



## KINSALE COMMUNITY SCHOOL COVID 19 RESPONSE PLAN 21/22

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**October 2020**

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## 1. COVID-19 Statement

Kinsale Community School is committed to providing a safe and healthy workplace for all our staff and students. To ensure that, we have developed the following COVID-19 Response Plan.

All staff and students 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 and students;
- 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
- provide an adequate number of trained Worker Representatives who are easily identifiable and put in place a reporting system;
- 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 guidance of the Department of Education and Skills;
- keep a log of contact of staff and student engagement to help with contact tracing;
- ensure staff and students engage with the online induction trainings provided by the Department of Education and Skills;
- implement the agreed procedures to be followed in the event of someone showing symptoms of COVID-19 while at school;
- provide instructions for staff and students to follow if they develop signs and symptoms of COVID-19 during school time in line with the procedures provided by the Department of Education and Skills
- implement cleaning in line with government advice and agreed checklists;

All staff and students will be consulted on an ongoing basis and feedback is encouraged on any issues or suggestions. This can be done through the Lead Worker Representatives. 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.

Signed: Sr Rita Twomey  
Chairperson Board of Management

Date: August 2021

Signed: Fergal MacCarthy  
Principal

Date: August 2021

Updated and ratified by KCS BOM September 2021

The following Covid-19 Response Plan has been developed in line with the Government's COVID-19 Response Plan for the safe and sustainable operation of Post Primary Schools, Roadmap for the Full Return to School, guidelines from the Health and Safety Authority (HSA), the Health Services Executive (HSE) and the Department of Health. This document lays out the measures the school will put in place to prevent the spread of COVID-19 in our school. The situation will be reviewed in light of any issued circulars from the Department of Education and Skills.

The Covid-19 Response Plan incorporates current advice about measures to reduce the spread of COVID-19 in the community issued by the National Public Health Emergency Team (NPHE). As the advice issued by NPHE continues to evolve, this document may also change. Therefore, it shall be noted that the following measures are non-exhaustive and are also subject to change i.e. this is a living document.

As stated above, the challenge that we face is changing, and we need to be able to quickly respond to those changes. We also need to monitor how our school is coping with the new way of working and whether changes need to be made to elements of this Covid-19 Response Plan.

We will follow closely the advice issued by the relevant government departments and if necessary update / amend this Covid-19 Response Plan.

## 2. Occupational Health and Safety Measures and Recommendations

As Kinsale Community School implements the measures in the school to reduce the risk of exposure to COVID-19 for staff, students and wider school community, specific occupational health and safety measures may also need to be considered and implemented.

Kinsale Community School shall first take into account the most up-to-date official public health advice and guidance from the Department of Health and the Health Protection Surveillance Centre on how to mitigate the health risk.

Kinsale Community School shall also communicate with safety representatives selected or appointed under the Occupational Health and Safety legislation and consult with staff on safety measures to be implemented in the school.

### 3. Coronavirus

What is Coronavirus / Covid-19

COVID-19 is a new illness that can affect your lungs and airways. It's caused by a new (novel) Coronavirus virus called Coronavirus SARS-CoV-2. Current evidence suggests that the virus is significantly more infectious than the flu that circulates every winter. Viruses can be easily spread to other people and patients are normally infectious until all the symptoms have gone. COVID-19 may survive on surfaces for up to 72 hours. A combination of good personal hygiene and management of social distancing can protect from infection. This is at the core of this document.

Symptoms of COVID-19

Infection with the virus that causes COVID-19 can cause illness, ranging from mild to severe, and, in some cases, can be fatal. It can take anything from 2 days up to 14 days for symptoms of coronavirus to appear.

They can be similar to the symptoms of cold and flu.

- Common symptoms of coronavirus include:
- A fever (high temperature - 38 degrees Celsius or above).
- A cough - this can be any kind of cough, not just dry.
- Shortness of breath or breathing difficulties.

Some people infected with the virus, so called asymptomatic cases, have experienced no symptoms at all.

Symptoms	Coronavirus Symptoms range from mild to severe	Flu Abrupt onset of symptoms	Cold Gradual onset of symptoms
Fever or chills	Common	Common	Rare
Cough	Common (usually dry)	Common (usually dry)	Mild
Shortness of breath	Common	No	No
Fatigue	Common	Common	Sometimes
Aches and pains	Common	Common	Common
Sore throat	Sometimes	Sometimes	Common
Headaches	Sometimes	Common	Rare
Runny or Stuffy Nose	Sometimes	Sometimes	Common
Feeling sick or vomiting	Rare	Sometimes	No
Diarrhoea	Rare	Sometimes in children	No
Sneezing	No	No	Common

Table 1: Compare symptoms of coronavirus, flu and cold

## How COVID-19 Spreads

The virus that causes COVID-19 disease is spread from people in fluid and in droplets scattered from the nose or mouth of an infected person when the person with COVID-19 coughs, sneezes or speaks.

The fluid or droplets land on objects and surfaces around the infected person. Other people contaminate their hands by touching these objects or surfaces and then bring the virus into contact with their eyes, nose or mouth by touching them with their contaminated hands. COVID-19 can also spread if droplets from an infected person land directly on the mucous membranes of the eye, nose or mouth of a person standing close to them.

It is still not known how long the virus survives on surfaces in different conditions. The period of survival may vary under different conditions (e.g. type of surface, temperature or humidity of the environment). Studies indicate that it can persist on surfaces for hours and up to several days in the absence of effective cleaning. Thorough and regular cleaning of frequently touched surfaces is essential. If disinfection is required it must be performed in addition to cleaning, never as a substitute for cleaning.

While people are most likely to pass on the infection when they have symptoms, current information suggests that some infected people spread the virus to others prior to developing or displaying symptoms themselves.

## Working together to suppress COVID-19 in the school

Kinsale Community School will appoint two Lead Worker Representative charged with ensuring that COVID-19 measures are strictly adhered to. The persons undertaking the role will receive the necessary training and have a structured framework to follow in order to be effective in preventing the spread of the virus.

SMT of Kinsale Community School will have regular and meaningful engagement with these staff representatives, about the measures being put in place to address the occupational exposure to COVID-19 in the school. Kinsale Community School SMT and staff representatives will work together to ensure that all the actions in this Covid-19 Response Plan are fully adhered to in order to ensure the suppression of COVID-19 in the school.

