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Covid-19 Response Plan 2021/22

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The following Covid-19 Response Plan has been developed in line with the Return to Work Safely Covid-19 Response Plan from the Health & 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.



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Covid-19 Officer

COVID-19 Response Plan

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Layout of this plan:

1. Layout plans for Zones 2021/2022
2. Table of Contents
3. Covid-19 Response Plan
4. Appendix A – Extract from HSE Public Health to school Principals August 2021
5. Appendix B – Staff Notice – Dealing with a suspected Case of Covid-19
6. Appendix C – Reframing the Challenge
7. Return to Work Form
8. Layout of Zones and One Way System.
9. Signage.

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1. COVID-19 Statement

St Joseph's Patrician College 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 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 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.

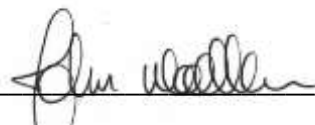
All staff and students will be consulted on an ongoing basis and feedback is encouraged on any concern's issues or suggestions. This can be done through the Lead Worker Representative.

Signed:



Chairperson Board of Management

Signed:



Principal

Date: 20th September 2021

Date: 20th September 2021

2. Introduction

The following COVID-19 Response plan has been developed in line with the Government's Roadmap for the Full Return to School, The Department of Education's Response Plan for a safe and sustainable operation of Post Primary Schools, guidelines from the Health and Safety Authority (HSA), the Health Service Executive (HSE) and the Department of Health. This document lays out the measure 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 at 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.

3. Occupational Health and Safety Measures and Recommendations

All existing Occupational Health and Safety provisions will continue to apply to our school during this time and we will continue to adhere to our existing Health & Safety Management System.

We will periodically review the advice available on the Health and Safety Authority Website www.hsa.ie including additional occupational health and safety information on specific COVID-19 webpages: <https://www.hsa.ie/eng/topics/covid-19/covid-19>.

As St. Joseph's Patrician College implement the measures in the school to reduce the risk of exposure to COVID-19 for staff, students and the wider school community, specific occupational health and safety measures may also need to be considered and implemented.

St Joseph's Patrician College shall first take in to 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.

Where a risk of exposure to COVID-19 is identified in the COVID-19 Response Plan, and occupational health and safety risk assessment shall also be completed. All of the public health and occupational health and safety measures shall be developed in consultation with staff and ultimately communicated to staff and others in the school.

St Joseph's Patrician College 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 school.

4. 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 CoronavirusSARS-CoV-2. Current evidence suggests that the virus is significantly more infectious than the flu that circulates every Winter. To date there have been 360,957 case of Covid -19 in Ireland and 5,155 people have died from Covid 19 (Sept 8th 2021) 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 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.

This non exhaustive document describes the steps that St.Joseph's Patrician College and staff shall take in order to reduce the risk of the spread of COVID-19 in our school. It also provides policies and procedures to reduce the spread of COVID-19.

St Joseph's Patrician College and staff will however, keep up to date with the latest measures introduced by the Government and any advice issued as a result.

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 droplets and remains airborne in enclosed spaces 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 in to contact with their eyes, nose or mouth by touching them with their contaminated hands. COVID-19 can also be spread if droplets from an infected person land directly on the mucous membranes of the eyes, nose or mouth of a person standing close to them.

It is still not known how long the virus survives on the 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

Strong communication and a shared collaborative approach between St Joseph's Patrician College, our staff, students and the wider school community is key to protecting against the spread of COVID-19. It is also essential to achieve success and maximum buy-in. St Joseph's Patrician College will have regular engagement about COVID-19 and the preventative measures established to address the current pandemic.

Adhere to this Covid-19 Response Plan will only be achieved if all associated with St Joseph' Patrician College share the responsibility of implementing the measures contained in this plan. A collaborative approach to the implementation of the Covid-19 Response Plan is essential to achieve success.

St Joseph's Patrician College will again appoint 2 Lead Worker Representatives for the academic year 2020-21 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.

St Joseph's Patrician College will have regular and meaningful engagement with this staff representative, about the measures being put in place to address the occupational exposure to Covid-19 in the school. St Joseph's Patrician College 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.

5. Consulting, Communicating and Implementing Workplace Changes or Policies

St Joseph's Patrician College shall:

- Consult with and communicate to staff, students and with 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 where necessary public health advice from the HSE and other sources as appropriate to their staff where there is no occupational health service available in the 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.

