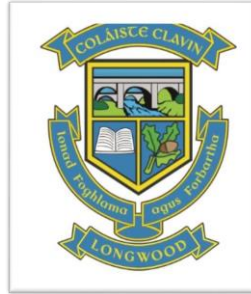


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# COLÁISTE CLAVIN



## **COVID RESPONSE POLICY DOCUMENT** **2021/2022**



## Coláiste Clavin COVID 19 Response

<b>Review date</b>	<b>19/08/21</b>		

The Government of Ireland and Department of Education has confirmed that schools are to commence a phased re-opening of our school, commencing on Monday 23<sup>rd</sup> February 2021. Schools must adhere to Public Health advice to safeguard the health and safety of the school community. At Coláiste Clavin we have adapted a robust, collaborative and proactive approach, based on best practice to reopen our school in a safe and effective manner for all students and staff.

**Our aim:** To maintain Coláiste Clavin as a COVID 19 free environment and therefore reduce the risk of the spread of COVID 19 to staff, students and their families

**The following is a list of measures we have taken to date to ensure we reopen in line with the current guidelines:**

- Created a lead worker representative whose role is to work collaboratively with the Principal and BOM to assist in the implementation of measures and monitor adherence to the measures to prevent the spread of COVID -19. They will also advise staff and students and revise polices with any new updated guidance from the HSE , PH or Department of Education

Names of Lead Worker Representative/s:	Contact details
Ms Jacqueline Lenehan Ms Monica Donegan	<a href="mailto:Jlenehan.ccn@lmetb.ie">Jlenehan.ccn@lmetb.ie</a> <a href="mailto:Mdonegan.ccn@lmetb.ie">Mdonegan.ccn@lmetb.ie</a>

- Updated Health and safety Statement
  - Created a suite of risk assessments in line with the risks involved in managing COVID 19 i.e. visitors/contractors/staff to staff transmission/student to student transmission/managing a suspected case/vulnerable people
  - Updated fire evacuation measures to ensure physical distancing leaving the school and at assembly points
- Identified control measures to minimise the risk of transmission of COVID 19

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- Requested all staff members to complete return to work forms before returning to work
- Requested all staff members to attend mandatory training as outlined by Department of Education for COVID 19

### **Staff and students need to know and recognise the Signs and Symptoms of COVID 19**

Common symptoms of coronavirus include:

- high temperature (38 degrees celsius or above)
- a new cough – this can be any kind of cough, not just dry,
- loss or change in your sense of smell or taste - This means you've noticed you cannot smell or taste anything, or things smell taste or different to normal.
- shortness of breath or breathing difficulties

The Delta Variant presents with a different variety of symptoms, similar to those of a cold or flu, which include:

- Headache,
- Sore throat,
- Blocked or runny nose.

All workers are required to make themselves aware of the above symptoms and monitor their own wellbeing.

### **Knowing how COVID-19 Spreads can help us stop it**

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.

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.



## **Policies and procedures for prompt identification and isolation of staff/students who may have symptoms of COVID-19**

- Coláiste Clavin has an updated COVID 19 Policy in place , and reviews will be made in line with any new PH advice
- Log of contact details of all students and staff to facilitate contact tracing if necessary
- Information will be visible on posters - recognising the signs symptoms of COVID 19
- Students will be asked to inform their teacher if they are feeling unwell
- Staff will report to the Principal if they become unwell
- School will utilise a temperature detector as students/staff arrive into the school which will indicate raised temperatures in students/staff
- Anyone presenting as unwell or symptomatic for COVID 19 will be asked to self isolate in a designated isolation room. This is the first aid room. Additional space has also been identified as the quiet room in Le Chéile should one or more people become symptomatic or unwell. The rooms are well ventilated, have a supply of tissues, masks, gloves, bins, wipes and hand sanitisers
- Parent/Guardians will be contacted for students who are unwell and advised that the student is to be collected immediately and to be brought home and then seek medical advice
- Should a student or staff member appear very unwell the school protocol for calling emergency services will be implemented
- Staff who are unwell will be advised to go home and seek medical advice and follow LMETB procedures