#### 4. Consulting, Communicating and Implementing Workplace Changes or Policies

Kinsale Community School shall:

- Consult with and communicate to staff, students and the wider school community, in line with normal procedures, on any changes that are introduced to reduce the spread of COVID-19.
- Communicate the messages about good hand hygiene, respiratory etiquette and physical distancing.
- Provide training and advice on the measures recommended to reduce the spread as well as dealing with any anxieties or concerns staff may have about COVID-19.
- Make available the necessary public health advice from the HSE and other sources as appropriate to their staff where there is no occupational health service available in a workplace.
- Ensure that a Lead Worker Representative is appointed and involved in communicating the health advice around COVID-19 in the workplace.
- Implementing temporary restructuring of work patterns that may be required to implement the COVID-19 prevention measures in the workplace.

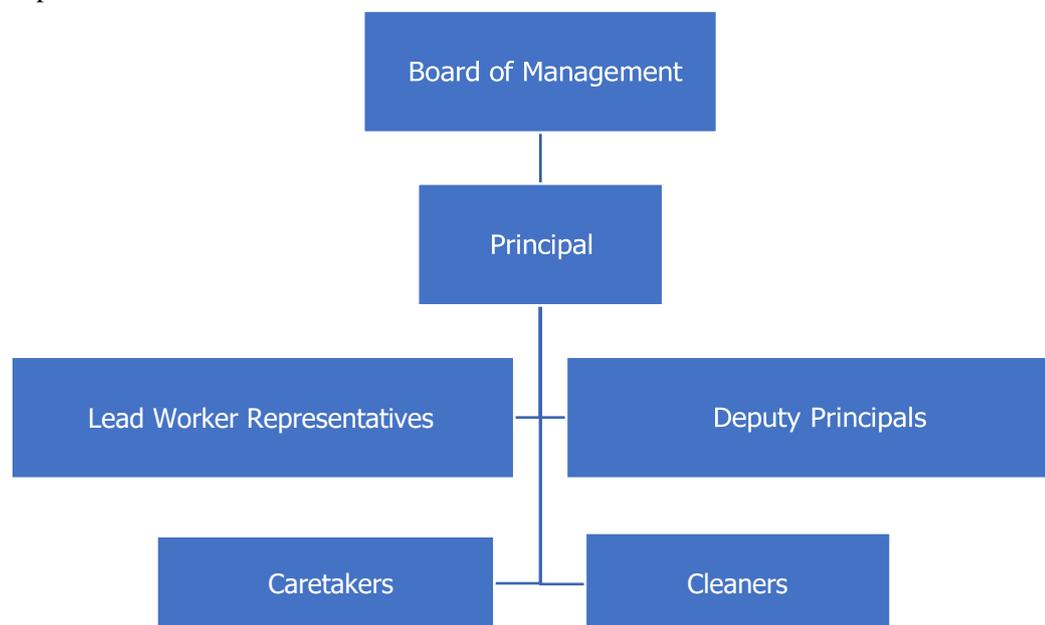
#### 5. Health & Safety Documentation

Prior to the school reopening of the school after the COVID-19 shutdown period, all health and safety documentation including the school Health & Safety Statement has been reviewed to ensure that the documentation is aligned with the measures as outlined in this “Covid-19 Response Plan” and general / standard health and safety requirements, considering the constraints of COVID-19.

#### 6. Roles

Role of the Covid-19 Response Team

For the purposes of the document, anyone with supervisory responsibilities is classified as a member of the Covid-19 Response Team. These include:



Covid-19 Response Team will collectively implement this document. Note: This team must stay agile as new information comes available that may change approach in procedures, processes or PPE.

#### Responsibilities include:

- Managing and instructing all our staff on various control measures and compliance.

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- Ensuring that all personnel on school premises, including staff, students and visitors have been made aware of the specific requirements of the Covid- 19 Response Plan.
  - Ensure that Lead Worker Representatives are appointed.
  - Ensure the Return to School Safely Induction has been undertaken by all staff prior to reopening the school.
  - Ensure that sufficient arrangements are in place to allow for social distancing and hygiene requirements of this plan and to take appropriate immediate action where they are not.

### **Role of Staff**

Staff 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.
- New staff must complete COVID-19 Induction Training and any other training required prior to their return to school.
- Must be aware of, and adhere to, good hygiene and respiratory etiquette. 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.
- Follow the HSE guidance if they are identified as a close contact.
- If they have travelled outside of Ireland; in such instances staff are advised to consult and follow latest Government advice in relation to foreign travel.
- If they develop any symptoms of COVID-19 whilst within the school facility, they should adhere to the procedure outlined above.
- Keep informed of the updated advice of the public health authorities and comply with same.
- Cooperate with any public health personnel and their school for contact tracing purposes and follow any public health advice given in the event of a case or outbreak in their school
- Undergo any COVID-19 testing that may be required as part of mass or serial testing as advised by Public Health

*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.*

### **Role of Parents / Guardians / Students**

Parents / Guardians / Students are asked to follow the public health advice and guidance, as well as any specific direction from the Kinsale Community School. They shall also adopt good hygiene practices, such as frequent hand washing, respiratory etiquette and physical distancing to protect themselves, teachers and fellow students against infection and shall seek professional healthcare advice if unwell. If students have symptoms of COVID-19 they must not attend school. Students must also avoid making contact with their face and in particular their eyes, nose and mouth.

In addition students shall:

- Follow signage, allow for social distancing and adhere to hygiene requirements.
- Inform Teachers should they experience any of the symptoms of Covid-19.
- Inform the school on any planned international trips and their intention to return to the school after the 14 day self-isolation period has passed.

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

Kinsale Community School will appoint two Lead Worker Representatives whose role is to work collaboratively with the school to assist in the implementation of measures and monitor adherence to the measures to prevent the spread of COVID-19. Staff representative shall together with the COVID-19 response management team, support the implementation of the measures identified in this Covid-19 Response Plan. Such a person will receive the relevant and necessary training by Kinsale Community School.

Role:

- 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.

KCS LWRs are named at the beginning of this Response Plan

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 infection prevention control measures.

Full details of the arrangements which apply for the LWR in post primary schools is set out at Appendix 3 of the DES COVID-19 Response Plan for the safe and sustainable operation of Post Primary Schools.

## 7. Communicating the Plan

In advance of the school reopening following the COVID-19 shutdown period, we have considered the following, in conjunction with communications and briefings that will be required:

Kinsale Community School shall:

- Inform Staff, students and the wider school community not to enter the school if they are displaying any symptoms of coronavirus.
- Inform parents that if their child needs to be accompanied to the school only one parent should attend.
- Inform parents and students their allocated drop off and collection times and minimise adult to adult contact (for example, which entrance to use).
- Make clear to parents that they cannot gather at entrance gates or doors, or enter the school (unless they have an appointment, which should be conducted safely).
- Make parents and students aware of recommendations on transport to and from school.
- Inform staff about the school's Covid-19 Response.
- Communicate early with contractors and suppliers that will need to prepare to support the schools plans for opening for example, cleaning, catering, food supplies etc.
- Discuss with cleaners the additional cleaning requirements and agree hours to allow for this.