6. Health and Safety Documentation

As information about the virus is evolving, public health advice is being updated and it is important for St Joseph's Patrician College staff, students and the wider school community to recognise that flexibility will be required on their part in meeting the measures to reduce the spread.

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

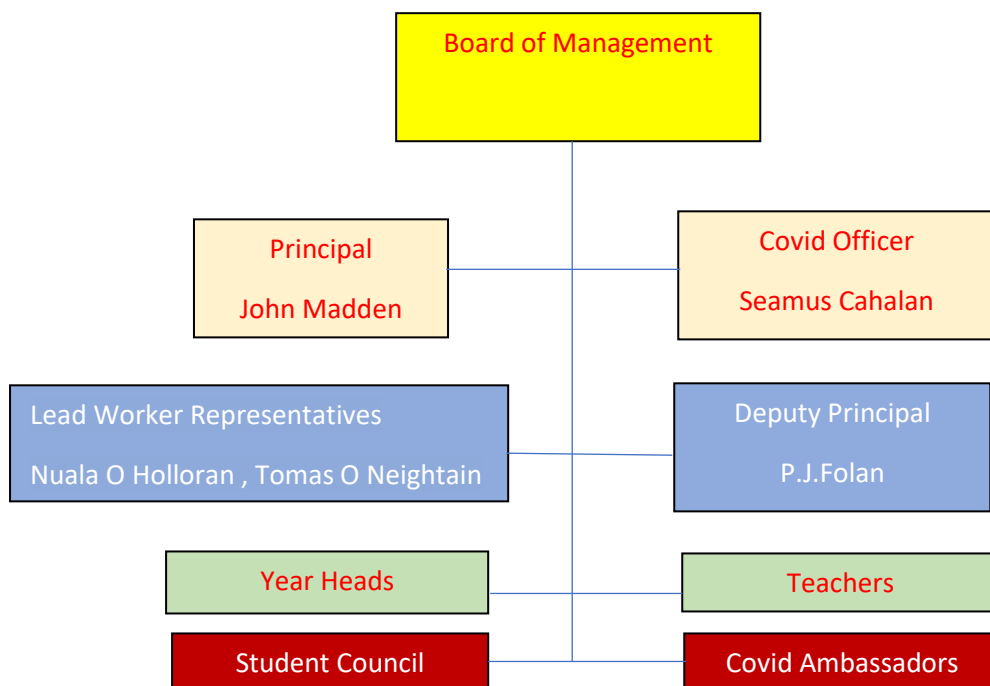
This "COVID-19 Response Plan" has been developed in line with the "Return to Work Safely Protocol" produced by the Department of Business, Enterprise and Innovation and the Department of Health. It takes into consideration the level(s) of risk associated with each project and the work carried out on the premises.

This "COVID-19 Response Plan" has been developed in line with the "Return to Work Safely Protocol" produced by the Department of Business, Enterprise and Innovation and the Department of Health. It takes into consideration the level(s) of risk associated with each project and the work carried out on the premises.

7. 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 and students on various control measures and compliance.
- 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 two 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 shall follow the public health advice and guidance, as well as any specific direction from St. Joseph's Patrician College. They shall also adopt good hygiene practices, such as frequent hand washing, respiratory etiquette and physical distancing to protect themselves and their work colleagues against infection and shall seek professional healthcare advice if unwell. If staff have symptoms of COVID-19, they shall not attend work. Staff shall also avoid making contact with their face and in particular their eyes, nose and mouth. Where necessary, staff shall wash their hands immediately before touching their face. Extra sinks with hot water have been fitted on all floors.

As noted above, the key to effective implementation of the infection prevention and control measures as well as occupational health and safety measures in the school is having strong communication and shared collaborative approach between St. Joseph's Patrician College and staff.

In addition, Staff shall:



- Not return to school if they live with someone who has symptoms of the virus or if they have travelled outside of Ireland.
- Undertake the Return to School Safely Induction.
- Complete the Covid-19 Self Declaration Form **3 days in advance** of returning to school.
- Follow signage, allow for social distancing and adhere to hygiene requirements.
- Cooperate with any public health personnel and the school for contacting 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 in their school as part of mass or serial testing as advised by Public Health.

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 St. Joseph's Patrician College. They shall also adopt good hygiene practices, such as frequent hand washing, respiratory etiquette and physical distancing to protect themselves, teaches 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. Where necessary, students shall wash their hands immediately before touching their face.