## **COVID-19 Prevention and Control Measures to Minimise risk to employees and students**

- All staff are required to complete the return to work form and health declaration in advance of their return to school
- All staff are required to complete as directed by LMETB, Infection Control course in advance of their return to school. They are required to submit a certificate of completion of this course to the Principal
- Staff to be advised on the latest up to-date advice and guidance on public health: what they should do if they develop symptoms of COVID-19; what they should do if student becomes unwell, details of how the school is organised to address the risk from COVID-19; an outline of the COVID-19 response plan, read and sign the risk assessments and protocols in place to manage COVID 19
- Staff and students are advised to self isolate or restrict movements at home if they display any signs or symptoms of COVID-19 and contact their family doctor to arrange a test.
- Staff and students are advised not to return to or attend school in the event of the following;



- o If they are identified by the HSE as a close contact of a confirmed case of COVID-19
- o If they live with someone who has symptoms of the virus
- o 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.
- o Advise staff and pupils to cooperate with any public health officials and the school for contact tracing purposes and follow any public health advice in the event of a case or outbreak at the school.
- o Advise staff that they should undergo any COVID-19 testing that may be required in this school as part of mass or serial testing

- Parents will be asked to contact the school if their child is feeling unwell.
- Students will have an induction on Infection Prevention and Control
- Staff and students will be inducted on the measures in place in the school to reduce the transmission of COVID 19 virus
- Education on Infection control measures will occur regularly upon return to school
- Information and signage in key locations i.e. hand hygiene, Respiratory etiquette, signs and symptoms
- Students and staff will be expected to wipe down their desks and chairs after each use. Disposal of these wipes will be in bins provided in the classroom
- Students will use hand sanitiser entering rooms and when leaving
- Students will be facilitated to access hand washing facilities after activities that are likely to soil hands, as hand sanitizer does not work on dirty hands
- All classrooms and contents will be cleaned prior to students and teachers returning
- Students are not discouraged from wearing masks
- Teachers are encouraged to wear medical grade masks
- Students with PE on their timetable will wear tracksuit to school. Showers and changing rooms will remain closed
- Where possible students will use their own equipment for art, home economics etc. For shared use of materials such as wood work then students will be responsible for cleaning them after use


**The best way to prevent the spread of Covid-19 in a workplace is to:**

- Adopt proper hand hygiene
- Follow good respiratory etiquette
- Practice physical distancing
- Increase ventilation – additional measures now recommended



**The best way to prevent person-to-person spread of COVID-19 is to use proper hand hygiene and respiratory etiquette and practice physical distancing**

### **Hand hygiene**

- Regular hand washing with soap and water is effective for the removal of COVID-19. In Coláiste Clavin we have added hand sanitisers inside every room for the students and staff to use upon entry and exit. As per HSE guidelines hand sanitisers are an adequate infection control measure where hands are not visibly dirty. Students with visible dirt on their hands will be advised and facilitated to use hand basins and soap.
- Students and staff will be educated in the correct technique for hand washing/sanitising   
Hand hygiene will be encouraged in particular:
  - After coughing/sneezing
  - Before and after eating
  - After being on transport
  - When arriving and leaving rooms and the building
  - When hands are dirty
  - After using the toilet
- Information/signage will be visible at all hand washing/sanitising stations
- Regular PA announcements will remind students and staff of the need for hand hygiene , distancing etc
- Students will not share pens, drink bottles etc

### **Respiratory Hygiene**

Good respiratory hygiene and etiquette is also necessary

- Staff/students will be educated in the correct respiratory ,cough etiquette techniques
- The school will have ample bins for disposal of wipes/tissues
- Information and signage on good respiratory etiquette will be visible throughout the school

### **Physical Distancing**

Physical distancing is recommended to reduce the spread of infection

Department of Education and PH guidelines have recommended a 1 meter distance between students and peers and teachers and students

In Coláiste Clavin we have prepared the school in line with these guidelines:



Class sizes and subjects have been revised to accommodate pupils in classrooms so teachers can continue with the curriculum, windows will be opened as fully as possible when classrooms are not in use and also at the end of the school day, and partially open when classrooms are in use to increase ventilation.