8. Staff Absences

Guidance in DES Circular 0042 / 2021 will be followed

9. At Risk/Vulnerable Staff (Those with an underlying medical condition)

- DES Circular 0042 / 2021 will be followed regarding the high risk / very high risk staff.

10. At Risk/Vulnerable Students (Those with an underlying medical condition)

For students vulnerable to the disease, attendance at school may not be possible.

DES Circulars / Public Health advice will be followed at all times regarding vulnerable students.

## 11. Return to School Requirements

In advance of Kinsale Community School reopening following the COVID-19 shutdown period, we have considered the following, in conjunction with communications and briefings that will be required:

- Updates to Risk Assessments, Safety Statement and other relevant documents will have to be communicated to all staff members;
- All staff returning to school must complete the “Return to School Safely Induction” Training.

### COVID-19 Self Declaration Form

All persons returning to school will complete a COVID-19 Self Declaration Form.

## 12. Online / Blended Learning

It is recognised that for students vulnerable to the disease, attendance at school may not be possible. Kinsale Community School also recognises that given the potential for an upturn in the disease (further waves) that ‘stay-at-home’ may have to be re-introduced (at a school, region or national level).

All teachers will be provided with a surface device to facilitate online/ blended learning should it be necessary.

All efforts will be made to bridge the IT gap by providing devices and advice to students who may be disadvantaged in their learning due to lack of technology and/or knowledge of how to use the Teams platform.

Therefore a blended learning approach (online / in school) may be necessary to ensure that the school has the ability to respond very quickly to changed circumstances at a local, regional or national level.

It is also possible that Kinsale Community School may be required to provide both in-school and remote learning support during the coming school year, combining face-to-face and remote learning experiences.

A significant focus of the School Improvement Team, who meet weekly, will be on the upskilling of staff and students in the use of 365 and technological related pedagogies.

Where it is necessary for a teacher to support students in their learning from home for reasons related to COVID-19 (i.e. based upon medical certification of a COVID-19 diagnosis or because they are restricting their movements), emergency remote teaching and learning will be encompassed within a teacher’s normal, contracted hours. There is no expectation or requirement that teachers will be on call/available outside of those hours or at weekends.

Guidance on Emergency Remote Teaching and Learning in a COVID-19 Context, DES November 2020

### Features of provision

1	Regular engagement with students	Teachers should, as far as possible, engage with students as per the normal school timetable. Special education teachers (SETs) should also, as far as possible, continue to engage with students on their caseload as frequently as they would under normal circumstances. The assignment of tasks to be completed is not, of itself, sufficient because students need direct teaching inputs from their teachers in order to feel connected to the school, to stay motivated, and to make progress in their learning.
2	A blend of guided and independent learning tasks/experiences	Teacher/student engagement should involve both direct teaching by the teacher and the assignment of independent learning tasks for completion by the students.

		<p>Teachers should ensure, as far as practicable, that direct instruction is provided for aspects of learning that require it, using a variety of approaches, for example video, audio, presentation software and written instructions.</p> <p>Regular engagement with students when they are out of school will also help them to reintegrate when they return to school.</p>
3	Appropriate and engaging learning opportunities	<p>Teachers should ensure that the chosen learning tasks give students an opportunity to demonstrate their learning in a clear and concise way. It may be necessary to adjust the number of tasks usually given in the school setting to take account of the fact that students are doing this work from home.</p> <p>Learning tasks: The tasks chosen should be specifically aligned to the needs of the student, including students with SEN, and should enable the teacher to monitor progress and give constructive, developmental feedback to support the next stages in their learning.</p> <p>Skills development: Schools should make local arrangements that seek to ensure that students are given opportunities to develop self-management and organisational skills so they are equipped to engage in remote learning. For students with additional and/or special educational needs who are being supported on their transition back to school, the work being carried out should be continued remotely to ensure progress is not lost and to enable successful reintegration into school after the period of the partial or full closure.</p>
4	Two-way feedback between home and school	<p>Schools should ensure that two way feedback between teachers and parents/guardians and between teachers and their students is encouraged and supported.</p> <p>Schools should provide manageable and accessible opportunities for all students to share samples of their work with the subject teachers as frequently as they would if the students were in school.</p> <p>Teachers should ensure that work received is corrected and relevant feedback is provided, as would be the expectation if the school was open.</p> <p>The benefits for students include maintaining their motivation and their engagement with learning as well as providing a connection with the school and their peers.</p>

### 13. Environmental Hygiene

Kinsale Community School shall ensure:

- Non-essential items, clutter, equipment shall be removed to facilitate cleaning and maximise physical distancing.
- Enhanced cleaning procedures are in place in the school to prevent cross contamination, particularly in communal areas and at touch points.
- The school is cleaned each day and there is a roster of daily cleaning of touch points including:
  - Taps and washing facilities.
  - Toilet flush and seats.
  - Door handles and push plates.
  - Handrails on staircases and corridors.
  - Equipment controls in practical rooms;
  - Food preparation and eating surfaces.
  - Communications equipment.
  - Keyboards, photocopiers and other school equipment.
  - Rubbish collection and storage points shall be increased and emptied regularly twice per day including at the end of each day.
  - Regular cleaning of welfare facilities, handrails and touch points shall be undertaken.
- If disinfection of an area is required it must be performed in addition to cleaning, never as a substitute for cleaning.
- An increase in the number of waste collection points and we will ensure these are emptied regularly throughout each day.

Staff shall ensure:

- Clean workstations, desktops, tables and any other equipment before and after use, including any meeting rooms and shared spaces.
- Clean down their table after break times.
- Clean touch points in toilets before and after use.
- Staff are provided with essential cleaning materials to keep their own workspace clean (for example wipes/disinfection products, paper towels and waste bins/bags).

Students shall ensure:

- Clean workstations, computers, tables and any other equipment before and after use.
- Clean down their table at the start and end of each class.
- Clean touch points in toilets before and after use.
- Maintain good hand hygiene i.e. washing hands regularly with hot water and soap.
- Use good respiratory hygiene i.e. coughing or sneezing into a tissue or the back of their elbow.

