh tá:
* roimh agus i ndiaidh bia a ullmhú is a ithe
* tar éis casachtach nó sraoth a ligint
* tar éis dul ag an leithreas
* má tá na lámha salach
* roimh agus i ndiaidh lámhainní a chaitheamh
* roimh agus i ndiaidh bheith ar iompar poiblí
* sula bhfágtar an teach
* nuair a shroichtear/fágtar an scoil/suímh eile
* tar éis gach ranga
* tar éis lámh a leagan ar dhromchla a d’fhéadfadh bheith truaillithe
* má bhítear i dteagmháil le duine a léiríonn comharthaí COVID-19
1. Ar míníodh don bhfoireann agus scoláirí an tábhacht a bhaineann le bearta maithe riospráide chun teorainn a chur leis an víreas a scaipeadh, san áireamh tá?
* ná leag méar ar d’aghaidh, súile, srón ná béal
* clúdaigh casachtach nó sraoth le huillinn nó ciarsúr páipéir
* cuir na ciarsúir i mbosca bruscair clúdaithe

**Scaradh Fisiciúil**

1. Ar aithníodh an spás iomlán scoile atá ar fáil chun an leas is fearr a bhaint as scaradh fisiciúil?
2. Ar tharla athbhreithniú ar na teimpléid ón Roinn Oideachais a léiríonn roghanna do leagan amach difriúil seomraí ranga chun cloí leis na riachtanais um scaradh fisiciúil?
3. An ndearnadh socrú maidir le leagan amach na seomraí agus troscán de réir na dtreoracha ón Roinn?
4. Ar socraíodh i ngach seomra go mbeidh binse an mhúinteora ar a laghad 1m (agus 2m más féidir) ó bhinsí na scoláirí?
5. Ar socraíodh i ngach seomra go mbeidh na scoláirí ar a laghad 1m (agus 2m más féidir) óna chéile?
6. Nuair is féidir agus is praiticiúil ar dáileadh scoláirí i bpríomhchohóirt ranga chun an riosca galrú ó COVID-19 a laghdú?
7. Nuair is féidir agus is praiticiúil ar socraíodh an tráthchlár chun ranganna dúbailte a éascú?
8. Maidir le bheith ag bogadh chuig ábhair roghnacha, ar míníodh don bhfoireann agus scoláirí go mbeidh siad, nuair is féidir, ina suí in aice le baill dá bpríomhchohórt ranga féin?
9. An ndearnadh socruithe chun teorainn a chur le plé lena chéile is iad ag teacht is ag imeacht ón scoil agus ar láithreacha eile i bpáirt?
10. Ar spreagadh na scoláirí chun siúl ar scoil nó dul ar rothar chomh minic agus is féidir?
11. An ndearnadh socruithe, chomh fada agus is féidir, go n-osclaítear pointí eile rochtana chun brú a laghdú?
12. An féidir, más praiticiúil, córas amháin a bhunú chun teacht ar scoil agus chun imeachta?
13. Ar socraíodh go dtarlóidh cruinnithe foirne go cianda nó i ngrúpaí beaga nó i spásanna móra chun scaradh fisiciúil a éascú?
14. An bhfuil córas i bhfeidhm chun gluaiseacht foirne idir ranganna a laghdú chomh fada agus is féidir?
15. An bhfuil córas i bhfeidhm chun a chuir i gcuimhne don bhfoireann agus do scoláirí gan dearmad a dhéanamh ar scaradh fisiciúil?
16. An ndúradh leis an bhfoireann agus scoláirí gan lámha a chroitheadh lena chéile agus gach teagmháil fhisiciúil a sheachaint?
17. Ar cuireadh ar ceal gach aon taisteal chuig gníomhaíochtaí scoile nach bhfuil riachtanach?

**Cuairteoirí sna Scoileanna**

1. Ar aithníodh na gníomhaíochtaí ar fad a bhaineann le cuairteoirí a chaithfidh teacht go dtí an scoil, ar socraíodh an líon dá leithéid a laghdú agus an bhfuil bearta i bhfeidhm chun teagmháil fhisiciúil a chosc, chomh fada agus is féidir?
2. An bhfuil socruithe déanta chun na bearta atá i bhfeidhm maidir le cosc a chur le scaipeadh an ionfhabhtaithe a chur in iúl do chuairteoirí riachtanacha?
3. An bhfuil córas i bhfeidhm do na cuairteoirí ar fad a chaithfidh teacht go dtí an scoil a ligfidh do choinne a dhéanamh, teagmháil a aontú ar láthair lárnach agus a gcuairt a thaifeadadh tríd an loga rianú teagmhála a úsáid?

**Aguisín 6 Seicliosta chun déileáil le cás amhrasta COVID-19**

Ba cheart plé le gach aon príomhchohórt ranga mar ghrúpa ar leith chun críche cásanna amhrasta a bhainistiú. Beidh ar gach múinteoir/ball foirne cás amhrasta a bhainistiú de réir prótacal agus oiliúna.

**Beidh ball ainmnithe den bhfoireann bainistíochta scoile freagrach as a chinntiú gur cloíodh le gach ghné den phrótacal chun déileáil le cásanna amhrasta.**

**Limistéar Leithlisithe**

1. An bhfuil láthair aitheanta agat a bheadh oiriúnach mar ionad leithlisithe, de rogha bheifeá in ann doras a dhúnadh uirthi?
2. Ní gá gur seomra ar leith a bheidh san ionad leithlisithe ach murar seomra ar leith é ba chóir a bheith 2m ó dhaoine eile sa tseomra.
3. An féidir le cách teacht ar an láthair leithlisithe, foireann agus scoláirí faoi mhíchumas san áireamh?
4. An féidir le cách teacht ar an mbealach go dtí an láthair leithlisithe?
5. An bhfuil plean teagmhasach ann chun plé le breis is cás amháin amhrasta COVID-19 amháin?
6. An bhfuil an méid seo a leanas ar fáil s(n)a láthair(láithreacha) leithlisithe?
* Ciarsúir pháipéir
* Díghalrán lámh
* Díghalrán lámh/ceirteacha cuimilte
* Lámhainní/ Maisc
* Málaí Dramhaíola
* Boscaí Bruscair

**Duine a leithlisiú**

1. An bhfuil cleachtais i bhfeidhm chun dul in éineacht le duine ionfhabhtaithe go dtí an láthair leithlisithe, ar feadh an bhealaigh leithlisithe agus cloí le scaradh fisiciúil uathu?
2. An bhfuil an fhoireann eolach ar an nós imeachta seo?
3. Ar cuireadh comhairle ar dhaoine eile fanacht ar a laghad 2m ón nduine ar a bhfuil an bhreoiteacht i gcónaí? (tá sé i gceist plé leis seo mar chuid den oiliúint ar líne ag an ROS)
4. An bhfuil masc indiúscartha le caitheamh ag duine ar a bhfuil an bhreoiteacht fad is atá sé/sí sa limistéar comhchoiteann agus nuair atá sé/sí ag fágáil an fhoirgnimh?

**Socruithe chun go bhfága an duine ionfhabhtaithe an Scoil**

1. Foireann – ar cuireadh ceist orthu an bhfuil na baill fhoirne maith go leor le taisteal abhaile?
2. Scoláire – ar chuathas i dteagmháil láithreach lena dtuismitheoirí/caomhnóirí is an ndearnadh socrú go dtiocfaidís chun an scoláire a bhailiú? Níl cead ar bith ag scoláire iompar poiblí ná scoile a úsáid chun dul abhaile má mheastar gur cás amhrasta COVID-19 iad.
3. Ba chóir a rá leis an duine ionfhabhtaithe gan bhaint le daoine eile, dromchlaí ná rud ar bith eile.
4. Ba chóir a rá leis an duine ionfhabhtaithe an béal agus srón a chlúdach le ciarsú(i)r indiúscartha nuair a dhéantar casachtach nó sraoth, agus an ciarsúr a chaitheamh sa bhosca bruscair.
5. Má mhol an dochtúir teaghlaigh go dté an duine ionfhabhtaithe abhaile nó go dtí ionad measúnaithe, ar socraíodh an t-iompar dá réir?
6. Ar moladh don duine ionfhabhtaithe gan dul go dtí áras máinliachta an dochtúra teaghlaigh ná aon chógaslann nó ospidéal?
7. Ar moladh don duine ionfhabhtaithe gan iompar poiblí a úsáid?
8. Ar moladh don duine ionfhabhtaithe an masc a choimeád ar an aghaidh go sroichtear an baile?

**Obair Leantach**

1. An ndearnadh measúnú ar an eachtra chun aon ghníomh riachtanach leanúna riachtanach a aithint?
2. Ar cuireadh an eachtra in iúl do Phríomhionadaí na nOibrithe de réir prótacail chomhaontaithe?
3. An bhfuil tú ar fáil chun comhairle agus cabhair a sholáthar má théann an FSS i dteagmháil leat?

**Glantachán**

1. Ar dhún tú an láthair leithlisithe go dtí go ndéantar glantachán agus díghalrú uirthi?
2. Ar socraíodh go nglantar is go ndéantar díghalrú ar aon spás seomra ranga mar a raibh na baill fhoirne nó na scoláirí?
3. Ar eagraíodh go nglantar is go ndéantar díghalrú ar an láthair leithlisithe agus aon áit bhainteach eile, chomh luath is a oireann tar éis don duine ionfhabhtaithe a bheith imithe ón bhfoirgneamh?
4. Ar cuireadh oiliúint ar na glantóirí maidir le plé le limistéir thruaillithe agus ar dáileadh an TCP cuí orthu? *(Tá sé i gceist oiliúint ar líne a sholáthar don bhfoireann glantacháin. Beidh TCP oiriúnach ar fáil do na scoileanna tríd an bpróiseas náisiúnta fála agus is féidir le scoileanna teacht air sin de réir treorach a bheidh ar fáil go luath)*

**Aguisín 7 Seicliosta do Phríomhionadaí na nOibrithe**

**Seicliosta ceisteanna de réir an phrótacal in Aguisín 3 mar a aontaíodh idir an Roinn agus na comhlachtaí bainistíochta**