In addition, students shall:



- Undertake the Return to School Safely (Covid-19) Induction and adhere to the measures identified.
- Complete the Covid-19 Self Declaration Form 3 days in advance of returning to school and after midterm / term, breaks.
- 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 school after the 14-day self-isolation period has passed.

Role of the Lead Worker Representative

As noted above, St Joseph's Patrician College 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 the Covid-19 Reposnse3 Plan. Such a person will receive the relevant and necessary training by St Joseph's Patrician College.



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 colleagues on matters relating to COVID-19 in the workplace.

8. Communicating the Plan

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



St Joseph's Patrician College 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 the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use)
- Make clear to parents that they cannot gather at the 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 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.

9. Stay at Home Policy

The prompt identification and isolation of potentially infectious individuals is a crucial step in protecting staff, students and the wider school community. St. Joseph's Patrician College has a policy of "Staying at Home if unwell"



St Joseph's Patrician College will:

- Ensure a policy of "staying at home if unwell" as it applies to all staff, students and ancillary staff.
- Establish procedures for students or staff who have symptoms of COVID-19 or are feeling unwell in any way to be sent home or isolated from others.
- Provide for enhanced substitution and supervision arrangements for teachers for such scenarios.
- Inform parents about the measures that the school is putting in place and ask for cooperation to report any cases of COVID-19 that occur in the household. If someone in the household is suspected to have COVID-19, it is important to keep the child home and inform the school.

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

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

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



- Public Health advice will be followed at all times regarding the cocooning of at risk / vulnerable staff.
- At risk staff will be asked to consult with their GP / Medical Practitioner regarding their fitness to return to school
- At which point the member of staff will be asked to furnish to the Board of Management a **"Fitness to Return to Work"** Certificate.
- St Joseph's Patrician College will implement so far as is reasonably practicable organisational changes to ensure the safety of the At Risk / Vulnerable member of staff on their return to work.

- St Joseph's Patrician College also recognises that given the potential for an upturn in the disease (and/ or 4th wave) and that 'stay-at-home' may have to be re-introduced.
- Therefore, a blended learning approach (online / in school) will be a feature of the approach to planning to reopen schools and will have to provide the necessary agility to respond very quickly to changed circumstances at a local, regional or national level.

12. Return to School Requirements

In advance of St. Joseph's Patrician College reopening following the Summer break and 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.
- This training shall at a minimum include the latest up to date advice and guidance on public health: what staff shall do if they develop symptoms of COVID-19; details of how the school is organised to address the risk from COVID-19; an outline of the COVID-19 Response Plan and any other sector specific advice that is relevant.

COVID-19 Self Declaration Form

All persons returning to school must complete a COVID-19 Self Declaration Form at least 3 Days in advance of planning to do so.



- This form shall seek confirmation that staff, to the best of their knowledge, have no symptoms of COVID-19 and also confirm that staff are not self-isolating or awaiting the results of a COVID-19 test.
- If conditions change at any time, resulting in the reappearance of symptoms – staff are instructed to not come to school!
- The following questions on the form. If any staff member answers Yes to any of them, they are strongly advised to follow the medical advice they receive or seek medical advice before returning to work:
 - Do you have symptoms of cough, fever, high temperature, sore throat, runny nose, breathlessness or flu like symptoms now or in the past 14 days? (Yes / No)
 - In the last 14 Days have you been in contact with a person who is a confirmed or suspected case of Covid-19? (Yes / No)
 - Are you waiting the results of a Covid-19 test?
 - Are you a close contact of a person who is confirmed or suspected case of COVID-19 in the past 14 days
 - Have you been advised by a doctor to self-isolate at this time? (Yes / No)
 - Have you been advised to restrict your movements at this time? (Yes / No)
 - Have you been categorised as a 'Very High Risk' or 'High Risk' by the occupational Health Service (OHS)?

Staff Shall:



- Complete and return the Covid-19 Self Declaration Form before they return to school.
- Inform St Joseph's Patrician College if there are any other circumstances relating to COVID-19, not included in the form, which may need to be disclosed to allow their safe return to work.
- Self-Isolate at home and contact their GP promptly for further advice if they have any COVID-19 symptoms.
- Stay out of work until all symptoms have cleared following self-isolation.
- Participate in any induction training provided by St. Joseph's Patrician College on their return to

13. Blended Learning

It is recognised that for students vulnerable to the disease, attendance at school may not be possible. St Joseph's Patrician College also recognises that given the potential for an upturn in the disease (and/ or new wave) and that 'stay-at-home' may have to be re-introduced.