- No hand shaking/high five/hugging policy
- Reduced capacity in most classrooms to adhere to the 1 meter rule. Desks have been aligned to meet this requirement.
- For any student or staff with underlying health conditions this may be increased to 2 meters if possible within a classroom setting
- Computers and Tech Graphic rooms have been reorganised to increase physical distancing for students
- All teachers desks have been adapted with Perspex so if they need to speak to students at less than 1 meter this is possible in a safe manner
- Larger rooms have been identified where needed and reconfigured and timetabled to allow for maximum use by students
- Students will have designated seats in classrooms and teachers will retain a record of the seating plan for their classes. This will be important should contact tracing arise and it is a good infection control measure
- The school will operate a one way walking system internally within the building for staff and students. The floors will be clearly marked showing the direction of movement
- Students will be required to maintain social distance rules when queueing for class, or for canteen items etc.
- For breaks students will have designated zones. The 1 meter social distancing rule must be adhered to before school/ during break and when availing of the canteen facilities
- When students arrive to school and have used hand sanitiser they will move to their designated year area in the gym, social area etc. This will be identified for year groups by colour code and must be adhered to.
- Students will use toilet facilities designated to their particular year group only
- Lockers will not be in use to avoid congregation as it is felt that physical distancing would be difficult to manage and also reduce the surfaces for cleaning
- No extracurricular off campus activities will occur for the foreseeable future
- No trips/sports that entail bus travel will occur for the foreseeable future
- Any inappropriate behaviour from students such as spitting or coughing in another student's or staff direction will lead to disciplinary procedure as set out in school code of behaviour policy



### **Contractors/Visitors**

- Contractors and essential maintenance will be pre scheduled with LWR or Principal /Deputy Principal prior to attending the school
- They must adhere to all infection control guidelines
- Visitors will be limited. Meeting should be on the phone, virtual or by email. In exceptional circumstances visitors attend only by prior appointment agreed with the Principal/Deputy Principal
- Visitors/contractors must fill out a health declaration form online in advance of visit

### **Cleaning of Coláiste Clavin**

The school will be cleaned prior to reopening

- The specific advice in relation to school cleaning is set out in the HPSC advice and will be covered in the induction training.
- Regular cleaning of the school will take place with particular concentration to regularly touched surfaces such as hand rails, door handles etc. There will be a log of cleaning kept on file
- Students will be requested to wipe their own desks and chairs after use using detergent wipes.
- Adequate number of bins will be provided. Lids will be removed to provide ease of access for inserting used wipes without touch risk
- Bathrooms and hand basins will be regularly cleaned. A log of cleaning will be maintained by cleaning staff
- If the school has a suspected or confirmed case then cleaning protocols will be in line with the ECDC – disinfection of environments in non health care settings potentially contaminated with SARS-COV-2

### **Use of Personal Protective Equipment PPE**

PPE must not be used in place of other preventative measures such as hand hygiene, respiratory hygiene, physical distancing and increased ventilation.

The wearing of a face mask is required in the following situations for staff and students and visitors to the school

- if you have been recommended to do so by your Doctor.
- In specific work situations or for specific work tasks where a minimum of 1m physical distance cannot be maintained from others,





- When entering and exiting buildings
- In all common areas (excluding open plan offices) such as corridors, reception, canteen, bathrooms, lobbies, stairs, etc,

If your personal preference is to wear a mask at other times or situations in the workplace you may do so. If masks are worn, they should be clean and they should not be shared or handled by other colleagues.