1. Ar roghnaigh/thogh do chomhghleacaithe ar an bhfoireann tusa agus ar aontaigh tú le príomhoide na scoile gníomhú mar Phríomhionadaí na nOibrithe ar son na scoile, de réir an phróisis *do phríomhionadaí/ithe na n-oibrithe i scoileanna a aontaíodh ar bhonn lárnach agus a fheidhmeofar go háitiúil).*
2. Ar tugadh eolas agus oiliúint duit maidir le ról Príomhionadaí na nOibrithe? (*Tá an tÚSS ag plé faoi láthair le hoiliúint don ról seo).*
3. An bhfuil tú ar bord maidir leis an gcomhairle COVID-19 is déanaí ón Rialtas?
4. An bhfuil tú ar an eolas faoi [chomharthaí agus airí COVID-19](https://www2.hse.ie/conditions/coronavirus/symptoms.html)?
5. An dtuigeann tú [scaipeadh an víris](https://www2.hse.ie/conditions/coronavirus/how-coronavirus-is-spread.html)?
6. An dtuigeann tú conas is féidir cabhrú chun scaipeadh COVID-19 a chosc?
7. Ar fhéach tú ar an oiliúint ar líne ón Roinn Oideachais agus an dtuigeann tú í agus ar tugadh oiliúint ionduchtúcháin duit sular fhill tú ar an scoil?
8. Ar míníodh duit na bearta rialaithe atá i bhfeidhm anois sa scoil chun riosca a laghdú maidir leat féin agus daoine eile a bheith i mbealach na contúirte ó COVID-19?
9. An bhfuil tú ag cabhrú maidir le do chomhghleacaithe a choimeád ar an eolas leis an gcomhairle is déanaí ón rialtas faoi COVID-19?
10. Ar líon tú an fhoirm um fhilleadh ar an obair COVID-19 agus ar thug tú don scoil í? *(Teimpléad ón ROS um Fhilleadh ar an Obair ar fáil)*
11. An dtuigeann tú na bearta rialaithe atá i bhfeidhm sa scoil chun an riosca a laghdú maidir leat féin agus daoine eile a bheith i mbealach na contúirte ó COVID-19? *(Seicliosta don Bhainistíocht Scoile ar fáil)*
12. Ar son an fhostóra, ar chuaigh an príomhoide i dteagmháil leat nuair a bhí na bearta rialaithe á gcur i bhfeidhm aige? Aontaíodh na bearta rialaithe ar bhonn lárnach idir an Roinn agus na páirtithe oideachais agus déanfar athbhreithniú orthu más gá. Ba chóir comhairliúchán a dhéanamh ag leibhéal scoile má bhíonn gá le haon socruithe áitiúla ar leith chun an prótacal a chur i bhfeidhm
13. An bhfuil modh cumarsáide rialta agat leis an bpríomhhoide agus, má bhaineann le hábhar, le haon duine eile ar a bhfuil freagracht fhoriomlán as an bplean scoile COVID-19?An bhfuil tú ag comhoibriú leis an scoil lena chinntiú go gcoimeádtar na bearta rialaithe úd?
14. An bhfuil eolas cruinn agat ar na riachtanais ghlantacháin a bhfuil gá leo chun traséilliú a sheachaint? *(Tá Seicliosta ar fáil don Ghlantachán agus Díghalrú)*
15. Ar iarradh ort siúl thart agus seiceáil go bhfuil na bearta rialaithe i bhfeidhm is iad á gcoimeád?
16. An bhfuil tú ag tuairisciú go díreach don té ag a bhfuil freagracht iomlán as an bplean scoile COVID-19 maidir le fadhbanna, réimsí neamhghéilliúlachta nó laigí atá feicthe agat?
17. An bhfuil taifead á choimeád agat ar aon fhadhbanna, réimsí neamhghéilliúlachta nó laigí agus an gníomh a tharla chun an scéal a réiteach?
18. An dtuigeann tú cad ba chóir a dhéanamh má thagann comharthaí COVID-19 ar dhuine is iad ar scoil?
19. An bhfuil tú ag comhoibriú leis an scoil maidir le láthair leithlisithe a aithint agus bealach slán go dtí an láthair chéanna? *(Tá seicliosta ar fáil chun plé le cás amhrasta COVID-19)*
20. An gcabhraíonn tú trí mhonatóireacht agus athbhreithniú leis an mbainistíocht a dhéantar ar dhuine a bhfuil comharthaí COVID-19 ag teacht air is é ar scoil?
21. Ach an duine sin a bheith imithe ón scoil, an dtugann tú cúnamh maidir le measúnú ar aon ghníomh riachtanach chun obair leantach a dhéanamh ar an gcás?
22. An gcabhraíonn tú chun an loga teagmhála foirne agus scoláirí a choimeád?
23. Ar cuireadh in iúl duit gur tharla aon athrú ar phleananna éigeandála nó nósanna imeachta garchabharach sa scoil?
24. An mbíonn tú ar fáil ag baill eile foirne chun éisteacht le haon cheisteanna nó moltaí um rialú COVID-19 a bheadh acu?
25. An luann tú na ceisteanna nó moltaí rialaithe úd le Príomhoide na scoile agus an dtugtar aiseolas don bhall/do na baill a d’ardaigh an cheist?
26. An bhfuil a fhios agat gur féidir teacht ar an gclár Folláine le Chléire atá ag Spectrum Life?
27. Ar thug an Príomhoide/bainistíocht scoile na tacaíochtaí duit atá ag dul duit toisc go bhfuil ról agat mar Phríomhionadaí na nOibrithe?
28. Más múinteoir tú, an bhfuair tú an 2 uair a chloig cosanta in aghaidh na seachtaine ó na huaireanta teagmháil ranga, mar a bhforáiltear dó sa phrótacal?
29. Más CRS tú, an bhfuair tú 66 de na “72 uair”, mar a bhforáiltear dó sa phrótacal?
30. Más rúnaí nó feighlí scoile tú ar chuir an bhainistíocht scoile athrú ar thosaíochtaí do chuid dualgas chun dóthain am a bheith ann do na dualgais atá ort mar Phríomhionadaí na nOibrithe a comhlíonadh laistigh de do ghnáthuaireanta conartha, mar a bhforáiltear dó sa phrótacal?

**Aguisín 8 Seicliosta don Ghlantachán**

1. An bhfuil córas i bhfeidhm agat chun teacht ar an gcomhairle sláinte poiblí is déanaí ón Rialtas agus ón Roinn Oideachais agus seiceáil a dhéanamh ina taobh lena chinntiú go scaiptear an t-eolas sin in am trátha ar fhoireann agus scoláirí is go maolaítear cleachtais ghlantacháin de réir na comhairle céanna?
2. An ndearna tú athbhreithniú ar an gcomhairle sláinte ón Lárionad Faire um Chosaint Sláinte d’oscailt sábháilte na scoileanna, go háirithe ***Cuid 5.6 Sláinteachas Comhshaoil?***
3. Ar mhínigh tú an gá atá le córas feabhsaithe glantacháin don bhfoireann agus do na scoláirí?
4. An bhfuil a fhios agat gurb é an córas glantacháin is fearr ná glantóir normálta agus uisce te, éadaí glana, mapaí, gníomh meicniúil mar chuimilt agus glanadh, ansin rinseáil agus triomú?
5. An bhfuil dóthain ábhair ghlantacháin istigh agat chun tacú leis an gcóras feabhsaithe glantacháin?
6. Ar chuir tú traenáil ar fáil don bhfoireann glantacháin don gcóras feabhsaithe glantacháin? *(Tá sé i gceist ag ROS oiliúint ar líne a sholáthar d’fhoireann glantacháin)*
7. An ndearnadh socruithe maidir le boscaí bruscair a fholmhú go rialta ar bhonn sábháilte?
8. An bhfuil cur amach agat ar na roghanna glantacháin do shuímh scoile mar a leagtar amach sa chomhairle ón Lárionad Faire um Chosaint Sláinte do scoileanna maidir le dromchlaí, leithris, fearas glantacháin, TCP agus bainistiú bruscair?
9. An dtuigeann tú go mba chóir gach suíomh scoile a ghlanadh uair sa ló?
10. An bhfuil córas i bhfeidhm chun na dromchlaí seo a leanas, a leagtar lámh orthu go minic, a ghlanadh go rialta?
* Murlán dorais,
* Ráillí láimhe
* Cathaoir/uillinn cathaoireach
* Spás comónta béilí
* Doirtil
* Áiseanna leithris
1. Ar tugadh ábhair ghlantacháin do bhaill fhoirne agus scoláirí chun gur féidir leo a mbinse is láthair oibre féin a ghlanadh?
2. Ar mhínigh tú don bhfoireann gurb iad féin atá freagrach as rudaí pearsanta a bheireann siad isteach is a bheadh idir lámha le linn oibre nó sosa a ghlanadh? M.sh. níor chóir fón póca ná ríomhaire glúine a chur síos ar dhromchla comónta mar caithfear an dromchla a ghlanadh nuair a bhaintear an gléas pearsanta.
3. Ar cuireadh comhairle ar fhoireann agus scoláirí gan rudaí mar chupáin, buidéil, sceanra, pinn a roinnt
4. An bhfuil sceideal scríofa glantacháin réidh lena thabhairt don bhfoireann glantacháin agus san áireamh beidh:
* Rudaí agus limistéir a bheidh le glanadh
* Minicíocht an ghlantacháin
* Na hábhair ghlantacháin a bheidh le n-úsáid
* Fearas riachtanach agus modh oibrithe
1. Tá sonraí maidir le glantachán tar éis cás amhrasta COVID-19 i g***Cuid 7 den Phlean anseo thuas*** (f*éadfar iad a chur isteach arís anseo má mheastar iad a bheith úsáideach)*
2. Má bhíonn gá le dromchlaí truaillithe a dhíghalrú, an bhfuil córas i bhfeidhm chuige sin i ndiaidh glantacháin?
3. Má dúradh le foireann glantacháin lámhainní a chaitheamh is iad ag glanadh an dtuigeann siad go gcaithfear na lámha a ní go maith le huisce is gallúnach, sula gcuirtear na lámhainní orthu is arís nuair a bhaintear iad?
4. An bhfuil córas i bhfeidhm chun éadaí glanta agus ceirteacha úsáidte a chur de láimh i mála bruscair? *Molann an treoir reatha FSS go gcuirtear bruscar mar earraí glantacháin, ciarsúir 7rl. ó dhuine a raibh COVID-19 á thuar ann i mála dúbailte chun é a stóráil in áit sábháilte go ceann 72 uair a chloig sula gcuirtear amach é sa bhailiúchán ginearálta dramhaíola.*
5. Ar cinntíodh go bhfuil córas i bhfeidhm lena chinntiú go mbíonn fearas glanta mar mhapa agus éadach a úsáidfear arís glan sula n-úsáidtear arís iad?
6. Ar cinntíodh go bhfuil córas i bhfeidhm lena chinntiú go bhfolmhaítear fearas mar bhuicéid is go nglantar iad le tuaslagán úr díghalraithe sula n-úsáidtear arís iad?

**Augisín 9: Treoracha ó Lárionad Faire um Chosaint Sláinte**



**Schools Pathway for Covid-19, the Public Health approach**

**Paper prepared by the Office of the Clinical Director, Health Protection, HSE.**

24 Aug 2020



**Introduction**

There are almost 1 million students attending educational facilities in the primary and post primary sectors, across approximately 4,000 schools, in which close to 100,000 staff are employed1.

The importance and significance of ensuring educational facilities safely open to pupils, and remain safely open for pupils and staff, is acknowledged across society and supported within the Public Health Medical community and the health services at large. Educational facilities are communities providing for not only the educational needs of pupils, but also many of their holistic, health and pastoral needs. It is a setting whereby social interaction and physical activity can be learned and occur in a place of safety, support and warmth.

It is important to note that in the months since the Covid-19 pandemic has occurred, we have learned that2:

* Children seem more likely than adults to have no symptoms or to have mild disease. Symptoms in children include cough, fever, shortness of breath, sore throat, anosmia, ageusia or dysgeusia
* Investigation of cases identified in school settings suggest that child to child transmission in schools is uncommon and not the primary cause of Sars-CoV-2 infection in children, particularly in preschool and primary schools
* Children are rarely identified as the route of transmission of infection in to the household setting
* Children are not more likely than adults to spread infection to other people.
* There are some recent reports that the virus that causes Covid-19 infection may trigger a rare inflammatory disease, Paediatric Inflammatory Multisystem Syndrome, in some children. International research in to this rare disease and its association with Covid-19 is ongoing.

Both ECDC2 and PHE3 have recently reported that investigations of cases identified in school settings suggest that child to child transmission in schools is uncommon and not the primary cause of SARSCoV-2 infection in children whose onset of infection coincides with the period during which they are attending school, particularly in preschools and primary schools. PHE recent research identified that most secondary cases identified within school settings were through staff to staff transmission. This highlights the absolute importance of staff being symptom aware, exposure aware, complying with all distancing and hygiene measures amongst adults, in both the class room and transit / break times. Onwards transmission between students was responsible for the **least** number of cases in their outbreaks.

Schools are a core part of local communities, therefore it is a community endeavour to keep schools open and pupils, staff and communities safe. It is crucial that all staff, pupils and their families follow

* 1. 1 The Department of Education ‘[Roadmap for the full return to school’](https://www.gov.ie/en/publication/b264b-roadmap-for-the-full-return-to-school/) <https://www.gov.ie/en/publication/b264b-roadmap-for-the-full-return-to-school/>
	2. 2Covid-19 in children and the role of school settings in Covid-19 transmission, ECDC 2020
	3. [3SARS-CoV-2 infection and transmission in educational settings: cross-sectional analysis of clusters and outbreaks in England **PHE**](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/911267/School_Outbreaks_Analysis.pdf)

national public health advice, within and outside the school setting, and consider carefully their activities and risk exposures, to ensure the opportunity for infection with Covid-19 and spread within our own communities is minimised. The lower the rates of community infection, the less likely we are to experience significant cases, concerns or outbreaks in the school setting.

# Prevention and Protection within school settings

Guidance for the re-opening of educational facilities has been provided across a range of forums including:

1. The Department of Education ‘[Roadmap for the full return to school’](https://www.gov.ie/en/publication/b264b-roadmap-for-the-full-return-to-school/)
2. The HSE / HPSC Covid-19 ‘[Interim Recommendations for the re-opening of schools and educational facilities’](https://static.rasset.ie/documents/news/2020/07/interim-recommendations-for-the-reopening-of-schools-and-educational-facilities.pdf)
3. The HSE / HPSC Covid-19 [‘Infection Prevention and Control guidance for Early learning and care and School Age childcare settings during the Covid-19 pandemic’](https://www.hpsc.ie/a-z/respiratory/coronavirus/novelcoronavirus/guidance/childcareguidance/Guidance%20for%20services%20providing%20childcare%20services.pdf)

The above guidance provides robust advice to educational facilities on prevention and awareness measures necessary and recommended for the safety of staff and pupils in relation to Covid-19.

Implementation of these measures will minimise the risks for all pupils and staff with respect of SarsCoV-2 infection. Schools should adapt and customise these recommendations for their own particular settings, adhering at all times to the principles involved.