Therefore, a blended learning approach (online / in school) will 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 St. Joseph's Patrician College may be required to provide both in-school and remote learning support during the coming school year. This approach to learning which combines face-to-face and remote learning experiences is known as blended learning.

The school has implemented Microsoft 365, Teams & Compass and these technologies will be core to the delivery of blended learning should the need arise.

Resources and webinar training have been provided to schools by the Professional Development Service for Teachers (PDST) and Junior Cycle for Teachers (JCT) in the use of digital technology to support learning. Also the school has provided training in Microsoft 'Teams' to all staff.

In that context the Department of Education and Skills together with the NCCA is working towards:

- Identifying an appropriate blended learning models for individual schools' contexts.
- Adapting the delivery of the overall curriculum in the context of a blended learning environment:
- Providing specific advice on particular curriculum subjects and programmes:
- Maximising the use of digital technologies to support a blended learning approach:
- Supporting and enhancing the role of parents/guardians and other partnerships:

Further Actions:



- Guidance: The NCCA will provide overarching guidance on how the curriculum can be differentiated
- Curriculum advice: The Department's inspectorate, in collaboration with the Departments Curriculum and Assessment Policy Unit will develop more detailed advice on operational aspects of curriculum implementation.
- Supporting the readiness of the teachers to work in new ways and to use technology in lesson preparation and delivery.
- Supporting access to technology in the school and home.
- Providing further guidance to parents.
- Training and support programmes for teachers in the use of digital technologies.

14. Legionella

Legionella is the name given to the pneumonia like illness caused by legionella bacteria, including the most serious Legionnaires disease. Infection is caused by breathing in small droplets of water contaminated by the bacteria. Common symptoms including coughing, breathlessness, high fever, muscle aches and headaches and usually appear 5-6 days after infection but may take longer.

Systems at greatest risk assessed, e.g. shower, cisterns, firefighting systems – sprinklers or hoses, humidifiers in food cabinets, water fountains, dispensers etc



- Competent contractor has been contracted to test water on the school premises to treat it accordingly.
- Water storage tanks are checked and cleaned, any build-up of sludge/slime is cleaned, and tanks are disinfected annually.
- There are arrangements in place for little used outlets, to either:
 - Flush through showers / taps / water fountains and all other sources arising on at least a weekly basis, or
 - Carry out a safe purge of the water system;
 - Before use e.g. prior to reopening after the summer holidays;
 - All taps have been disinfected.

15. Statutory Training Updates

First Aid Responder Training

The Pre-Hospital Emergency Care Council (PHECC) is responsible for the provision of First Aid certification in Ireland. PPHECC have confirmed that if a First Aid Responder's certification has lapsed and they are unable to complete a refresher course, their certification will remain valid until such time that the situation is rescinded. This departure from normal standards shall be limited to the duration of the current COVID-19 outbreak.

Staff willing to undergo First Responder training will be facilitated to do so and the school will pay for all necessary certified training by a recognised training company.

16. Mental Health & Wellbeing

Staff & students who are returning to school after a period of isolation are likely to have concerns about the risk of infection or changes to their job due to the implementation of measures to prevent the spread of Covid-19.

Staff on their return to work, may have also gone through traumatic events such as the serious illness or death of a relative or friend, or be experiencing financial difficulties or problems with their personal relationships. St. Joseph's Patrician College will support our staff who may be suffering from anxiety or stress.

The following publicly available sources of support and advice should be noted by all staff.



Your family doctor is usually the first person to approach in relation to mental health concerns. Many people attend their General Practitioner (GP) with mental health problems such as depression or anxiety and may not need the help of a mental health professional.

In other cases, the GP may decide to refer you to the community mental health team.