Cleaning Staff shall ensure that:

- Cleaning is best achieved using a general-purpose detergent and warm water, clean cloths, mops and the mechanical action of wiping/scrubbing. The area should then be rinsed and dried.
- The routine use of disinfectants is generally not appropriate but is recommended in circumstances where there is a higher risk of cross-infection for example someone has become ill whilst at school or if there has been a spillage of blood, faeces or vomit.
- Disinfectants are potentially hazardous and must be used with caution and according to the manufacturer's instructions. Surfaces and items must be cleaned before a disinfectant is applied as most disinfectants are inactivated by dirt.
- The manufacturer's instructions for mixing, using and storing solutions must always be followed.

#### 14. Physical Distancing

It is 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 i.e. if a student sustains an injury and requires first aid.

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

Physical distancing falls into two categories:

- Increasing separation
- Decreasing interaction

##### ***Increasing separation***

- All available space in the school shall be availed of in order to safely maximise physical distancing.
- The class space shall be reconfigured to maximise physical distancing in line with the *“Illustrative Classroom Layouts referenced in the Framework to maintain Physical Distancing in the Classroom in Post Primary Schools with a full return of all Students for the 2020/2021 School Year”*.
- The teacher's desk will be placed at least 1 metre from students
- Social distancing of 2 metres must be maintained on corridors to the greatest extent possible. Corridors will only be used for travel between classes / at break times and never for accommodation i.e. sitting and congregation. Suitable floor signage will be laid down.

##### ***Decreasing interaction***

A common-sense approach is required recognising the limits to which this can be achieved between students. Physical distancing of 2m where possible or at least 1m should be maintained between desks or between individual students or staff.

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.

- Morning break of 10 minutes will be supervised.
- Main Lunchtimes will be staggered into 3 slots to facilitate two year groups per 40 mins.
- A new covered heated outdoor area has been installed with capacity for approx. 150 students.
- Meetings with parents as much as possible are now conducted using phone or video call
- Full staff meeting will be conducted via Teams with teachers gathered in classrooms in groups of no more than 10
- Staffroom capacity has been reduced to one third capacity with 4 people max permitted to sit at each(8

person) table.

- 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***

When dropping off/collecting students, we encourage a maintenance of physical distancing of 2m where possible.

We encourage walking/cycling to school as much as possible.

We deter congregation of people at the school gates where physical distancing requirements may not be respected.

Students are encouraged to head straight to their designated learning space/classroom after accessing lockers..

#### ***Staff***

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

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

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

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

Staff will be deterred from hand shaking.

We will deter gathering of school staff at the beginning or end of the school day.

#### ***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.

## **15. 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.

COVID-19 Response Plan for the safe and sustainable reopening of post primary schools 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 or School Bus Escorts).

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

## 16. Hand Hygiene

Regular hand washing with soap and water and or hand sanitiser is very effective in tackling COVID-19. Kinsale Community School shall ensure that appropriate hygiene facilities are in place to accommodate staff and students in adhering to hand hygiene measures.

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 students and staff waiting to use wash hand basins and hand sanitisers.

There is a requirement for access to hand washing facilities after activities that are likely to soil hands, for example playing outside or certain sporting activities as hand sanitiser does not work on dirty hands.

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

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

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

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

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

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

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

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

When hand rubs/gels are being used in school care should be taken to ensure that students do not ingest them as they are flammable and toxic. Alcohol-based sanitiser must not be stored or used near heat or naked flame

#### Use of Sanitiser

Hand sanitiser is suitable for use for hand hygiene when hands are not visibly soiled (look clean). The targeted use of sanitisers is a critical measure limiting the spread of Covid-19. The school will provide the required materials in the required locations and we all depend on each other to use them appropriately and advise when any refills are required. The areas where hand sanitiser is provided and required to be used are as follows:

- At Entrances / Exits – must be used when entering and leaving the building.
- Outside each toilet block– must be used going into and out of the toilets.
- Outside the staff room door – must be used entering the staff room.
- Inside the staff room – should be used after washing hands.
- At each teacher’s desk in each classroom – to be used regularly.
- In all meeting areas – used before meetings when handling paperwork.
- In practical rooms – i.e. labs, computer room etc. and should be used to wipe down equipment both before and after class.

Sanitising spray is located:

- At each teacher’s desk – to clean down the desk, computer keyboard/mouse and phone before and after daily use.
- In the staff room – for everyone to clean surfaces before and after preparing and consuming food/beverages.

Staff must facilitate access to hand washing facilities after activities that are likely to soil hands, for example playing outside or certain sporting activities as hand sanitiser does not work on dirty hands

## 17. Ventilation

The Department has published guidance setting out the practical steps for good ventilation in accordance with public health advice ‘Practical Steps for the Deployment of Good Ventilation Practices in Schools’ The guidance sets out an overall approach for schools that windows should be open as fully as possible when classrooms are not in use (e.g. during break-times or lunch-times (assuming not in use) and also at the end of each school day) and partially open when classrooms are in use. The guidance provides that good ventilation can be achieved in classrooms without causing discomfort, particularly during cold weather. KCS will adhere to these guidelines.

<https://www.gov.ie/en/publication/ad236-guidance-on-ventilation-in-schools/>

## 18. Prevention of Cross Contamination

The potential for cross contamination is higher at school building(s) entry and exit points and where there are high levels of surface contact points such as in welfare areas, corridors, hallways, stairs access etc.

The following measures are in place:

- School entry is now limited to staff & students. Visitors are encouraged to come by appointment only. Appropriate signage will be posted at the front door of our school.
- A Temperature Scanner has been installed in the entrance foyer which will check the temperature of everyone entering the building. This will be manned and anyone showing an

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irregular temp will be detained in an isolation room where their temp will be rechecked.

- Sanitising stations are in position at all building entrance/exits as well as in each classroom, outside toilet blocks & staffroom.
- Each morning and directly before school ends, entrances will be held open to allow for the free flow of staff / students from the school building. Multiple entry points will allow for large numbers to come and go in the school.
- Common contact surfaces and common touch areas in classrooms, offices, photocopying areas, staff rooms etc. are cleaned at least once daily by cleaning staff. Sanitising spray is also available to users for use before and after they touch the areas.
- Staff / students are asked to clean down tabletops, desks, computers, shared laptops, practical room equipment etc. using the PPE provided.
- All persons entering school shall be directed to sanitise their hands and additional hand washing stations shall be provided where possible.
- Social distancing must be maintained on corridors to the greatest extent possible. . Suitable floor signage will be laid down.
- Those on Supervision at break times should monitor the use of the system. Those not adhering to the measures will be subject to the school's disciplinary policy.