# Potential case of Covid-19 in an educational facility

It is inevitable that with confirmed cases of Covid-19 circulating within the community, there will be suspect or confirmed cases amongst pupils and staff attending, or working within, educational facilities.

However, children will also continue to display symptoms of many other circulating respiratory viruses. It is known that young children often have a persistent cold.

 Children with a blocked or runny nose, but no fever can attend school or childcare, but if they require paracetamol or ibuprofen for their symptoms, they must not attend school for 48 hours and GP assessment for testing is indicated.

If a child develops a fever and symptoms such as outlined in [HPSC guidance](https://www.hpsc.ie/a-z/respiratory/coronavirus/novelcoronavirus/guidance/primarycareguidance/adviceriskassessmentandmanagementofpatients/) whilst in school:

* They should be immediately isolated in a pre-identified place within school, with good ventilation and preferable an outside window opened.
* The school should contact their parent or guardian and ask them to collect their child as soon as possible.
* The child should be cared for appropriately by a staff member whilst they are waiting to go home.
* The staff member should wear a mask. Use of gloves is not essential, but staff members may wish to use them. If a staff member has helped someone with symptoms, it is essential they avoid touching their nose, mouth or eyes whilst caring for them, and undertake hand hygiene.
* If any child presents extremely unwell, from whatever potential cause, 112 and an ambulance should be called. NB we do not expect this to happen in relation to Covid-19.
* After the isolation space in vacated, it should be cleaned and contact surfaces disinfected. The staff member assisting with the child does not need to go home unless they develop symptoms themselves, or are later advised to by public health.

Schools **do not** need to inform parents that a pupil or teacher has been removed due to their symptoms. **Other pupils or staff do not need to be removed from class**. HSE Departments of Public Health will take action if the person has confirmed Covid-19 infection on testing, which will include HSE advice and guidance on communication to school pupils and staff where needed.

The parents / legal guardian of the sick child should contact their GP as usual, to discuss clinical concerns. **If it is determined by the GP that the child/pupil requires to be tested for Covid-19, any other household contacts should be removed from the school setting.**

**It is vital that schools have current lists of staff and pupils, by classes with contact telephone numbers for parents and guardians.** These should be in excel and ready to share with Department of Public Health, if required and requested under Infectious Diseases legislation, 1981, as amended.

Covid-19 Assessment and testing pathway for younger children (≥3 months – 13 years) and older children (≥ 13 years old)

Once the child has been collected from school, the parents should contact their GP by phone if the child has symptoms of concern, and/or symptoms consistent with Covid-19 infection e.g. fever OR a new cough, shortness of breath, deterioration of existing respiratory condition OR symptoms of ageusia or dysgeusia.

Their GP will assess and advise as per normal clinical practice and refer for testing as required and outlined in [here.](https://www.hpsc.ie/a-z/respiratory/coronavirus/novelcoronavirus/guidance/primarycareguidance/adviceriskassessmentandmanagementofpatients/COVID-19%20Assessment%20and%20testing%20pathway%20for%20children.pdf) Testing is advised for any child who meets the testing criteria unless there is a strong clinical reason to do otherwise. For children aged greater than or equal to 13 years of age or who attend secondary school, please refer to the adult testing guidance here.

The Covid-19 Assessment and decision making pathway for all children greater than or equal to 3 months until completion of primary school should be used to guide next steps [here.](https://www.hpsc.ie/a-z/respiratory/coronavirus/novelcoronavirus/guidance/primarycareguidance/adviceriskassessmentandmanagementofpatients/COVID-19%20Assessment%20and%20decision%20making%20pathway%20for%20all%20children.pdf)

Covid-19 test results remain confidential as per doctor - patient relationship. No other child, parent, family or teacher will be informed of their results. **However, parents should be advised at the point of testing that their child’s swab test result if Covid-19 detected will likely need to be shared with the educational facility, if this is deemed necessary by the Medical Officer of Health, for the safe management of any potential outbreak.** **Only details as necessary for safe onward management are shared with an agreed senior person in the school**, such that appropriate public health actions can be undertaken.

Covid-19 Test Results

# Covid-19 not detected result

If a symptomatic child has a Covid-19 ‘not detected’ result, the child should remain at home until he/she is clinically well enough to return to school, unless parents are specifically asked by HSE Public Health for their child to remain excluded because of other investigations e.g. if the child is a known close contact of a now confirmed case.

All diarrhoea symptoms need to have been resolved for 48 hours prior to return to school.

# Confirmed cases of Covid-19

Confirmed cases will be contacted directly by the contact tracing centres and case information and contact identification will be initiated. The case will be referred to the Medical Officer of Health within the regional Public Health Department, for onward Public Health Risk Assessment (PHRA) and management in this setting.

The Medical Officer of Health (Consultant in Public Health Medicine, MOH), and teams will liaise directly with the school and inform them of the confirmed case as necessary; will undertake a Public Health Risk Assessment to inform any further actions and recommendations by the Medical Officer of Health.

The MOH has statutory responsibility (Appendix 1) under the Infectious Diseases regulations, 1981, as amended to investigate and manage infectious disease sources2

1 *“On becoming aware, whether from a notification or intimation under these Regulations or otherwise, of a case or a suspected case of an infectious disease or of a probable source of infection with such disease, a medical officer of health, or a health officer on the advice of a medical officer of health, shall make such enquiries and take such steps as are necessary or desirable for investigating the nature and source of such infection, for preventing the spread of such infection and for removing conditions favourable to such infection.”*

# Public Health principles for management of outbreaks, or potential outbreaks, and aligned testing strategy within the educational facility

* Public health will urgently discuss with the school to establish any appropriate exclusions,

i.e. advice to isolate for identified staff or students and to remove from school setting based on an informed Public Health Risk Assessment.

* Core to the PHRA will be assessing the likelihood of onward transmission from the case identified. This will inform their further actions.

* Every facility will be unique in how the schools are organised and therefore the risks associated within them will be unique too e.g. special educational needs settings, primary, secondary and boarding schools will all have very different environments, and will need to be assessed separately.

* HSE Public Health will assess whether the index case is also likely to be the primary case within the school setting or a secondary case. They will assess the likelihood of onward transmission from the case identified. This will inform their further actions.

|  |  |
| --- | --- |
| •  | **The definition of close contacts within the school setting will be variable.** **It will not be automatically assumed that a whole class will be deemed as close contacts**. This is because the school settings are so varied e.g. in young primary school children, ‘pods’ will likely be deemed close contacts and all removed. In secondary settings where there is social distancing rather than a ‘pod’ per se, close contacts will be determined by proximity and interaction with the index case; class placement; classroom structure; common travel; social networks and friendship groups etc.  |

|  |  |
| --- | --- |
| •  | Close contacts will be identified following PHRA and engagement with the school and removed from the school setting. They will be tested as per national contact guidelines (Day 0 and 7) and they should be advised to restrict their movements and remain alert for symptoms, as per national guidelines.  |

* Onward testing strategy will be determined by information from the initial risk assessment. **There is no blanket policy to test entire classes or years.** The strategy will be determined after risk assessment of the confirmed case, considering the likely source of infection and the likely potential for onward transmission of infection within the school setting.

* The risk assessment may be dynamic and change as new information becomes available.

* The testing strategy may evolve as information unfolds.

* There may be other community close contacts who will also be excluded from the school but because of their community exposure NOT their school exposure e.g. siblings / cousins etc
* Depending on results from testing, or following initial PHRA, the MOH may recommend wide spread swabbing within a class or a facility under HSE mass testing processes.

* Whether all students from a class / year are removed whilst undergoing testing, or whether remain in school, will be determined by the risk assessment. Drivers of removal are as per attached drivers for partial school closure.

* An Outbreak Control Team may be called as appropriate, and to assist the Medical Officer of Health in the investigation and control of Covid-19 cases and outbreaks.

* A general outbreak plan for Covid-19 outbreaks can be found [here](https://www.hpsc.ie/a-z/respiratory/coronavirus/novelcoronavirus/guidance/outbreakmanagementguidance/)

|  |
| --- |
| • **ACTION FOR SCHOOLS** To inform the pubic health risk assessment and to manage cases and outbreaks and identify relevant contacts, schools should have prepared a summary outlining the below ready to give to the Medical Officer of Health as part of the statutory investigation and management of Covid-19.  |
| * a brief description of the school (type, numbers of staff and students and special features) pertaining to the schools
* A list of staff and students with appropriate contact telephone numbers
* Prepare a broad description of classrooms
* An outline of the staff and students movements around the school, between lessons and breaks
* A list of ‘pods’ and ‘bubbles’ should be kept up to date
 |

# Consideration of the need for full, or partial, educational facility closure

If there are concerns regarding the need for closure, or partial closure, of an educational facility, these will be discussed by the MOH in conjunction with the educational facility, and as part of local outbreak control teams within the Departments of Public Health. Any decision to close, or partially close, an educational facility will be based on the best approach to control the spread of Covid-19 and allow opportunity to remove the conditions favourable to such infection, as deemed necessary and appropriate by the MOH. In the evaluation of the need for closure of any educational facility affected by any outbreak of infectious disease, the standard Public Health approach is to utilise a Risk Assessment model. This enables the most accurate and effective determination of the likely health impacts of a range of possible interventions, ranging from exclusion and testing of a small group or ‘pod’ of pupils, up to and including closure of an affected facility. The actual criteria used by an MOH, may be modified in the light of local conditions or specific local information, which informs the Public Health Risk Assessment (PHRA) required to provide for sensible and safe decisions regarding closure and, by extension, reopening of an educational facility.

There are marked differences in educational facilities spanning age (from 5-18 years), and the behavioural and medical needs of pupils attending the educational facilities. Establishing these facts will focus the PHRA undertaken by the MOH and their teams. It is unlikely that a single issue (or single case of Covid19) would automatically lead to a decision to close an educational facility, although multiple cases across the facility setting will increase the likelihood of school closure.

**Public Health Risk Assessment (PHRA)**

Regional Departments of Public Health will undertake a PHRA to explore the following:

* unique information and factors relevant to that particular educational facility and its infrastructure, with regard to infection transmission
* interactions of the community of pupils and teachers both within the school and how they interlink within the wider community
* patterns of infection within the wider local community and
* consider general community infection rates in the regions serviced by the educational facility

This information will inform the decisions regarding the need for full, or partial, closure of any educational establishment, or any control measures to be immediately implemented short of actual closure. A range of issues (e.g. multiple cases in different classes) may lead the Medical Officer of Health, in conjunction with any relevant Outbreak Control Team (OCT), to decide that maintaining an open facility will present ongoing risk to staff, pupils and the wider community above which that is acceptable. Also keeping a school open may not allow for the adequate control of the spread of infection or adequate removal of the conditions favourable to infection.

# Criteria for closure (Full or partial)

Criteria to be ordinarily considered with regard to any potential outbreak and educational facility closure, or partial facility closure, include but are not limited to:

1. Evidence or clear concern that spread within the school is the primary driver of cases, or suspect cases, notified. This is as opposed to spread of infection externally within the community setting (e.g. within households where children / teachers live etc)

1. The numbers of, or rate of increase of, Covid-19 detected cases amongst staff / pupils is concerning

1. The number and complexity of staff and pupil family units and structures within the educational facility setting amongst those as either cases, contacts or suspected cases e.g. teacher with several children / close cousins in the educational facility all across different years

1. The severity of cases (e.g. hospitalised) amongst children / staff is atypical and giving rise to concern e.g. several hospitalisations amongst children who would be pre-morbidly well

1. Physical structure or layout of school which limits the range or adequacy for any increased recommended prevention measures e.g. further social distancing implementation within pods or groups, more specific recommendations relating to hygiene or cleaning measures

1. Age group or ability of students e.g. if it is an educational facility or unit caring and educating pupils with specific medical or behavioural needs. This may compromise the ability for staff and pupils to realistically comply effectively with requirements for symptom awareness, and disease transmission prevention recommendations during an outbreak

1. Inability to undertake enhanced infection, prevention and control measures as might be recommended from identification of transmission risks within the setting of concern e.g. due to nature of toys or equipment required, particularly for educational facilities or units for children with behavioural or physical needs and limitations

1. Concerns regarding engagement with public health medical teams of senior personnel within the educational facility or system, with regard to their understanding of, or commitment to, implement sufficient risk mitigation and infection prevention and control measures as identified as necessary for the particular educational setting, in light of confirmed or suspect cases of Covid-19
2. Evidence that the pupils (and families) / teachers are not adequately participating in recommended control measures e.g. not reporting and excluding children with mild symptoms; re-enforcing training and implementation of social distancing and hygiene measures across the continuum of school and home etc

1. Any evidence that significant spread in wider local community can be shown, or be highly suspected of being linked or intertwined with the educational facility setting

1. Results from any swabbing recommendations identified a large number/high proportion of asymptomatic cases, particularly amongst groupings or pods not previously considered to be at high risk of infection transmission

1. Inability of the educational facility to safely operate as per e.g. legal requirements for staff : pupil ratios if partial closure was being considered

In all Public Health investigations, in which closure of an educational facility affected by any infectious disease outbreak is being considered, the criteria guiding closure will broadly provide the criteria for reopening. However, outbreaks are dynamic, and in the course of the investigation new risks may be identified and therefore new parameters required to be included for criteria to re-open or allow for full staff / pupil return. A list of the agreed criteria for closure (involving for example, high levels of disease, the requirement of decontamination to a level that meets with the approval of the MOH, (OCT), the compliance of management and staff etc), will form the basis for the criteria to guide reopening. It would only be when all these criteria, and any additional identified in the process of investigation have been satisfied, that a decision on reopening, or full return of staff / pupils would be made by the MOH.