- Guidelines presently state that there should be mandatory wearing of face masks by students. Coláiste Clavin support and encourage their use but will not be supplying them to students
- Teachers and SNAs and bus escorts will wear a medical grade mask in the EN16483 Category which will be provided by the school who by necessity need to be in close and continued proximity with pupils with intimate care needs.
- Where possible teachers will be protected by a Perspex shield in offices and classrooms
- If a classroom is unable to meet the requirements for physical distancing e.g Home Economics or Computers then students may be asked to wear additional face coverings/visors
- Students or staff with underlying health conditions will be advised by their GP on the use of PPE in the school setting, written record of this must be received from the GP by the school for each academic year, then this will be supported by the Principal and BOM
- Visitors/ contractors will be required to wear a mask while in the school building
- Any staff supporting a student with first aid may need additional PPE which will be supplied by the school
- Additional PPE is used if supporting a person who is ill or a suspected case of COVID 19
- Gloves are not a substitute for hand hygiene

## Ventilation

Ventilation should not be seen as a replacement for the other infection prevention and control measures advised such as hand washing, surface cleaning, respiratory etiquette, physical distancing, mask wearing and the continued advice to work from home where possible.

- Office doors and windows must remain open while the office is occupied having due regard to having the need to maintain confidentiality.
- Electric hand dryers should be switched off immediately as they can help spread contaminated aerosols or micro-droplets and therefore spreading coronavirus.  
<https://www.gov.ie/en/publication/ad236-guidance-on-ventilation-in-schools/>

## Vaccination

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LMETB's current position is that staff are not be requested to advise whether or not they have been vaccinated against Covid 19. The decision to get a vaccination against COVID-19 is voluntary and workers will therefore make their own individual decision in this regard. If a staff member decides not to avail of a vaccination and informs LMETB of this, LMETB has an obligation to carry out a risk assessment. LMETB, as an employer, is obliged to carry out a risk assessment to decide whether or not the worker can carry out their work onsite. This may result in the staff member being redeployed. Such redeployment would be agreed upon by LMETB and a medical practitioner in consultation with the worker

- Employees are encouraged to read about the COVID-19 vaccine and to get information from a factual, trusted source. Government advice is available from a number of websites including [www2.hse.ie/conditions/covid-19/](http://www2.hse.ie/conditions/covid-19/) <https://www2.hse.ie/screening-and-vaccinations/covid-19-vaccine/>

### Antigen Testing

- Antigen Diagnostic Tests (ADTs) and Rapid Antigen Diagnostic Tests (RADTs)  
LMETB's current position is that ADTs and RADTs will not be carried out in its schools, centres and administrative offices.

### Carbon Dioxide Monitors

A CO2 monitor is a device used to measure the concentration of CO2 in a room. The use of CO2 monitors can provide an indication that areas/rooms within a building may not be adequately ventilated which will assist in improving ventilation. The Department of Education has funded the provision of a number of portable CO2 monitors for schools. However, FET centres and administration centres are not part of this scheme. LMETB intends to procure CO2 monitors for these locations.

CO2 monitors should never be used as a means to avoid adherence to the infection prevention and control measures recommended by Public Health.

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

### Legionella

- Colaiste clavin will ensure that there is a control plan in place and that the required checks are carried out in relation to risk of Legionella
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## **Mental Health and wellbeing staff and students**

Coláiste Clavin in line with Department of Education Guidelines 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.
- School staff are advised and referred to the LMETB Employee Assistance Service - The Employee Assistance Service (EAS) is a confidential counselling service. It provides support to employees, in addition to their spouse, civil partner or dependant, where the family member can be described as a person over the age of 18 and residing in the family home.

<b><i>Date Ratified by the Board of Management:</i></b>	
<b><i>Proposed By:</i></b>	
<b><i>Seconded By:</i></b>	
<b><i>Signed:</i></b>	<b><i>(Chairperson, BOM) (Principal)</i></b>
<b><i>Scheduled Date for Review of the Policy:</i></b>	August 2023

**LMETB Ratification/Resolution of the ETB Board**

<b><i>Date of Resolution of ETB Board</i></b>	
<b><i>Signed</i></b>	<b><i>(Chairperson)</i></b>