## 19. Classrooms

The potential for cross contamination is high in classrooms. Arrangements for Classrooms are as follows:

- The class space shall be reconfigured to maximise physical distancing in line with the “*Illustrative Classroom Layouts referenced in the Framework to maintain Physical Distancing in the Classroom in Post Primary Schools with a full return of all Students for the 2020/2021 School Year*”
- Classrooms laid out to ensure physical distancing as per public health guidance
- Dedicated seating plans i.e. individual chairs & desks will be established so far as is reasonably practicable.
- The teacher’s desk will be placed at least 1 metre and where possible 2 metres from student’s desks.
- Where possible teachers should maintain a minimum of 1m distance and where possible 2m. They should take measures to avoid close contact at face to face level such as remaining standing rather than sitting beside/crouching down.
- Sanitising stations are in position in each classroom.
- Common contact surfaces in classrooms, are cleaned at least once daily by cleaning staff.
- Staff / students are asked to clean down table tops, desks, computers, shared laptops, practical room equipment etc. using the PPE provided i.e. sanitising spray or wipes. This should be done at the start and end of each class.
- Where teachers are using a room not normally their own, they are asked to clean down table tops, desks, computers, shared laptops, practical room equipment etc. using the PPE provided i.e. sanitising spray or soap. This should be done at the start and end of each class.
- Windows to be kept open to ensure good ventilation into the classroom.
- Good respiratory etiquette throughout the meeting i.e. coughing/ sneezing into a tissue or the back of the elbow.
- All rubbish to be disposed in a suitable bin.
- Teachers will be responsible for coordinating /staggering those students leaving classrooms in areas that may lead to unnecessary congestion

## 20. Special Education Needs

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

Similarly, staff are instructed not to attend school if they develop signs or symptoms of respiratory illness.

Control Measures:

- Staff who work with children with medical needs in the school environment should apply Standard Precautions, as per usual practice.
- Hand Hygiene and Respiratory Etiquette to be maintained at all times.
- Cleaning schedules will be increased in all areas of the school including resource rooms.
- The use of a face covering will conceal facial expression and can make communication difficult and as such may not be practical however the wearing of a visor as an alternative to a facial covering will be considered where there is a concern that physical distancing cannot be maintained or where there will be prolonged close contact and/or that exposure to fluid/respiratory droplets is likely.
- Children who are unable to wash their hands by themselves should be assisted to clean their hands using either soap and water or a hand sanitiser (if their hands are visibly clean) as outlined previously.
- Equipment used to deliver care shall be maintained and be visibly clean in accordance with the manufacturers recommendations (generally achieved using a general purpose detergent and warm water.
- Equipment that is used on different children shall be cleaned and, if required, disinfected immediately after use and before use by another child.
- If equipment is soiled with body fluids, first clean thoroughly with detergent and water. Then disinfect by wiping with a freshly prepared solution of disinfectant. Rinse with water and dry.

## 21. Visitors to the school

Arrangements for unavoidable Visitor Meetings on the school premises are as follows:

- Where possible meetings will take place online or by phone call.
- Visitors will be encouraged to make an appointment before attending the school.
- Advice on COVID-19 measures will be visible to ensure that visitors are also adhering to the latest public health guidelines.
- All visitors will approach the hatch (glass wall outside main school door)
- Once the person for whom the visitor is attending is ready and at reception, then will the visitor be permitted to enter the building.
- Sanitising stations in position at all school entry points and the visitor / member of staff are expected to use it.
- The visitor should use temperature check inside the front door
- Member of staff should use the nearest available meeting room giving due consideration to the size of the room, and the those likely to attend.
- Windows and door (where practicable) to be kept open to ensure good ventilation into the meeting area.
- 2 metre social distancing must be maintained throughout the meeting between all attendees.

## 22. Administration Offices

As the central location in the school for staff and students the following measures are necessary to safeguard the school community.

Control Measures

- A Perspex screen will be used to protect those in the main office.
- Staff to minimise physical visits to the office
- PPE emergency supplies will be available in the main office.
- Messages for staff will be delivered via email.
- Office staff shall be responsible for keeping workstation surfaces clear and clean
- Office staff shall be positioned to ensure social distancing
- Windows will be opened to ensure good ventilation in the area.
- Visitor Books and Sign in / Sign out books will be filled out by those in the office and not by students / parents signing the student out.
- Cash payments will be discouraged.
- Parents / students will be advised to ensure that they bring all items that are needed for a given school day.

## 23. Student Canteen

Student Considerations:

- Main Lunchtimes will be staggered into 3 slots to facilitate two year groups per 40 mins.
- A new covered heated outdoor area has been installed with capacity for approx. 150 students.
- Increased supervision roster to ensure all covid safety guidelines are adhered to
- Contactless payment option encouraged

Canteen Safety Procedures

- Access is staggered (2 year groups at a time)
- Queueing system is applied.
- Hand Sanitiser located at the entrance / exits to the area.

- Serving area is safeguarded by an additional Perspex screen.
- Floor markings are in situ on the floor for social distancing when queuing for meals and must be observed.
- Tables and chairs will be laid out to ensure 2 metre physical distancing is maintained.
- Appropriate Covid-19 signage posted in the area.
- Touch free water fountains will be installed
- Disposable items for single-use should be used where possible i.e. paper napkins, individually wrapped condiments, butter, jam, ketchup and salt and pepper sachets.
- Those eating in the area will be required to clear their table and wipe it down with a sanitising wipe having finished their meal.
- Common contact surfaces in this area are cleaned at least once daily by cleaning staff.

Canteen Staff Considerations:

- Sanitising stations are in position at all entrance/exits as well and should be used. Common contact surfaces are cleaned throughout the day by staff. Contactless Deliveries to the school only.
- All persons entering the kitchen shall be directed to sanitise their hands and additional hand washing stations shall be provided where possible.
- PPE including Face masks, gloves and face shields worn by all staff where 2 metre social distancing is not practicable.
- Kitchen staff are also subject to the stay at home if unwell policy.
- No Sharing of food, tools, equipment, or supplies by kitchen staff.
- Ensure adequate supplies of equipment to minimize sharing of high-touch materials (e.g., serving spoons) to the greatest extent possible;
- Cashless payment.
- Clean and disinfect frequently touched surfaces such as pens, counters, or hard surfaces between service.
- Use disposable food service items (e.g., utensils, dishes, napkins, tablecloths).