As a result, each educational facility Covid-19 outbreak will be assessed on an individual basis and a unique decision made as to whether it is safe for the facility to remain fully or partially open, or whether closure is necessary.

**It should be noted that Medical Officers of Health and their teams do not have powers of inspection.**

# Current context

There is significant interest across the public and political domain with regard to Covid-19 and educational facilities. Decisions on the need to exclude any pupils, test pupils, close, or partially close any educational facility are undertaken by Medical Officer of Health, informed by a robust Public Health Risk Assessment.

Clearly there is much evidence evolving about education facilities – it will therefore be a dynamic process and this is appropriate

# Appendix 1 – Legislative role of the Medical Officer of Health

Infectious Disease regulations

The Infectious Diseases Regulations (S.I. No. 390 of 1981) confer a general power on the Medical Officer for Health (MOH) to *“take steps…for preventing the spread of [an]infection”* where the MOH is aware of a suspected case of infection or a probable source of infection. The 1981 Regulations were amended by S.I. No 53 of 2020, to include COVID-19. Article 11 of S.I. No. 390 provides that:

*“On becoming aware, whether from a notification or intimation under these Regulations or otherwise, of a case or a suspected case of an infectious disease or of a probable source of infection with such disease, a medical officer of health, or a health officer on the advice of a medical officer of health, shall make such enquiries and take such steps as are necessary or desirable for investigating the nature and source of such infection, for preventing the spread of such infection and for removing conditions favourable to such infection.”*

This power may be enforceable by the risk of criminal liability under Article 19: *“19. A person who refuses to comply with a requirement or direction given or a request for information made in pursuance of any of the provisions of these Regulations shall be guilty of a contravention of these Regulations.”*

After investigating the outbreak and having put in place the necessary prevention measures, the

MOH may assess the risk to staff, pupils or the wider community continues. In that case the use of Infectious Diseases regulations may need to be exercised. If a recommendation to close, or partially close an educational facility based on criteria and powers in S.I. No. 390 of 1981, the reasons for closure should be explained and the actions required or conditions to re-open.

In practice, actions by the MOH are usually considered in the context of an OCT. Experience from other settings shows that closures usually result when implementation of a set of preventive actions is not sufficient to control an outbreak and consensus is reached on the need for closure.

**Coláiste Ailigh**

**COVID-19 Policy Statement**

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

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

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

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

Pádraig Mac An Bhiocaire, Cathaoirleach, Bord Bainistíochta.

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

Micheál Ó Giobúin, Príomhoide

COVID-19 Response Plan for the safe and sustainable reopening of Coláiste Ailigh



ugust 2020

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This is a living document andmay be reviewed and amended to take into account new guidance from [www.Gov.ie](http://www.Gov.ie), [www.dbei.ie](http://www.dbei.ie) , [www.hse.ie](http://www.hse.ie), [www.hpsc.ie](http://www.hpsc.ie), [www.hsa.ie](http://www.hsa.ie); [www.education.ie](http://www.education.ie) or agreements with education partners as appropriate for post primary schools.

**Appendices**

**Appendix 1** Pre-Return to Work Questionnaire COVID-19

**Appendix 2** Lead Worker Representative

**Appendix 3**  Risk Assessment

**Appendix 4** School Contact Tracing Log

**Appendix 5** Checklist for School Managers

**Appendix 6**  Checklist for Managing a Suspected Case of COVID-19

**Appendix 7**  Checklist for Lead Worker Representative

**Appendix 8** Checklist for Cleaning

1. **Introduction**

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

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

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

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

That report is available [here](https://assets.gov.ie/82096/38b543b3-3245-4227-8f6a-7a167e684adb.pdf).

Further advice from the HPSC on the use of face coverings in educational settings was received on the 6th August. This advice is available [here](https://assets.gov.ie/83506/86fba2a7-26da-4c19-bce3-b0d01aaaf59b.pdf).

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 in the event that COVID-19 is introduced to the school.

The Department has worked intensively with the education partners to develop consistent plans, advice, protocols and guidance for schools, including the School COVID-19 Response plan. There is a suite of documentation available to support schools to reopen safely and fully including guidance on learning, school programmes and wellbeing for the 2020/21 school year. There is also information on funding, staffing and resources to schools to support COVID-19 measures. Schools are advised to familiarise themselves with these documents. All of the documents will be available at [**gov.ie/backtoschool**](http://www.gov.ie/backtoschool)

In addition the Department has a communication plan for school reopening which focuses on ensuring that schools, school communities and all stakeholders will have the relevant information to support the reopening and continued operation of schools. There is a particular focus on supporting parents and students through the appropriate use of media channels, through schools themselves and on **gov.ie**

1. **What is a COVID-19 Response Plan?**

A 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 aim to prevent the spread of COVID-19 in the school environment

*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.*

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

The BOM/ETB aims to facilitate the resumption of school based teaching and learning and the return to the workplace of staff. The return to the workplace must be done safely and in strict adherence to the public health advice and any guidance issued by the Department of Education.

Details for the safe reopening of Coláiste Ailigh and the applicable controls are outlined in this document.

Before reopening the school for the 2020/21 school year we will have processes in place to include the following:

* Means of keeping up to date with public health advice, changes to any Government plans for the safe reopening of society and Department of Education updates;
* Means of passing on this information in a timely manner to staff, students, parents and others as required;
* Ensured that staff have reviewed the training materials provided by the Department of Education ***(details at Section 3.1)***;
* Provided staff with access to the Return to Work (RTW) form (***details at Section 3.2)***;
* Identified a Lead Worker representative ***(details at Section 3.3)***;
* Displayed posters and other signage to prevent introduction and spread of COVID-19 ***(details at Section 3.4)***;
* Made the necessary changes to the school layout to support the redesign of classrooms to support physical distancing ***(details at Section 3.5)***;
* Removed unnecessary clutter to facilitate ongoing cleaning of the school but take into account the importance of having educational materials to create a stimulating learning environment;
* Updated the health and safety risk assessment ***(details at Section 3.6)***;
* Made necessary arrangements to restrict access to the school and maintain records of contacts to the school ***(details at 3.7)***;
* Reviewed the school buildings to check the following:
* Does the water system need flushing at outlets following low usage to prevent Legionella disease;
* Has school equipment and mechanical ventilation been checked for signs of deterioration or damage before being used again;
* Have bin collections and other essential services resumed.
	1. **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 will be updated with any changes to the control measures or guidance available from the public health authorities.

If a staff member is unsure about any aspect of the COVID-19 Response Plan, the associated control measures, or his/her duties, he/she should immediately seek guidance from the Principal who is supported in this role by the BOM/ETB.

**Note: Induction Training for reopening schools in the new school year is under development by the Department. This will be made available to all schools and staff in advance of school reopening.**

[**Details of the training, once it becomes available, will be found here.**](https://www.gov.ie/en/publication/dd7fb-induction-training-for-reopening-schools/)

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

* 1. **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 be completed and returned **3 days** before returning to work.

On receipt of the completed form the principal will provide details of the **Induction Training** for completion by staff prior to the return to the workplace and details of any additional health and safety measures in place in the school to facilitate the staff member’s return to the school facility.

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

[**People at very high risk (extremely vulnerable):**](https://www2.hse.ie/conditions/coronavirus/people-at-higher-risk.html)

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

* are over 70 years of age – even if fit and well
* have had an organ transplant
* are undergoing active chemotherapy for [cancer](https://www2.hse.ie/conditions/coronavirus/cancer-patients.html)
* are having radical radiotherapy for lung cancer
* have cancers of the blood or bone marrow such as leukaemia, lymphoma or myeloma who are at any stage of treatment
* are having immunotherapy or other continuing antibody treatments for cancer
* are having other targeted cancer treatments which can affect the immune system, such as protein kinase inhibitors or PARP inhibitors
* have had bone marrow or stem cell transplants in the last 6 months, or who are still taking immunosuppression drugs
* have severe respiratory conditions including cystic fibrosis, [severe asthma](https://www2.hse.ie/conditions/coronavirus/asthma.html), pulmonary fibrosis, lung fibrosis, interstitial lung disease and [severe COPD](https://www2.hse.ie/conditions/coronavirus/copd.html)
* have a condition that means they have a very high risk of getting infections (such as SCID, homozygous sickle cell)
* are [taking medicine that makes you much more likely to get infections](https://www2.hse.ie/conditions/coronavirus/weak-immune-system.html) (such as high doses of steroids or immunosuppression therapies)
* have a serious heart condition and are pregnant

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

* 1. **Lead Worker Representative**

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

This section sets out how the provisions will operate in respect of schools. These arrangements will operate for the 2020/21 school year and will be kept under review.

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

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

If a staff member has any concerns or observations in relation to the COVID-19 Response Plan, control measures or the adherence to such measures by staff, students or others, they should contact the LWR who will engage with school management.

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

In summary, the role of the LWR is to:

* Represent all staff in the workplace regardless of role, and be aware of specific issues that may arise in respect of different staff cohorts;
* Keep up to date with the latest COVID-19 public health advice;
* Work collaboratively with school management to ensure, so far as is reasonably practicable, the safety, health and welfare of employees in relation to COVID-19;
* Consult with school management on the control measures required to minimise the risk of staff and students being exposed to COVID-19;
* Promote good hygiene practices, in conjunction with school management, such as washing hands regularly and maintaining good respiratory etiquette along with maintaining social distancing in accordance with public health advice;
* Assist school management with the implementation of measures to suppress COVID-19 in the workplace in line with the Return to Work Safely Protocol and current public health advice;
* Monitor, in conjunction with school management, adherence to measures put in place to prevent the spread of COVID-19;
* Conduct reviews of safety measures that are in place to address and suppress COVID-19 in the workplace. Reviews (including an examination of the workplace) should be conducted on a regular basis (at least twice per week);
* Report any issues of concern immediately to school management and keep records of such issues and actions taken to rectify them;
* Consult with the school management on the school’s COVID-19 Response Plan in the event of someone developing COVID-19 while in school including the location of an isolation area and a safe route to that area;
* Following any incident, assess with the school management any follow up action that is required;
* Consult with colleagues on matters relating to COVID-19 in the workplace;
* Make representations to school management on behalf of their colleagues on matters relating to COVID-19 in the workplace.

If a staff member has any concerns or observations in relation to the COVID-19 response plan, control measures or the adherence to such measures by staff, students or other s/he should contact the LWR/s who will engage with the Principal/ETB.

|  |  |
| --- | --- |
| Names of Lead Worker Representative/s: | Contact details:  |
| Stiofán Ó Dochartaigh | stephendoherty@donegaletb.ie |

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

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

* 1. **Signage**

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

* 1. **Making Changes to School Layout**

Maintaining physical distancing in the school environment is recommended as one of the key control measures to minimize the risk of the introduction and spread of COVID-19*.*

At least 1m social distancing will operate in classrooms, and all students will be required to wear a mask whilst in the school building – except when they are eating or outdoors (for example at lunch time).

Students will be based in the following classroom with teachers moving from room to room.

Practical classes will be taught in the practical rooms.

1ú Bl: Seomra 11 and seomra FF57

2ú Bl: Seomra FF27 and Seomra FF28

3ú Bl: Seomra FF36 and seomra FF37 . .

5ú Bl : Seomra LG27 and seomra LG35 .

6ú Bl: Seomra FF53 and seomra FF54

IB: Seomra FF38 and Seomra FF33 (Library)

Separate entrance & exit doors for senior students (Sports Hall door) and junior students (main front door)

Lockers in the following separate locations within the school

1ú Bl Room 11 and Room FF57

2ú Bl Room FF27 and Room FF28

3ú Bl… Junior locker area.

5ú Bl Outside rooms LG27 and LG 35

6ú Bl Senior locker area.

IB Area Outside computer room

The canteen will not be operational until after the mid-term break, and accordingly parents/guardians are asked to ensure that students bring a packed lunch to school. Students are permitted to go home for lunch, provided they live near the school, as junior students have 40 minutes and senior students have 45 minutes for lunch.

Senior and junior students will have different break and lunch times

All classes commence at 9.00 am. Classes will end for junior students at 3.55 pm and for senior students at 4.00 pm.

A one-way system will operate within the school.

We will be updating our Code of Behaviour to take Covid-19 into consideration.

* 1. **Health and Safety Risk Assessment**

COVID-19 represents a hazard in the context of health and safety in the school environment. A template risk assessment to identify the control measures required to mitigate the risk of COVID-19 in school settings is attached at ***Appendix 3.*** The school has carried out a full risk assessment.

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 and incorporated into the school’s safety statement.

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 and be incorporated into the schools statement.

**First Aid/emergency procedure**

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

* 1. **Access to School and Contact Log**

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

Arrangement for necessary visitors such as contractors and parents will be restricted to essential purposes and limited to those who have obtained prior approval from the Principal. The Department of Education Inspectorate may also need to visit schools and centres for education to support them as appropriate in the implementation of public health advice relating to creating a safe learning and working environment for all.

The prompt identification and isolation of potentially infectious individuals is a crucial step in restricting the spread of the virus and protecting the health and safety of the individuals themselves and other staff, contractors and visitors at the workplace. A detailed sign in/sign out log of those entering the school facilities will be maintained. The school will maintain a log of staff and students contacts. A sample contact log is available at ***Appendix 4*.**

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

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

1. **Control Measures - To prevent Introduction and Spread of COVID-19 in Schools**

One of the key messages to manage the risks of COVID-19 is to do everything practical to avoid the introduction of COVID-19 into the school. If infection is not introduced it cannot be spread. The risk of spreading the infection once introduced exists in all interpersonal interactions; student - student, teacher - teacher and teacher- student, and must be managed in all settings.

A range of essential control measures have been implemented to reduce the risk of the spread of COVID -19 virus and to protect the safety, health and welfare of staff, students, parents and visitors as far as possible within the school. The control measures shall continue to be reviewed and updated as required on an ongoing basis.

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

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

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

Promote awareness of COVID-19 symptoms (***details at Section 4.1***);

* Advise staff and students that have symptoms not to attend school, to phone their doctor and to follow HSE guidance on self-isolation;
* Advise staff and students not to attend school if they have been identified by the HSE as contact for a person with COVID-19 and to follow the HSE advice on restriction of movement;
* Advise staff and students that develop symptoms at school to bring this to the attention of the principal (or deputy principal if the principal is unavailable) promptly;
* Ensure that staff and students know the protocol for managing a suspected case of COVID-19 in school ***(details at Section 8);***
* Advise everyone entering the school building that they needs to perform hand hygiene with a hand sanitiser;
* Advise all relevant parties that visitors to the school during the day shouldbe by prior arrangement with the principal and should be received at a specific contract point;
* Physical distancing of 2 metres should be maintained between staff and visitors where possible.
	1. **Know the Symptoms of COVID-19**

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

* High temperature
* Cough
* Shortness of breath or breathing difficulties
* Loss of smell, of taste or distortion of taste
	1. **Respiratory Hygiene**

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

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

* 1. **Hand Hygiene**

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

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

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

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

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

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

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

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

Posters displaying hand washing techniques and promoting hand washing are placed on walls adjacent to washing facilities.

Hand sanitiser is suitable for use for hand hygiene when hands are not visibly soiled (look clean).

Evidence of effectiveness is best for alcohol based hand rubs but non-alcohol based hand rubs can be used too.

When hand rubs/gels are being used in school care should be taken to ensure that students do not ingest them as they are flammable and toxic.

**Frequency of Hand Hygiene**

Students and staff should perform hand hygiene:

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

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

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

**However where possible staff should maintain a minimum of 1 m distance and where possible 2m. They should also take measures to avoid close contact at face to face level such as remaining standing rather than sitting beside/crouching down**.

**High risk students will have the following options**:

* Distant learning from home or
* Distant learning using one of the school’s satellite offices

Other measures carried out:

1. Reconfigure class spaces to maximise physical distancing;
2. Utilising and reconfiguring all available space in the school in order to maximise physical distancing;
3. Review Timetables;
4. Reconfiguring Classes;
5. Consider Use of Live Streaming within the School.

.

***Decreasing interaction***

Students will remain in the classroom and teachers will move between rooms. Practical subjects will be taught in practical rooms.

Double classes have been planned to minimise movement during the day.

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

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

Physical distancing between the teacher and class would be observed.

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

Limit interaction on arrival and departure and in hallways and other shared areas.

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

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

Staff and students should avoid sharing of personal items.

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

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

***School drop off/collection***

Parents are asked to drop students at the roundabout as usual, first second and third year students will enter and exit the school via the main door, whilst senior students in Transition Year, fifth year and sixth year will use the sports hall door.

Students should head straight to their designated learning space/classroom.

***Staff***

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

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

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 at the beginning or end of the school day.

**Canteen**

The canteen will not reopen until after the October mid-term break, therefore all students must bring a packed lunch to school.

**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. The school will have a one way system in operation.

* 1. **Use of PPE in Schools**

The Department has published “Guidance to Post Primary Schools on PPE consumables and equipment” on [**gov.ie/backtoschool**](http://www.gov.ie/backtoschool)**.** This provides schools with the information needed on the appropriate quantities of PPE consumables and equipment to support the full and safe reopening 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.

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
* Parent Teacher meetings

Where staff provide healthcare to children with medical needs in the school environment they should apply standard precautions as per usual practice.

**Reception Areas**

Physical distancing will be implemented in the reception area.

**Masks/Face Coverings**

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 covering 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.

It is therefore a requirement that teachers, staff and students attending post primary schools wear a face covering when a physical distance of 2m from other staff or students cannot be maintained.

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

All students on the post primary transport scheme should be asked to wear face coverings unless there is a good reason not to do so.

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

* 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.

All staff and students 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.gov.ie/en/publication/aac74c-guidance-on-safe-use-of-face-coverings/>

All teachers and staff should be aware that they should wash or sanitize hands (using a hand sanitizer) before and after helping a student put on or adjust a face covering.

Face coverings should be stored in a space designated for each student that is separate from others when not being worn (e.g., in individually labelled containers or bags).

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 students, teachers, and staff in case a back-up face covering is needed during the day.

Whilst staff may wish to utilize 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.

On the use of face masks by staff, schools should consider the specific circumstances where the use of medical face masks, to EU Standard EN 14683, may be more appropriate for staff (for example where staff by necessity need to be in close and continued proximity with students with intimate care needs such as SNAs ).

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 students or staff is not generally appropriate but may be necessary for matters such as cleaning, intimate care settings or 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.

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

**A fogger has been purchased and will be used on a daily basis to disinfect/clean sports and other practical equipment.**

*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.

*Shared Equipment*

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

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

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

Library Policy – Where practical students should have their own books. Textbooks that are shared should be covered in a wipeable plastic covering that can be wiped with a suitable household cleaning agent between uses. Students should be encouraged to perform hand hygiene after using any shared item.

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

1. **Hygiene and Cleaning in Schools**

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.

If students are moving between classrooms consideration may be given to appropriate cleaning products being provided to enable them to wipe down their desk, chair and surface before leaving the room.

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 students due to the increased risk associated with communal shower facilities and areas. This shall be reviewed in line with government guidance.

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

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

The rooms should be cleaned as soon as practicable possible.

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

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

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

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

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

Once the room has been cleaned and disinfected and all surfaces are dry, the room can be reused.

1. **Dealing with a Suspected Case of COVID-19**

Staff or students should not attend school if displaying any symptoms of COVID-19. The following outlines how a school should deal with a suspected case that may arise in a school setting.

The first aid room is the designated isolation area. 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 TY office will be a designated backup isolation room in the event of more than one suspected case.

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

* If the person with the suspected case is a student, the parents/guardians should be contacted immediately;
* Teacher will inform the Principal or deputy Principal by text/phone if there is a suspected case of Covid-19. Isolate the person and the Principal or deputy Principal will 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;
* If it is not possible to maintain a distance of 2m a staff member caring for a student should wear a face covering or mask. Gloves should not be used as the virus does not pass through skin;
* Assess whether the individual who is displaying symptoms can immediately be directed to go home/be brought home by parents and call their doctor and continue self-isolation at home;
* Facilitate the person presenting with symptoms remaining in isolation if they cannot immediately go home and facilitate them calling their doctor. The individual should avoid touching people, surfaces and objects. Advice should be given to the person presenting with symptoms to cover their mouth and nose with the disposable tissue provided when they cough or sneeze and put the tissue in the waste bag provided;
* If the person is well enough to go home, arrange for them to be transported home by a family member, as soon as possible and advise them to inform their general practitioner by phone of their symptoms. Public transport of any kind should not be used;
* If they are too unwell to go home or advice is required, contact 999 or 112 and inform them that the sick person is a COVID-19 suspect;
* Carry out an assessment of the incident which will form part of determining follow-up actions and recovery;
* Arrange for appropriate cleaning of the isolation area and work areas involved – (***details at Section 7***)

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

1. **Staff Duties**

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

The cooperation and assistance of all staff is essential to reduce the risk of spread of COVID19 and to protect health and safety as far as possible within the school. All staff have a key role to play.

In this regard and in order to facilitate a safe return to work, these duties include, but are not limited to, the following:

* Adhere to the School COVID-19 Response Plan and the control measures outlined.
* Complete the RTW form before they return to work.
* Must inform the Principal if there are any other circumstances relating to COVID-19, not included in the form, which may need to be disclosed to facilitate their safe return to the workplace.
* Must complete COVID-19 Induction Training and any other training required prior to their return to school.
* Must be aware of, and adhere to, good hygiene and respiratory etiquette. Coordinate practices and work with their colleagues to ensure that physical distancing is maintained.
* Make themselves aware of the symptoms of COVID-19 and monitor their own wellbeing.
* Self-isolate at home and contact their GP promptly for further advice if they display any symptoms of COVID-19.
* Not return to or attend school if they have symptoms of COVID-19 under any circumstances.
* Adhere to the procedure outlined above if they develop any symptoms of COVID-19 whilst within the school facility. .
* Keep themselves informed of the updated advice of the publ**ic** health authorities and comply with same.
1. **COVID-19 related absence management**

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

**10 Employee Assistance and Wellbeing Programme**

The Department recognises the need for school staff wellbeing and collective self-care.  Support for school staff wellbeing will be provided by Department Support Services including the PDST and CSL, as well as by the HSE’s Health Promotion Team. An [Occupational Health Strategy](https://www.education.ie/en/Education-Staff/Information/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: Folláine Le Chéile’.

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

**11.** **Guidelines for Parents/Guardians**

In the interests of student and staff safety we must implement the following rules this year due to Covid-19.

1. Parents are asked to drop students at the roundabout as usual, first second and third year students will enter and exit the school via the main door, whilst senior students in Transition Year, fifth year and sixth year will use the sports hall door.
2. Students who have symptoms of COVID-19, including fever, new cough, shortness of breath, breathing difficulties, or loss or change to their sense of smell or taste, should not attend school. Please follow HSE guidelines and phone your doctor and follow guidance on self-isolation. Please also ensure that students are aware that they must immediately advise their teacher if they feel unwell.
3. Parents/guardians will not be permitted to enter the school building during the school day. Should a parent need to make contact, they are asked to telephone the school on 074 91 25943 or email at colaisteailigh@donegaletb.ie .
4. Students with dental appointments etc: parents/guardians are asked to ensure that the student has a note in their diary to be shown to their teacher so that they may leave the classroom. This note will have been approved that morning by the Deputy Principal so that the teacher knows that permission has been granted to the student to leave the school. Students are requested to go to the main door, to sign the Signing Out book with their own pen and parents are asked to telephone the school on 074 91 25943 when they are outside the school to collect the student.
5. The canteen will not be operational until after the mid-term break, and accordingly parents/guardians are asked to ensure that students bring a packed lunch to school. Students are permitted to go home for lunch, provided they live near the school, as junior students have 40 minutes and senior students have 45 minutes for lunch.

**Q & A’s**

<https://www.gov.ie/en/publication/389bd-topics-being-raised-on-the-back-to-school-helpline/?referrer=http://www.gov.ie/yourquestionsanswered/>

# Appendix 1 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. |  |  |

I confirm, to the best of my knowledge that I have no symptoms of COVID-19, am not self-isolating, awaiting results of a COVID-19 test or been advised to restrict my movements. Please note: The school is collecting this sensitive personal data for the purposes of maintaining safety within the workplace in light of the COVID-19 pandemic. The legal basis for collecting this data is based on vital public health interests and maintaining occupational health and will be held securely in line with our retention policy.