## 24. Staff Room

### Control Measures

- Staffroom capacity reduced to one third former lunchtime capacity
- 1 door to enter, 1 door to exit
- Signage requesting 4 max at any table clearly visible
- Windows in the staff room to be kept open to ensure good ventilation.
- Hand sanitiser dispensers will be located at the exit / entrances to the staff room - All staff must use hand sanitiser on entry and exit.
- Those using the staff room should practice good respiratory etiquette at all times i.e. coughing / sneezing into a tissue or the back of the elbow.
- Posters / Illustrations to clearly demonstrate social distancing.
- Tables should be cleared when finished eating.
- Staff are required to clean / sanitise tables and equipment used during the break with the supplied sanitising equipment before leaving for class.
- All shared equipment will be sanitised between uses.
- All rubbish shall be disposed in a suitable bin.

## 25. Management of Meetings

Where meetings necessitate face-to-face discussion, the numbers attending will be kept to a minimum so as to ensure the mandatory 2 metres distancing is maintained. These meetings shall be kept as brief as possible.

### Face to Face Meeting Considerations

Only 'absolutely necessary' face to face meeting shall be facilitated.

In that case the following will apply:

- Attendees shall adhere to the current physical distancing guidance of for the duration of the meeting. Where this cannot be achieved, then the meeting should be suspended, moved to a larger meeting room (where one is available) or online
- Windows / doors should be opened to ensure good ventilation and fresh air circulation.
- Attendees should practice good respiratory etiquette throughout the meeting i.e. coughing / sneezing into a tissue or the back of the elbow.
- Ideally meetings should be kept to a maximum of 40 minutes.
- Individuals must wear suitable face coverings.

## 26. Sports Facilities

The potential for cross contamination is higher when using the Sports Facilities.

Arrangements for the students use of the Sports Facilities:

The following will be considered ahead of any planned reopening of the Sports Facilities:

- Latest Public Health Guidance from Government / Sporting Bodies.
- Physical distancing must be maintained at all times during the use of the area.
- Sanitising stations are in position at entrance/exits as well as in and around the Sports Facilities.
- All persons entering school shall be directed to sanitise / wash their hands and additional hand washing stations shall be provided where possible.
- Any shared equipment will be wiped down between uses.
- Common contact surfaces to be cleaned at least once daily by cleaning staff.
- Students should arrive to school changed and 'ready for PE' and not require the use of a changing area prior to the class commencement.
- The teacher supervising will communicate any concerns they have during the class to ensure issues can be addressed quickly.
- Students have been advised to bring their own water bottles with their name clearly marked, towels and must not share these with others. Personal equipment should only be shared with people from the same household.
- Supervision of students required at all times. Should supervision not be able then access to fitness suite equipment will not be permitted.
- Fitness Suite Equipment to be sanitised before and after use using the PPE provided.
- Fitness Suite Equipment that requires spotters are not permitted and that equipment must be taken out of use.
- Good ventilation must be maintained in all areas i.e. open a window(s).

KCS will refer to the HPSC guidance on Return to Sport. Link to return to sport protocols is found here. <https://www.gov.ie/en/publication/07253-return-to-sport-protocols/>

## 27. Other Shared equipment

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

Electronics – Shared electronic devices such as tablets, touch screens, keyboards will 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 will not be shared between students and if sharing is required, the instruments should be sanitised.

Library Policy – Where practical students will 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.

## 28. Personal Protective Equipment

While correctly using PPE can help prevent some exposures, it shall not take the place of other preventative measures as outlined above.

PPE will be required to be worn within schools according to current occupational and public health guidance i.e. Face Masks. However, for a limited number of staff, additional PPE will need to be used occasionally or constantly due to the nature of certain work activities. These might include roles such as:

- Performing intimate care;
- Where a suspected case of COVID-19 is identified while the school is in operation;
- Where staff are particularly vulnerable to infection but are not in the list of those categorised as people in very high risk groups, or may be living with people who are in a very high risk category.

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

## 29. Contact Tracing

The prompt identification and isolation of potentially infectious individuals is a crucial step in protecting staff, students and the wider school community.

Kinsale Community School shall:

- Use the attendance module on Cloudschool for the purposes of tracing the whereabouts of staff / students in any given week for the specific purpose of contact tracing.
- Staff must keep their own log of meetings held and who was in attendance.
- The visitor sign-in book (when the school reopens to visitors) will also be used for the purposes of contact tracing.
- The sign in / sign out book will also be utilised for tracing students.

Should staff be identified as coming into contact with someone suspected of having Covid-19 they shall:

- make themselves aware of the signs and 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 signs or symptoms.
- report to the Principal immediately if any symptoms develop during their working day.

### 30. COVID-19 Suspect / Confirmed Cases

The Principal / Deputy Principal will be responsible for the management of a suspected case of Covid-19. Staff / students with symptoms / suspected symptoms will be isolated initially in the Isolation Room on the G Corridor. This isolation area will be well ventilated and be stocked with a PPE Pack i.e. appropriate tissues, hand sanitiser, disinfectant and/or wipes, gloves, masks & c/waste bags will be available in the immediate vicinity of this area.

If someone displays symptoms of COVID-19, the school shall:

1. Isolate the person i.e. the teacher will accompany the individual to the designated isolation area – this will be the Isolation Room, keeping at least 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.
2. Classroom teacher will provide a mask for the person presenting with symptoms. Teacher shall also wear the mask if in a common area with other people or while exiting the premises.
3. The Principal / Deputy Principal will be called and shall attend the primary isolation room ensuring that they too wear the required PPE.
4. Where it is a member of staff, assess whether the unwell individual can immediately be directed to go home and call their doctor and continue self-isolation at home.
5. Where it is a student, assess whether the unwell individual can immediately be collected by a parent/guardian and call their doctor and continue self-isolation at home. Public transport of any kind should not be used.
6. Facilitate the person presenting with symptoms remaining in isolation if they cannot immediately go home. Staff shall avoid touching people, surfaces and objects. Public transport of any kind should not be used.
7. Advice shall 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.
8. Carry out an assessment of the incident which will form part of determining follow-up actions and recovery.
9. Arrange for appropriate cleaning of the isolation area and work areas involved.
10. Provide advice and assistance if contacted by the HSE.

The school may be contacted by the HSE to discuss the case and identify people who have been in contact with the suspected case of Covid-19 and advise on any actions or precautions that shall be taken.

A risk assessment of each setting may be undertaken by HSE with the Principal. Advice on the management of staff and members of the public will be based on this assessment. The HSE may also be in contact with the case directly to advise on isolation and identifying other contacts and will be in touch with any contacts of the case to provide them with appropriate advice.

### Confirmed COVID-19 Case in Kinsale Community School

If a confirmed case is identified in Kinsale Community School, the HSE may provide the Principal and anyone potentially affected with advice. This may include:

- staff or student(s) in close face-to-face or touching contact.
- talking with or being coughed on for any length of time while the staff or student(s) was symptomatic.
- anyone who has cleaned up any bodily fluids.
- close friendship groups or workgroups.
- Staff or student(s) living in the same household as a confirmed case.
- Contacts are not considered cases and if they are well, they are very unlikely to have spread the infection to others.

Those who have had close contact will be asked to stay at home for 14 days from the last time they had contact with the confirmed case and follow the home isolation information sheet provided by the HSE. They will be actively followed up by the HSE if they develop new symptoms or their existing symptoms worsen within their 14-day observation period they shall call their doctor for reassessment if:

- If they become unwell with cough and/or fever they will be tested for COVID-19.
- If they are unwell at any time within their 14-day Observation period and they test positive for COVID-19 they will become a confirmed case.

Staff / student(s) who have not had close contact with the original confirmed case do not need to take any precautions and can continue to attend school. Note: Close contact is defined by the HSE as spending more than 15 minutes face-to-face contact within 2 metres of an infected person / living in the same house or shared accommodation as an infected person.

KCS staff will be encouraged to download the HSE COVID-19 tracker app to assist Public Health for contact tracing purposes both in and out of the school setting. The COVID Tracker app is a free and easy-to-use mobile phone app that will:

alert you if you have been in close contact with someone who has tested positive for COVID-19 (coronavirus)

keep other app users safe by alerting them if you test positive for COVID-19

give you advice on what to do if you have symptoms

You can download the free app from Apple's AppStore or the GooglePlay store

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

### 31. Reporting Requirements Under Occupational Health And Safety Legislation

COVID-19 is reportable under the Infectious Diseases (Amendment) Regulations 2020 by a medical practitioner who becomes aware of or suspects an instance of such disease. Such a report shall be sent to the Health Protection Surveillance Centre (HPSC) in the HSE by the medical practitioner.

### 32. Return To School Process

As well as viewing the Induction Training video for new staff, a RTW form will be completed and returned to the school before returning to work. Schools will request staff (verbally or in writing) to confirm that the details in the pre-return to work form remain unchanged following subsequent periods of closure such as school holidays.

In the event of a member of staff / student either being a suspected/confirmed case of COVID-19 or a known “close contact” with a confirmed or suspected case, the following protocol must be followed to ensure they are fit to return to work by means of self-declaration.

Fitness for Work shall be considered from two perspectives:

1. Does their illness pose a risk to the individual themselves in a school setting?
2. Does their illness pose a risk to others in the school?

The following steps shall be followed, in line with current public health advice in Ireland:

- Any staff /student(s) who display symptoms consistent with COVID-19 must stay home, self-isolate and contact their GP by phone as part of the triage process.
- They must also notify the school of their suspected illness.
- An individual will be classified as either a suspected or confirmed case, based on outcome of test.
- An individual who is a known close contact with a confirmed or suspected case will be contacted by the HSE through its contact tracing process. Advice regarding self-isolation for a period of 14 days since their last “close contact” with a confirmed/suspected case must be followed.

An individual must only return to school if deemed fit to do so and upon approval of their GP and having coordinated with the Principal. When an individual is symptom-free and are deemed fit to return to work, the key criteria are:

1. It's been 14 days since their last “close contact” with a confirmed/suspected case and they have not developed symptoms in that time, or 14 days since the onset of their symptoms and 5 days since their last fever (high temperature), or
2. They have been advised by a GP / healthcare provider to return to work and have been given a “Fitness to Return” Certificate.

The school shall confirm the relevant criteria above with the individual and write down their responses.

Staff will not return to or attend school in the event of the following:

- if they live with someone who has symptoms of the virus
- if they have travelled outside of Ireland; in such instances staff are advised to consult and follow latest Government advice in relation to foreign travel.

Staff must cooperate with any public health personnel and their school for contact tracing purposes and follow any public health advice given in the event of a case or outbreak in their school

Staff will undergo any COVID-19 testing that may be required in their school as part of mass or serial testing as advised by Public Health.

### 33. Return to School Safely – Staff Guidelines

Kinsale Community School Staff Guidelines on COVID Related Procedures August 2020

#### General

- Please ensure that you check your temperature daily at one of the points before going to class.
- Please follow one-way system around the school and ensure pupils do the same.
- Please be mindful and respectful of social distancing when entering other peoples' classes and offices.
- Please wash your hands thoroughly and regularly.
- Please use the hand sanitiser dispensers which are provided throughout the building.
- Please wait outside the copying room until the person inside is finished. Please minimise any copying and seek to operate as paperlessly as possible.
- Please wear a mask/ visor as you move around the corridors and while you are teaching, unless you can be 2 metres+ from pupils.
- A tip is to have a work 'uniform' that you change out of and wash when you get home. Please give consideration to wearing fresh unworn clothes for coming to school.
- Please make efforts to mind your mental and emotional wellbeing.
- If your sanitiser runs out in your classroom or your spray please contact Brendan

#### Teaching/ SNA work

- Please endeavour to impart a sense of calm, reassurance and safety to your students.
  - Please ensure excellent classroom and behaviour management with your groups.
  - Please enforce a seating plan for your groups and post this on the wall for substitutes.
  - Please ensure that you take an accurate register for your classes, particular care is needed with this now as pupils are wearing masks. Please note that an accurate register is vital from a contact tracing perspective
  - Please ensure that pupils wipe down their desks with disinfectant before they use them.
  - Please ensure pupils are wearing masks in your class (unless they are more than 2 metres apart)
  - Please ensure any toilet/ locker visits are staggered.
  - Please focus on developing your skills with 365 and Teams to support Blended Learning and in the event of another school closure.
  - Please use a visor when teaching students with hearing difficulty as they are reliant on lip reading.
  - Please ventilate your room by opening windows and doors as much as possible.
  - If you are moving desks in classrooms please ensure to return them to the original configuration.

- Please endeavour to keep one metre from chair to chair.