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

# Appendix 2 Lead Worker Representative – Post primary Schools

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

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

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

This document should be read in conjunction with:

* the [COVID-19 Return to Work Safely Protocol](https://www.gov.ie/en/publication/22829a-return-to-work-safely-protocol/);
* the [Guidance and FAQs for Public Service Employers during COVID-19](https://www.gov.ie/en/news/092fff-update-on-working-arrangements-and-leave-associated-with-covid-19-fo/);
* COVID-19 Response Plan for Post primary Schools (available on the Department of Education website).

## 1. Collaborative Approach

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

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

If a staff member has any concerns or observations in relation to the COVID-19 Response Plan, control measures or the adherence to such measures by staff, students or others, they should contact the LWR who will engage with school management.

## 2. Role of the Lead Worker Representative

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

In summary, the role of the LWR is to:

* Represent all staff in the workplace regardless of role, and be aware of specific issues that may arise in respect of different staff cohorts;
* Keep up to date with the latest COVID-19 public health advice;
* Work collaboratively with school management to ensure, so far as is reasonably practicable, the safety, health and welfare of employees in relation to COVID-19;
* Consult with school management on the control measures required to minimise the risk of staff and students being exposed to COVID-19;
* Promote good hygiene practices, in conjunction with school management, such as washing hands regularly and maintaining good respiratory etiquette along with maintaining social distancing in accordance with public health advice;
* Assist school management with the implementation of measures to suppress COVID-19 in the workplace in line with the Return to Work Safely Protocol and current public health advice;
* Monitor, in conjunction with school management, adherence to measures put in place to prevent the spread of COVID-19;
* Conduct reviews of safety measures that are in place to address and suppress COVID-19 in the workplace. Reviews (including an examination of the workplace) should be conducted on a regular basis (at least twice per week);
* Report any issues of concern immediately to school management and keep records of such issues and actions taken to rectify them;
* Consult with the school management on the school’s COVID-19 Response Plan in the event of someone developing COVID-19 while in school including the location of an isolation area and a safe route to that area;
* Following any incident, assess with the school management any follow up action that is required;
* Consult with colleagues on matters relating to COVID-19 in the workplace;
* Make representations to school management on behalf of their colleagues on matters relating to COVID-19 in the workplace.

**3. What can a Lead Worker Representative Do?**

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

* Cleaning protocols and their implementation
* Physical Distancing
* Configuration/re-configuration of the school facilities, including classrooms, corridors, halls, open areas, entry and exit points, school grounds etc.
* Implementation of one-way systems in the school to ensure social distancing including when entering and exiting the school
* Hand Hygiene facilities including their location and whether they are stocked and maintained
* Hand sanitising
* Staff awareness around hand hygiene in the school
* Respiratory hygiene
* Personal Protective Equipment
* At Risk Groups
* Visitors/Contractors

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

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

## 5. Lead Worker Representative(s)

Every school will appoint one Lead Worker Representative.

In schools with more than 40 staff, a second Lead Worker Representative will be appointed.

## 6. Selection of Lead Worker Representative(s)

The school staff are entitled to select staff members for the LWR position(s). The LWR(s) represent all staff in the workplace regardless of role and must be aware of specific issues that may arise in respect of different staff cohorts. In this regard, where a school has two LWRs, the roles should be spread between teaching and non-teaching staff where feasible e.g. where there is a significant number of non-teaching staff in the school and one or more expressions of interest are received from that cohort (this will be discussed further between the parties).

The process for the selection and appointment of the LWR(s) is that management will seek expressions of interest from all staff in the first instance. A template email for this purpose is attached. If an election is necessary, all school staff have a vote to select the LWR(s).

The LWR(s) will, following selection by the school staff, be formally appointed by the BoM/ETB. The LWR(s) will be required to confirm, prior to taking up the role, that they have been provided with and have completed the requisite training and that they are fully aware of the requirements of the role.

**7. Supports for the Lead Worker Representative/s**

The LWR(s) shall be entitled to:

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

Where the LWR is a teacher, the LWR will receive protected time of 2 hours per week from timetable to enable them to carry out their duties in that role. In the rare instances where the appointment of a teacher selected for the LWR would cause curricular/timetabling difficulties which cannot be resolved, school management will examine internal and external possibilities to enable the teacher’s appointment as LWR. Where the matter cannot be resolved, management will set out the reasons why this is the case. In this circumstance, an alternative individual must be appointed as LWR.

Where the LWR is an SNA, 66 of the “72 hours” will be utilised by the LWR to carry out their duties in that role.

Where the LWR is a Secretary or Caretaker, a re-prioritisation of duties by school management should be carried out to afford the staff member sufficient time to carry out their duties in that role within the scope of their normal contracted hours.

**8. Procedure for dealing with issues that arise**

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

If agreement cannot be reached, the LWR should notify the Board of Management (Chairperson in the first instance)/ Education and Training Board head office of the issue. Action points for addressing the issue should where possible be agreed between the LWR and the BoM/ETB head office as a matter of urgency. Staff should be informed of the outcome.

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

## 9. Glossary of Terms

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

# Appendix 3 Risk Assessment

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

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Hazards | Is the hazard present? Y/N | What is the risk? | Risk ratingH=HighM=Medium L=Low | Controls(When all controls are in place risk will be reduced) | Is this control in place? | Action/to do list/outstanding controls\*Risk rating applies to outstanding controls outlined in this column | Person responsible | Signature and date when action completed |
| COVID-19 | N | Illness | H | School Covid19 Response Plan in place in line with Department of Education guidance and the Return to Work Safely Protocol and public health advice  |  | *Examples of Actions*Follow public health guidance from HSE re hygiene and respiratory etiquetteComplete School COVID-19 Policy StatementReturn to Work Forms received and reviewedUndertake Induction Training Maintain log of staff, student and visitorsComplete checklists as required:School Management How to deal with a suspected casePhysical distancing requirementsOther school specific checklist | Name of staff member |  |

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

Risk Assessment carried out by:

 Date: / /

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**Appendix 4 Contact Tracing Log**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of School** | **COLÁISTE AILIGH** | **School Contact Person**  | **Micheál Ó Giobúin** |
| **Address of School** | **Cnoc na Móna****Leitir Ceanainn Co Dhún na nGall** | **For Queries only:****Phone No** | **074 91 25943** |
| **Email**  | **colaisteailigh@donegaletb.ie** |
| **Name of Visitor**  |  | Was the visit pre-arranged with the Principal? Yes 🞏 No 🞏 |
| **Date of Visit** | \_\_ \_\_ / \_\_ \_\_ /\_\_\_\_\_\_\_\_ | **Time** | **Entry to school** \_\_\_\_\_\_\_\_\_\_ am 🞏 pm 🞏 | **Exit from School** \_\_\_\_\_\_\_\_\_\_ am 🞏 pm 🞏 |
| **Visitor Status** | Contractor 🞏 | Parent/Guardian 🞏 | Other 🞏 Please complete: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Contact details of visitor** | Company Name (if applicable)  |  |
| Address  |  |
| Contact No.  |  | Email Address |  |
| Reason for Visit |  |
| **Who the visitor met (separate line required for each person the visitor met)** |
| **Name of Person visited**  | **Length of time spent with each person in the school** |
|  |  |
|  |  |
|  |  |

**Appendix 5 Checklist for School Management**

This checklist supports planning and preparation, control measures and induction needed to support a safe return to school for students, staff, parents and others.

**For completion by the agreed person with overall responsibility of managing the implementation of the COVID-19 Response plan. This is likely to be the principal (with supports as agreed with the Department).**

**Planning and Systems**

1. Is there a system in place to keep up to date with the latest advice from Government and DES, to ensure that advice is made available in a timely manner to staff and students and to adjust your plans and procedures in line with that advice?
2. Have you appointed staff member/s to the LWR position (detailed at Section 4.3 above) in accordance with the agreed protocol?
3. Have you advised staff as to has been appointed to the position of LWR?
4. Have you prepared a school COVID-19 response plan and made it available to staff and students? ***Department of Education guidance and templates provided***
5. Have you a system in place to provide staff and students with information and guidance on the measures that have been put in place to help prevent the spread of the virus and what is expected of them?
6. Have you displayed the COVID-19 posters in suitable locations highlighting the signs and symptoms of COVID-19?
7. Have you told staff and students of the purpose of the COVID-19 contact log?
8. Have you a COVID-19 contact log in place to support HSE tracing efforts if required? ***(Contact log template attached).***
9. Have you informed staff on the measures that have been put in place to help prevent the spread of the virus and what is expected of them, and provided a system for them to raise issues or concerns and to have them responded to?
10. Have you reviewed and updated risk assessments in line with Department advice to take account of any controls to help prevent the spread of COVID-19? ***(Risk template attached)***
11. Have you updated emergency plans, in particular to take account of the COVID response plan?

**Staff**

1. Have you made available to each staff member a COVID-19 return-to-work form to be completed and returned 3 days before they return to the workplace? ***(Template attached)***
2. Are you aware of staff members who are at very high risk under the HSE guidance on people most at risk ([HSE guidance on people most at-risk](https://www2.hse.ie/conditions/coronavirus/people-at-higher-risk.html)) and advised them of the Department of Education’s agreed arrangements for management of those staff?
3. Have you advised staff and students they must stay at home if sick or if they have any [symptoms of COVID-19](https://www2.hse.ie/conditions/coronavirus/symptoms.html)?
4. Have you told staff and students what to do and what to expect if they start to develop symptoms of COVID-19 while in school, including where the isolation area is?
5. Have you advised staff of the availability of the supports of the occupational health and wellbeing programme through Spectrum Life?

**Training and Induction**

1. Have you advised staff and students to view the Department of Education’s training materials which are available online?
2. Have you taken the necessary steps to update your school induction / familiarisation training to include all information relating to COVID-19?
3. Have first aiders, if available, been given updated training on infection prevention and control re hand hygiene and use of PPE as appropriate? *(It is intended that training will be provided as part of the DES online training programme).*

**Buildings / Equipment**

1. If you have mechanical ventilation does it need cleaning or maintenance before the school reopens?
2. Does your water system need flushing at outlets following low usage to prevent Legionnaire’s Disease?
3. Have you visually checked, or had an appropriate person check, all equipment in the school for signs of deterioration or damage before being used again?
4. Have you arranged for the school including all equipment, desks, benches, doors and frequently touched surfaces points, been thoroughly cleaned before reopening?

**Control Measures in place**

**Hand / respiratory hygiene**

1. Have you accessed supplies of hand sanitizers and any necessary PPE equipment in line with the HPSC health guidance relating to the reopening of schools, from the national framework provided by the Department? This framework close to being finalised and will be available for drawdown with guidance as to how and what to order accompanying it.
2. Are there hand washing/hand sanitising stations in place to accommodate staff, students and visitors adhering to hand hygiene measures in accordance with Department guidance?
3. Have arrangements been made for staff and students to have regular access to hand-washing/hand sanitising facilities as appropriate?
4. Are hand sanitisers easily available and accessible for all staff, students and visitors – e.g. in each classroom and at entry and exit points to school buildings?
5. Have you made arrangements to ensure hand hygiene facilities are regularly checked and well-stocked?
6. Does the alcohol-based hand sanitiser have at least 60% ethanol or 70% isopropanol as the active ingredient?
7. Have you informed staff and students about the importance of hand washing?
8. Have you arranged for staff and students to view [how to wash their hands](https://www2.hse.ie/wellbeing/how-to-wash-your-hands.html) (with soap and water for at least 20 seconds) and dry them correctly through the use of the HSE video resource?
9. Have you shown staff and students how to use hand sanitiser correctly and where hand-sanitising stations are located?
10. Have you displayed posters on how to wash hands correctly in appropriate locations?
11. Have you told staff and students when they need to wash their hands or use hand sanitiser? This includes:
* before and after eating and preparing food
* after coughing or sneezing
* after using the toilet
* where hands are dirty
* before and after wearing gloves
* before and after being on public transport
* before leaving home
* when arriving/leaving the school /other sites
* after each class
* after touching potentially contaminated surfaces
* if in contact with someone displaying any COVID-19 symptoms
1. Have you told staff and students of the importance of good respiratory measures to limit the spread of the virus, including?
* avoid touching the face, eyes, nose and mouth
* cover coughs and sneezes with an elbow or a tissue
* dispose of tissues in a covered bin

**Physical Distancing:**

1. Have you identified all available school space to be used to maximise physical distancing?
2. Have you reviewed the templates provided by the Department of Education which show options for revised layout of school rooms to meet physical distancing requirements?
3. Have you arranged to revise the layout of the rooms and furniture as per the Department guidelines?
4. Have you arranged in each room that the teacher’s desk should be at least 1m (and where possible 2m) away from student desks?
5. Have you arranged in each room that students would be, at least 1m and (where possible 2m) away from each other?
6. Have you where possible and practicable assigned students to main class cohorts to minimise the risk of infection from COVID-19?
7. Have you arranged the timetable to facilitate double classes where possible and practicable?
8. Have you advised staff and students that when students are moving to an elective subject they would, where practicable be seated with members of their main class cohort?
9. Have you made arrangements to limit interaction on arrival and departure from school and in other shared areas?
10. Have you encouraged walking or cycling to school as much as possible?
11. Have you made arrangements, in so far as possible, to open additional access points to school to reduce congestion?
12. Can you provide a one system for entering and exiting the school, where practical?
13. Have you arranged for staff meetings to be held remotely or in small groups or in large spaces to facilitate physical distancing?
14. Have you taken steps to minimise rotation of staff between classes where possible?
15. Have you a system to regularly remind staff and students to maintain physical distancing?
16. Have you advised staff and students not to shake hands and to avoid any physical contact?
17. Have you stopped all non-essential travel for school activities?

**Visitors to Schools**

1. Have you identified the activities that involve interacting with essential visitors to schools, made arrangements to minimise the number of such visitors and put in place measures to prevent physical contact, as far as possible?
2. Are there arrangements in place to inform essential visitors to schools of the measures to help prevent the spread of infection?
3. Have you a system in place for all visitors who do need to come to the school to make appointment, arrange to contact a central point and to record their visit using the contact tracing log?

**Appendix 6 Checklist for dealing with a suspected case of COVID-19**

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

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

**Isolation Area**

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

**Isolating a Person**

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

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

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

**Follow up**

1. Have you carried out an assessment of the incident to identify any follow-up actions needed?
2. Have you advised the LWR of the incident in accordance with the agreed protocol?
3. Are you available to provide advice and assistance if contacted by the HSE?

**Cleaning**

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

**Appendix 7 Checklist Lead Worker Representative**

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

1. Have you been s/elected by your colleagues on the staff and have you agreed with your school principal to act as a Lead Worker Representative for your school, in accordance with the process for *lead worker representative/s in schools that has been agreed centrally and is to be implemented locally).*
2. Have you been provided with information and training in relation to the role of Lead Worker Representative? (*Training for this role is currently being explored with the HSA).*
3. Are you keeping up to date with the latest COVID-19 advice from Government?
4. Are you aware of the [signs and symptoms of COVID-19](https://www2.hse.ie/conditions/coronavirus/symptoms.html)?
5. Do you know [how the virus is spread](https://www2.hse.ie/conditions/coronavirus/how-coronavirus-is-spread.html)?
6. Do you know how to help prevent the spread of COVID-19?
7. Have you watched and do you understand the online training provided by the Department of Education and have you been given induction training before returning to school?
8. Have you been made aware of the control measures your school has put in place to minimise the risk of you and others being exposed to COVID-19?
9. Are you helping in keeping your fellow workers up to date with the latest COVID-19 advice from Government?
10. Have you completed the COVID-19 return-to-work form and given it to your school? *(DES template Return-to-Work form available)*
11. Are you aware of the control measures your school has put in place to minimise the risk of you and others being exposed to COVID-19? (*Checklist for School Management available)*
12. On behalf of the employer did your school principal consult with you when putting control measures in place? Control measures have been agreed centrally between the Department and education partners and will be revised as necessary. Consultation at school level should take place on any specific local arrangements necessary to implement the protocol
13. Have you a means of regular communication with the principal and where applicable any other person with overall responsibility for the school COVID-19 plan?
14. Are you co-operating with your school to make sure these control measures are maintained?
15. Have you familiarised yourself with the cleaning requirements needed to help prevent cross contamination? (*Checklist for Cleaning and Disinfection available*)
16. Have you been asked to walk around and check that the control measures are in place and are being maintained?
17. Are you reporting immediately to the person with overall responsibility for the school COVID-19 plan any problems, areas of non-compliance or defects that you see?
18. Are you keeping a record of any problems, areas of non-compliance or defects and what action was taken to remedy the issue?
19. Are you familiar with what to do in the event of someone developing the symptoms of COVID-19 while at school?
20. Are you co-operating with your school in identifying an isolation area and a safe route to that area? (*Checklist for dealing with suspected case of COVID-19 available)*
21. Are you helping in the monitoring and keeping under review the management of someone developing symptoms of COVID-19 while at school?
22. Once the affected person has left the school, are you helping in assessing what follow-up action is needed?
23. Are you helping in maintaining the staff and student contact log?
24. Have you been made aware of any changes to the emergency plans or first aid procedures for your school?
25. Are you making yourself available to fellow staff to listen to any COVID-19 control concerns or suggestions they may have?
26. Are you raising those control concerns or suggestions with your school Principal and feeding back the response to the staff member/s who raised the issue?
27. Are you aware of the availability of the Spectrum Life Wellbeing Together Programme?
28. Have you been provided by the Principal/ school management with the supports to which you are entitled in your role as Lead Worker Representative?
29. If you are a teacher, have you been provided with the 2 hours per week of protected time off class contact hours, as provided for in the protocol?
30. If you are an SNA, have you been provided with 66 of the “72 hours”, as provided for in the protocol?
31. If you are a school secretary or a caretaker have your duties been re-prioritised by school management to afford you sufficient time to carry out your duties as LWR within the scope of your normal contracted hours, as provide for in the protocol?

**Appendix 8 Checklist for Cleaning**

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

**AGUISÍN 9 : TREORACHA Ó LÁRIONAD FAIRE UM CHOSAINT SLÁINTE**



**Schools Pathway for Covid-19, the Public Health approach**

**Paper prepared by the Office of the Clinical Director, Health Protection, HSE.**

24 Aug 2020



**Introduction**

There are almost 1 million students attending educational facilities in the primary and post primary sectors, across approximately 4,000 schools, in which close to 100,000 staff are employed1.

The importance and significance of ensuring educational facilities safely open to pupils, and remain safely open for pupils and staff, is acknowledged across society and supported within the Public Health Medical community and the health services at large. Educational facilities are communities providing for not only the educational needs of pupils, but also many of their holistic, health and pastoral needs. It is a setting whereby social interaction and physical activity can be learned and occur in a place of safety, support and warmth.

It is important to note that in the months since the Covid-19 pandemic has occurred, we have learned that2:

* Children seem more likely than adults to have no symptoms or to have mild disease. Symptoms in children include cough, fever, shortness of breath, sore throat, anosmia, ageusia or dysgeusia
* Investigation of cases identified in school settings suggest that child to child transmission in schools is uncommon and not the primary cause of Sars-CoV-2 infection in children, particularly in preschool and primary schools
* Children are rarely identified as the route of transmission of infection in to the household setting
* Children are not more likely than adults to spread infection to other people.
* There are some recent reports that the virus that causes Covid-19 infection may trigger a rare inflammatory disease, Paediatric Inflammatory Multisystem Syndrome, in some children. International research in to this rare disease and its association with Covid-19 is ongoing.

Both ECDC2 and PHE3 have recently reported that investigations of cases identified in school settings suggest that child to child transmission in schools is uncommon and not the primary cause of SARSCoV-2 infection in children whose onset of infection coincides with the period during which they are attending school, particularly in preschools and primary schools. PHE recent research identified that most secondary cases identified within school settings were through staff to staff transmission. This highlights the absolute importance of staff being symptom aware, exposure aware, complying with all distancing and hygiene measures amongst adults, in both the class room and transit / break times. Onwards transmission between students was responsible for the **least** number of cases in their outbreaks.

Schools are a core part of local communities, therefore it is a community endeavour to keep schools open and pupils, staff and communities safe. It is crucial that all staff, pupils and their families follow

* 1. 1 The Department of Education ‘[Roadmap for the full return to school’](https://www.gov.ie/en/publication/b264b-roadmap-for-the-full-return-to-school/) <https://www.gov.ie/en/publication/b264b-roadmap-for-the-full-return-to-school/>
	2. 2Covid-19 in children and the role of school settings in Covid-19 transmission, ECDC 2020
	3. [3SARS-CoV-2 infection and transmission in educational settings: cross-sectional analysis of clusters and outbreaks in England **PHE**](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/911267/School_Outbreaks_Analysis.pdf)

national public health advice, within and outside the school setting, and consider carefully their activities and risk exposures, to ensure the opportunity for infection with Covid-19 and spread within our own communities is minimised. The lower the rates of community infection, the less likely we are to experience significant cases, concerns or outbreaks in the school setting.

# Prevention and Protection within school settings

Guidance for the re-opening of educational facilities has been provided across a range of forums including:

1. The Department of Education ‘[Roadmap for the full return to school’](https://www.gov.ie/en/publication/b264b-roadmap-for-the-full-return-to-school/)
2. The HSE / HPSC Covid-19 ‘[Interim Recommendations for the re-opening of schools and educational facilities’](https://static.rasset.ie/documents/news/2020/07/interim-recommendations-for-the-reopening-of-schools-and-educational-facilities.pdf)
3. The HSE / HPSC Covid-19 [‘Infection Prevention and Control guidance for Early learning and care and School Age childcare settings during the Covid-19 pandemic’](https://www.hpsc.ie/a-z/respiratory/coronavirus/novelcoronavirus/guidance/childcareguidance/Guidance%20for%20services%20providing%20childcare%20services.pdf)

The above guidance provides robust advice to educational facilities on prevention and awareness measures necessary and recommended for the safety of staff and pupils in relation to Covid-19.

Implementation of these measures will minimise the risks for all pupils and staff with respect of SarsCoV-2 infection. Schools should adapt and customise these recommendations for their own particular settings, adhering at all times to the principles involved.

# Potential case of Covid-19 in an educational facility

It is inevitable that with confirmed cases of Covid-19 circulating within the community, there will be suspect or confirmed cases amongst pupils and staff attending, or working within, educational facilities.

However, children will also continue to display symptoms of many other circulating respiratory viruses. It is known that young children often have a persistent cold.

 Children with a blocked or runny nose, but no fever can attend school or childcare, but if they require paracetamol or ibuprofen for their symptoms, they must not attend school for 48 hours and GP assessment for testing is indicated.

If a child develops a fever and symptoms such as outlined in [HPSC guidance](https://www.hpsc.ie/a-z/respiratory/coronavirus/novelcoronavirus/guidance/primarycareguidance/adviceriskassessmentandmanagementofpatients/) whilst in school:

* They should be immediately isolated in a pre-identified place within school, with good ventilation and preferable an outside window opened.
* The school should contact their parent or guardian and ask them to collect their child as soon as possible.
* The child should be cared for appropriately by a staff member whilst they are waiting to go home.
* The staff member should wear a mask. Use of gloves is not essential, but staff members may wish to use them. If a staff member has helped someone with symptoms, it is essential they avoid touching their nose, mouth or eyes whilst caring for them, and undertake hand hygiene.
* If any child presents extremely unwell, from whatever potential cause, 112 and an ambulance should be called. NB we do not expect this to happen in relation to Covid-19.
* After the isolation space in vacated, it should be cleaned and contact surfaces disinfected. The staff member assisting with the child does not need to go home unless they develop symptoms themselves, or are later advised to by public health.

Schools **do not** need to inform parents that a pupil or teacher has been removed due to their symptoms. **Other pupils or staff do not need to be removed from class**. HSE Departments of Public Health will take action if the person has confirmed Covid-19 infection on testing, which will include HSE advice and guidance on communication to school pupils and staff where needed.

The parents / legal guardian of the sick child should contact their GP as usual, to discuss clinical concerns. **If it is determined by the GP that the child/pupil requires to be tested for Covid-19, any other household contacts should be removed from the school setting.**

**It is vital that schools have current lists of staff and pupils, by classes with contact telephone numbers for parents and guardians.** These should be in excel and ready to share with Department of Public Health, if required and requested under Infectious Diseases legislation, 1981, as amended.

Covid-19 Assessment and testing pathway for younger children (≥3 months – 13 years) and older children (≥ 13 years old)

Once the child has been collected from school, the parents should contact their GP by phone if the child has symptoms of concern, and/or symptoms consistent with Covid-19 infection e.g. fever OR a new cough, shortness of breath, deterioration of existing respiratory condition OR symptoms of ageusia or dysgeusia.

Their GP will assess and advise as per normal clinical practice and refer for testing as required and outlined in [here.](https://www.hpsc.ie/a-z/respiratory/coronavirus/novelcoronavirus/guidance/primarycareguidance/adviceriskassessmentandmanagementofpatients/COVID-19%20Assessment%20and%20testing%20pathway%20for%20children.pdf) Testing is advised for any child who meets the testing criteria unless there is a strong clinical reason to do otherwise. For children aged greater than or equal to 13 years of age or who attend secondary school, please refer to the adult testing guidance here.