#### Staffroom

- Please minimise your time in the staffroom as it is a potential area for cross contamination.
- Minimise personal items/ books/ clutter left in the staffroom. Be aware that the staffroom will be regularly emptied and cleaned.
- Please enter through the left door and exit through the right door.
- Please ensure social distancing as you move around the staffroom.
- Please wear a mask in the staffroom particularly when closer than 2 metres.
- Please wipe your table in the staffroom down before you sit or eat at it. (Similar to classroom routine.)
- Please open fire doors for ventilation regularly.
- Please use your common sense and find somewhere else to eat lunch if the staffroom is very busy, there should not be more than 50 people in the staffroom at any time.
- Getting fresh air and sunshine during your breaks is recommended for your mental and physical health.
- Please seek to have no more than 3-4 people maximum at a table, sitting at least 2 metres apart while eating/ drinking.
- Please do not stay in close quarters with anyone else for longer than 15 minutes.
- Please be aware of other people's space and where they are situating themselves.
- Be mindful that there are high risk individuals on staff and have consideration that you may not be aware of this, or that people have very vulnerable family members. that you bring your own drinking vessel with you and that you do not leave this in the staffroom.
- No lunchboxes should be left lying around, they should be cleaned and removed daily.
- It is recommended that you wipe down any handles and shared items in the staffroom (burka, toaster, microwaves etc) with disinfectant before and after use.
- Please familiarise yourself with public health guidelines and keep yourself and those around you as safe as possible

#### 33 Employee Assistance Service

<https://www.gov.ie/en/service/23acf5-employee-assistance-service/>

The Department recognises the need for school staff wellbeing and collective self-care. Support for school staff wellbeing will be provided by Department Support Services including the PDST and CSL, as well as by the HSE's Health Promotion Team. An [Occupational Health Strategy](#) is in place as a supportive resource for individual staff members in schools. The aim of the Occupational Health Strategy is to promote the health and wellbeing of employees in the workplace, with a strong focus on prevention.

The Occupational Health Strategy comprises the Employee Assistance Service and the Occupational Health Service. The Employee Assistance Service (EAS) is provided by Spectrum.Life under the logo of 'Wellbeing Together: Folláinne Le Chéile'.

The EAS is a self-referral service where employees have access to a dedicated free-phone confidential helpline 1800 411 057 available 24 hours a day, 365 days a year providing advice on a range of issues such as wellbeing, legal, financial, mediation, management support etc. The service is also available via SMS, WhatsApp, e-mail, live chat and call back request. All points of contact for the service are qualified, accredited and experienced mental health professionals.

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

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

A bespoke wellbeing portal and app is available which offers access to podcasts, blogs, live chats and videos on topics around wellbeing and mental health, family life, exercise and nutrition. E-Learning programmes across mental health, sleep and a range of wellbeing topics are also available. In addition online cognitive behavioural therapy is provided. As part of the services provided by Spectrum.Life, a Mental Health Promotion Manager is available to develop and deliver evidence based mental health and wellbeing initiatives to reduce stigma and improve mental health literacy and to increase engagement with the service. Spectrum.Life also provides a series of webinars and presentations to promote wellbeing in schools.

**Appendix 4 Risk Assessment**

COVID-19 (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?	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	Yes	Illness to staff, students and visitors to the school.  Large scale spread of Covid-19	School Covid19 Response Plan in place in line with Department of Education guidance and the Return to Work Safely Protocol and public health advice	Yes	Follow public health guidance from HSE re hygiene and respiratory etiquette - ongoing	Sch. Mgmt. / Covid-19 Officer	BB. Covid-19 Officer 21/08/20
			Controls listed below are also in place to enhance DOES guidance. These controls are aimed at further reducing social contact as practically possible and ensure compliance with good hand hygiene etc.	Yes			
			One-way system in place throughout the school building (where feasible)	Yes			
			Staff and student`s temperature are monitors when first entering the school each day				

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: Brendan Barry

Date: 17/08/20

**Appendix 4 Risk Assessment**

COVID-19 (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?	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	Yes	Illness to staff, students and visitors to the school.  Large scale spread of Covid-19	<p>One-way system in place in student canteen service area. Seated area supervised at all break times. Numerous sanitising stations in place to promote good hand hygiene.</p> <p>Staggered lunch breaks in place.</p> <p>Morning break in classrooms to reduce social activity at this time</p> <p>Classes on H corridor finish 5 mins prior to other classes in the 3-story building to alleviate congestion / social contact in one-way staircases</p> <ul style="list-style-type: none"> <li>Reviewed 09/21 and all classes now leave at 330. Exit is managed by supervisory staff.</li> </ul>	<p><b>Yes</b></p> <p><b>Yes</b></p> <p><b>Yes</b></p> <p><b>Yes</b></p>		Sch. Mgmt. / Covid-19 Officer	BB. Covid-19 Officer 26/08/20

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: Brendan Barry

Date: 18/08/20

**Appendix 4 Risk Assessment**

COVID-19 (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?	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	Yes	Illness to staff, students and visitors to the school.  Large scale spread of Covid-19	External social area created for break times to enhance social distancing at break times. Area always supervised	Yes	Large awning to be put in place so the social area will be all weather and can then be used in wet weather  Risk L	Sch. Mgmt. / Covid-19 Officer	BB. Covid-19 Officer 26/08/20
			Regular Covid-19 meetings organised between School Management, LWR and COVID-19 Officer to discuss, monitor and improve on where possible all COVID-19 related affairs	Yes			
			Office staff to monitor visitors, contractor exiting the school. Name and contact information to be recorded in logbook	Yes			
			BOM meetings to be conducted by Teams for the foreseeable future	Yes			

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: Brendan Barry

Date: 21/08/20

**Appendix 4 Risk Assessment**

**COVID-19** (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?	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	Yes	Illness to staff, students and visitors to the school.  Large scale spread of Covid-19	Large awning in place over external social area. Area can now be used at all time to assist in social distancing compliance at break times	Yes	Risk L	Sch. Mgmt. / Covid-19 Officer	BB. Covid-19 Officer 31/10/20
			During in house examination times students will carry out their exams in both school gymnasiums and various classrooms. Additional sanitising stations will be installed for these exam periods.	Yes			
			Fire Safety Procedures reviewed in light of C-19.	Yes			
			Accident Procedures reviewed in light of C-19				

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: Brendan Barry

Date: 30/09/20

**Appendix 4 Risk Assessment**

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

41 Kinsale Community School - Covid-19

Hazards	Is the hazard present? Y/N	What is the risk?	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	Yes	Illness to staff, students and visitors to the school.  Large scale spread of Covid-19 variants.	New work schedule agreed with contract cleaners to ensure high risk areas are cleaned and sanitised on a regular basis during the school day and again each evening prior to locking up the school.	Yes		Sch. Mgmt. / Covid-19 Officer	BB. Covid-19 Officer 17/02/21
			Additional signage put in place throughout the school to further highlight social distancing, good hygiene, and hygiene etiquette.	Yes			
			Teachers and SNA staff to remind students on a continual basis to comply with social distancing and other Covid-19 guidelines.	Yes			

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: Brendan Barry

Date: 17/02/21