The Covid-19 Assessment and decision making pathway for all children greater than or equal to 3 months until completion of primary school should be used to guide next steps [here.](https://www.hpsc.ie/a-z/respiratory/coronavirus/novelcoronavirus/guidance/primarycareguidance/adviceriskassessmentandmanagementofpatients/COVID-19%20Assessment%20and%20decision%20making%20pathway%20for%20all%20children.pdf)

Covid-19 test results remain confidential as per doctor - patient relationship. No other child, parent, family or teacher will be informed of their results. **However, parents should be advised at the point of testing that their child’s swab test result if Covid-19 detected will likely need to be shared with the educational facility, if this is deemed necessary by the Medical Officer of Health, for the safe management of any potential outbreak.** **Only details as necessary for safe onward management are shared with an agreed senior person in the school**, such that appropriate public health actions can be undertaken.

Covid-19 Test Results

# Covid-19 not detected result

If a symptomatic child has a Covid-19 ‘not detected’ result, the child should remain at home until he/she is clinically well enough to return to school, unless parents are specifically asked by HSE Public Health for their child to remain excluded because of other investigations e.g. if the child is a known close contact of a now confirmed case.

All diarrhoea symptoms need to have been resolved for 48 hours prior to return to school.

# Confirmed cases of Covid-19

Confirmed cases will be contacted directly by the contact tracing centres and case information and contact identification will be initiated. The case will be referred to the Medical Officer of Health within the regional Public Health Department, for onward Public Health Risk Assessment (PHRA) and management in this setting.

The Medical Officer of Health (Consultant in Public Health Medicine, MOH), and teams will liaise directly with the school and inform them of the confirmed case as necessary; will undertake a Public Health Risk Assessment to inform any further actions and recommendations by the Medical Officer of Health.

The MOH has statutory responsibility (Appendix 1) under the Infectious Diseases regulations, 1981, as amended to investigate and manage infectious disease sources2

1 *“On becoming aware, whether from a notification or intimation under these Regulations or otherwise, of a case or a suspected case of an infectious disease or of a probable source of infection with such disease, a medical officer of health, or a health officer on the advice of a medical officer of health, shall make such enquiries and take such steps as are necessary or desirable for investigating the nature and source of such infection, for preventing the spread of such infection and for removing conditions favourable to such infection.”*

# Public Health principles for management of outbreaks, or potential outbreaks, and aligned testing strategy within the educational facility

* Public health will urgently discuss with the school to establish any appropriate exclusions,

i.e. advice to isolate for identified staff or students and to remove from school setting based on an informed Public Health Risk Assessment.

* Core to the PHRA will be assessing the likelihood of onward transmission from the case identified. This will inform their further actions.

* Every facility will be unique in how the schools are organised and therefore the risks associated within them will be unique too e.g. special educational needs settings, primary, secondary and boarding schools will all have very different environments, and will need to be assessed separately.

* HSE Public Health will assess whether the index case is also likely to be the primary case within the school setting or a secondary case. They will assess the likelihood of onward transmission from the case identified. This will inform their further actions.

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| •  | **The definition of close contacts within the school setting will be variable.** **It will not be automatically assumed that a whole class will be deemed as close contacts**. This is because the school settings are so varied e.g. in young primary school children, ‘pods’ will likely be deemed close contacts and all removed. In secondary settings where there is social distancing rather than a ‘pod’ per se, close contacts will be determined by proximity and interaction with the index case; class placement; classroom structure; common travel; social networks and friendship groups etc.  |

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| •  | Close contacts will be identified following PHRA and engagement with the school and removed from the school setting. They will be tested as per national contact guidelines (Day 0 and 7) and they should be advised to restrict their movements and remain alert for symptoms, as per national guidelines.  |

* Onward testing strategy will be determined by information from the initial risk assessment. **There is no blanket policy to test entire classes or years.** The strategy will be determined after risk assessment of the confirmed case, considering the likely source of infection and the likely potential for onward transmission of infection within the school setting.

* The risk assessment may be dynamic and change as new information becomes available.

* The testing strategy may evolve as information unfolds.

* There may be other community close contacts who will also be excluded from the school but because of their community exposure NOT their school exposure e.g. siblings / cousins etc
* Depending on results from testing, or following initial PHRA, the MOH may recommend wide spread swabbing within a class or a facility under HSE mass testing processes.

* Whether all students from a class / year are removed whilst undergoing testing, or whether remain in school, will be determined by the risk assessment. Drivers of removal are as per attached drivers for partial school closure.

* An Outbreak Control Team may be called as appropriate, and to assist the Medical Officer of Health in the investigation and control of Covid-19 cases and outbreaks.

* A general outbreak plan for Covid-19 outbreaks can be found [here](https://www.hpsc.ie/a-z/respiratory/coronavirus/novelcoronavirus/guidance/outbreakmanagementguidance/)

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| • **ACTION FOR SCHOOLS** To inform the pubic health risk assessment and to manage cases and outbreaks and identify relevant contacts, schools should have prepared a summary outlining the below ready to give to the Medical Officer of Health as part of the statutory investigation and management of Covid-19.  |
| * a brief description of the school (type, numbers of staff and students and special features) pertaining to the schools
* A list of staff and students with appropriate contact telephone numbers
* Prepare a broad description of classrooms
* An outline of the staff and students movements around the school, between lessons and breaks
* A list of ‘pods’ and ‘bubbles’ should be kept up to date
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# Consideration of the need for full, or partial, educational facility closure

If there are concerns regarding the need for closure, or partial closure, of an educational facility, these will be discussed by the MOH in conjunction with the educational facility, and as part of local outbreak control teams within the Departments of Public Health. Any decision to close, or partially close, an educational facility will be based on the best approach to control the spread of Covid-19 and allow opportunity to remove the conditions favourable to such infection, as deemed necessary and appropriate by the MOH. In the evaluation of the need for closure of any educational facility affected by any outbreak of infectious disease, the standard Public Health approach is to utilise a Risk Assessment model. This enables the most accurate and effective determination of the likely health impacts of a range of possible interventions, ranging from exclusion and testing of a small group or ‘pod’ of pupils, up to and including closure of an affected facility. The actual criteria used by an MOH, may be modified in the light of local conditions or specific local information, which informs the Public Health Risk Assessment (PHRA) required to provide for sensible and safe decisions regarding closure and, by extension, reopening of an educational facility.

There are marked differences in educational facilities spanning age (from 5-18 years), and the behavioural and medical needs of pupils attending the educational facilities. Establishing these facts will focus the PHRA undertaken by the MOH and their teams. It is unlikely that a single issue (or single case of Covid19) would automatically lead to a decision to close an educational facility, although multiple cases across the facility setting will increase the likelihood of school closure.

**Public Health Risk Assessment (PHRA)**

Regional Departments of Public Health will undertake a PHRA to explore the following:

* unique information and factors relevant to that particular educational facility and its infrastructure, with regard to infection transmission
* interactions of the community of pupils and teachers both within the school and how they interlink within the wider community
* patterns of infection within the wider local community and
* consider general community infection rates in the regions serviced by the educational facility

This information will inform the decisions regarding the need for full, or partial, closure of any educational establishment, or any control measures to be immediately implemented short of actual closure. A range of issues (e.g. multiple cases in different classes) may lead the Medical Officer of Health, in conjunction with any relevant Outbreak Control Team (OCT), to decide that maintaining an open facility will present ongoing risk to staff, pupils and the wider community above which that is acceptable. Also keeping a school open may not allow for the adequate control of the spread of infection or adequate removal of the conditions favourable to infection.

# Criteria for closure (Full or partial)

Criteria to be ordinarily considered with regard to any potential outbreak and educational facility closure, or partial facility closure, include but are not limited to:

1. Evidence or clear concern that spread within the school is the primary driver of cases, or suspect cases, notified. This is as opposed to spread of infection externally within the community setting (e.g. within households where children / teachers live etc)

1. The numbers of, or rate of increase of, Covid-19 detected cases amongst staff / pupils is concerning

1. The number and complexity of staff and pupil family units and structures within the educational facility setting amongst those as either cases, contacts or suspected cases e.g. teacher with several children / close cousins in the educational facility all across different years

1. The severity of cases (e.g. hospitalised) amongst children / staff is atypical and giving rise to concern e.g. several hospitalisations amongst children who would be pre-morbidly well

1. Physical structure or layout of school which limits the range or adequacy for any increased recommended prevention measures e.g. further social distancing implementation within pods or groups, more specific recommendations relating to hygiene or cleaning measures

1. Age group or ability of students e.g. if it is an educational facility or unit caring and educating pupils with specific medical or behavioural needs. This may compromise the ability for staff and pupils to realistically comply effectively with requirements for symptom awareness, and disease transmission prevention recommendations during an outbreak

1. Inability to undertake enhanced infection, prevention and control measures as might be recommended from identification of transmission risks within the setting of concern e.g. due to nature of toys or equipment required, particularly for educational facilities or units for children with behavioural or physical needs and limitations

1. Concerns regarding engagement with public health medical teams of senior personnel within the educational facility or system, with regard to their understanding of, or commitment to, implement sufficient risk mitigation and infection prevention and control measures as identified as necessary for the particular educational setting, in light of confirmed or suspect cases of Covid-19
2. Evidence that the pupils (and families) / teachers are not adequately participating in recommended control measures e.g. not reporting and excluding children with mild symptoms; re-enforcing training and implementation of social distancing and hygiene measures across the continuum of school and home etc

1. Any evidence that significant spread in wider local community can be shown, or be highly suspected of being linked or intertwined with the educational facility setting

1. Results from any swabbing recommendations identified a large number/high proportion of asymptomatic cases, particularly amongst groupings or pods not previously considered to be at high risk of infection transmission

1. Inability of the educational facility to safely operate as per e.g. legal requirements for staff : pupil ratios if partial closure was being considered

In all Public Health investigations, in which closure of an educational facility affected by any infectious disease outbreak is being considered, the criteria guiding closure will broadly provide the criteria for reopening. However, outbreaks are dynamic, and in the course of the investigation new risks may be identified and therefore new parameters required to be included for criteria to re-open or allow for full staff / pupil return. A list of the agreed criteria for closure (involving for example, high levels of disease, the requirement of decontamination to a level that meets with the approval of the MOH, (OCT), the compliance of management and staff etc), will form the basis for the criteria to guide reopening. It would only be when all these criteria, and any additional identified in the process of investigation have been satisfied, that a decision on reopening, or full return of staff / pupils would be made by the MOH.

As a result, each educational facility Covid-19 outbreak will be assessed on an individual basis and a unique decision made as to whether it is safe for the facility to remain fully or partially open, or whether closure is necessary.

**It should be noted that Medical Officers of Health and their teams do not have powers of inspection.**

# Current context

There is significant interest across the public and political domain with regard to Covid-19 and educational facilities. Decisions on the need to exclude any pupils, test pupils, close, or partially close any educational facility are undertaken by Medical Officer of Health, informed by a robust Public Health Risk Assessment.

Clearly there is much evidence evolving about education facilities – it will therefore be a dynamic process and this is appropriate

# Appendix 1 – Legislative role of the Medical Officer of Health

Infectious Disease regulations

The Infectious Diseases Regulations (S.I. No. 390 of 1981) confer a general power on the Medical Officer for Health (MOH) to *“take steps…for preventing the spread of [an]infection”* where the MOH is aware of a suspected case of infection or a probable source of infection. The 1981 Regulations were amended by S.I. No 53 of 2020, to include COVID-19. Article 11 of S.I. No. 390 provides that:

*“On becoming aware, whether from a notification or intimation under these Regulations or otherwise, of a case or a suspected case of an infectious disease or of a probable source of infection with such disease, a medical officer of health, or a health officer on the advice of a medical officer of health, shall make such enquiries and take such steps as are necessary or desirable for investigating the nature and source of such infection, for preventing the spread of such infection and for removing conditions favourable to such infection.”*

This power may be enforceable by the risk of criminal liability under Article 19: *“19. A person who refuses to comply with a requirement or direction given or a request for information made in pursuance of any of the provisions of these Regulations shall be guilty of a contravention of these Regulations.”*

After investigating the outbreak and having put in place the necessary prevention measures, the

MOH may assess the risk to staff, pupils or the wider community continues. In that case the use of Infectious Diseases regulations may need to be exercised. If a recommendation to close, or partially close an educational facility based on criteria and powers in S.I. No. 390 of 1981, the reasons for closure should be explained and the actions required or conditions to re-open.

In practice, actions by the MOH are usually considered in the context of an OCT. Experience from other settings shows that closures usually result when implementation of a set of preventive actions is not sufficient to control an outbreak and consensus is reached on the need for closure.