St. Joseph's Patrician College will support you through this time. In addition to seeing your GP, the following organisations provide mental support and advice:

- **Employee Assistance and Wellbeing Programme (EAWP) now known as 'Spectrum Life'**
The service is accessible through the Freephone Helpline at 1800 411 057 and is available 24 hours a day, 365 days a year. Notices for Spectrum life will be placed in all staffrooms and Staff e-mailed the details and contact numbers .
- **Aware**
Depression and Bipolar Disorder Support
www.aware.ie Tel: 1800 70 48 48 Email: supportmail@aware.ie
- **Pieta House**
Free therapeutic support to people who are in suicidal distress and those who engage in self-harm. Tel: 1800 247 247 W: www.pieta.ie
- **Turn2me**
They offer self-help, peer support and professional support through an online platform for those who are experiencing poor mental health. www.Turn2me.org
- **Grow**
Mental Health Support and Recovery Organisation
Tel: 1890 474 474 Email: alex@bodywhys.ie www.grow.ie
- **Parentline**
The national helpline for parents
www.parentline.ie Helpline: 1890 92 72 77 or 01 873 3500
- **Childline**
The national helpline for young persons
www.childline.ie Helpline: 1800 666 666

17. Environmental Hygiene



St. Joseph's Patrician College shall ensure:

- Additional Sinks will be placed in open areas for the purposes of hand washing.
- 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 canteen facilities, handrails and touchpoints 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 that 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 share 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 bin 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:

- 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 and most disinfectants are inactivated by dirt.
- The manufacturer's instructions for mixing, using and storing solutions must always be followed.
- Using excessive amounts of cleaning agents will not kill more germs or clean better but it will damage work surfaces, make floors slippery and give off unpleasant odours.
- Water should be changed when it looks dirty, after cleaning bathrooms and after cleaning the kitchen.
- Always clean the least dirty items and surfaces first (for example countertops before floors, sinks before toilets).
- Always clean high surfaces first, and then low surfaces.
- Separate colour coded cleaning cloths and cleaning equipment should be used for kitchen areas, classrooms and toilets.
- Cleaning cloths can be either disposable or reusable. Disposable cloths should be disposed of each day.
- Ideally, reusable cloths should be laundered daily on a hot wash cycle (at least 60 degrees) in a washing machine and then tumble dried.
- Ideally mop heads should be removed and washed in the washing machine at 60 degrees at the end of each day or in accordance with the manufacturer's instructions.
- Buckets should be emptied after each use, washed with detergent and warm water and stored dry.
- If equipment is stored wet, it allows germs to grow, increasing the risk of cross infection.

	Routine Cleaning	Post COVID Case
Surfaces	Neutral detergent	Neutral Detergent AND 0.05% sodium hypochlorite OR virucidal disinfectant
Toilets	Neutral detergent AND (optional) 0.1% sodium hypochlorite OR virucidal disinfectant	0.1 Sodium Hypochlorite OR virucidal disinfectant
Cleaning Equipment	Non-disposable cleaned at the end of the cleaning session	Non-disposable disinfected with 0.1% Sodium hypochlorite OR virucidal disinfectant
Personal protective equipment for cleaning staff	Uniform AND Household gloves	Uniform AND plastic apron (if available) AND household gloves
Waste Management	Domestic waste stream	Place in plastic bag and tie, then place in a second plastic bag and store securely for 72 hours before putting it out for collection in the normal domestic waste stream

ECDC Technical Report. Disinfection of environments in healthcare and non-healthcare settings potentially contaminated with SARS-CoV-2. March 2020

18. Physical Distancing

Physical distancing is recommended to reduce the spread of the infection. The current recommended distance to be maintained between staff to minimise risk of transmission is 2 metres. In classrooms where 2 metre physical distancing cannot be achieved at least 1 metre shall be maintained between desks or individual students and staff.

St. Joseph's Patrician College identified a number of measures for physical distancing and how this will be achieved in a number of ways:

- 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.
- 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 school will utilise the space in the now closed changing rooms for storage.
- Situations that require people to sit or stand in direct physical contact with other people should in particular be avoided.
- The teachers' desk will be placed at least 1 metre and where possible 2 metres from student's desks.
- Multiple entrance / exit points into the school building will now be utilised. Chairs, benches, notice boards are removed from all hallways / corridors to maximise the available space in these areas.
- Student Lockers will not be available – students have been instructed to bring copybooks to school. Teachers will need to project the digital copy of textbooks onto the projector for use in the classroom.
- Due to the width of the corridors throughout the school being less than 2 metres, floor and wall signage will be posted advising students and staff of the local arrangements to avoid congestion on the corridor. Those on supervision should monitor students use of the one way system.
- We have a no hand shaking policy.
- Split Breaks are organised in such a way as to ensure physical distancing.
- Staff Room has been reorganised and provisions are in place to minimise the transmission of COVID-19
- Meetings as much as possible are now conducted using phone or Microsoft Teams.
- Where face to face meetings are necessary, the length of the meeting will be kept to a maximum of **40 minutes** and the numbers attending are to be kept to a minimum. At all times, participants must maintain physical distancing at the advised 2 metres. In addition, the location for these meetings must facilitate good ventilation i.e. an open window. Meetings shall not take place in rooms without natural ventilation.
- Where office work is essential, free office capacity must be used as is reasonably practicable and work organised in such a way that multiple occupancy of premises is avoided and / or physically distances maintained.
- Gatherings of staff in the school at the beginning and end of working hours (such as in the staff room) is not permitted.
- There is a "no selfie" policy in place.
- Tuck shop will be suspended in this academic year 2021/22 pending review.

19. Hand Hygiene

Regular hand washing with soap and water is very effective in tackling COVID-19. St Joseph's Patrician College shall ensure that appropriate hygiene facilities are in place to accommodate staff and students in adhering to hand hygiene measures.

We will also display posters on how to wash hands in appropriate locations.

Staff & Students shall:



- Ensure that they are familiar with and follow hand hygiene guidance and advice.
- Wash their hands with soap and water or with an alcohol-based hand rub regularly and in particular:
 - After coughing and sneezing
 - Before and after eating
 - Before and after preparing food
 - If in contact with someone who is displaying any COVID-19 Symptoms
 - Before and after being on public transport (if using it)
 - Before and after being in a crowd
 - When arriving and leaving school
 - Before having a cigarette or vaping
 - When hands are dirty
 - After toilet use
 - Avoid touching their eyes, mouth or nose
- Use hand sanitiser / hand wipes / hand washing facilities frequently.
- Not share objects that touch their mouth, for example, bottles or cups.
- Use own pens for signing in.

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 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 rooms 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.
- In the toilets – to clean surfaces such as door handles.

20. Respiratory Hygiene

In addition to hand hygiene, good respiratory hygiene and etiquette is also necessary. St Joseph's Patrician College will provide tissues as well as bins / bags for their disposal. Bins will be emptied at regular intervals.

Staff and students shall:



- Adopt good respiratory hygiene and cough etiquette i.e. using a tissue or a bent elbow to avoid dispersing droplets into the air.
- Those who fail to practice good respiratory hygiene practices i.e. coughing, sneezing or spitting at another person in school will be subject to the school's code of behaviour and will be brought before the Board of Management.

21. 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:



- 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.
- Office staff will record all names for the Sign In / Sign Out book rather than having multiple persons signing in using shared pen / booklet. Use of the Compass Tablet/Card reader in the Office Reception area will be the primary source for students sign in and out.
- Staff Meetings, assemblies and large gatherings of persons should be minimised in the first term of the new school year. The use of Microsoft Teams will be considered in communicating with large groups.
- School entry is now limited to staff and students. Visitors are only permitted to attend the school by appointment only. Appropriate signage will be posted at the front door of our school
- Sanitising stations are in position at all building entrance / exits as well as in each classroom, outside toilet blocks & staff room.
- Common contact surfaces in classrooms, offices, photocopying areas, staff rooms etc are cleaned at least twice 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.
- Water Fountains / Dispensers will be temporarily disconnected.
- Deliveries to the school will only be accepted when it is related to the operation of the school. Deliveries of personal items to the school will be not be signed for and will be returned to the courier.
- All persons entering school shall be directed to sanitise their hands and additional hand washing stations shall be provided where possible.
- Due to the width of corridors throughout the school not facilitating 2 metres social distancing, floor and wall signage will be posted advising students and staff of the local arrangements to avoid congestion on the corridor. Those on supervision should monitor students use of the one-way system.

22. Classrooms

The potential for cross contamination is higher at entry and exit points and where there are high levels of surface contact points such as in welfare areas walkways stairs access etc.

Arrangements for classrooms are as follows:

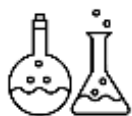


- Student-based classrooms are in operation i.e. teachers will now travel between classes to minimise student interactions.
- Students are advised to use a multi subject copy book for class
- Dedicated seating plans i.e. individual chairs and desks will be established so far as is reasonably practicable.
- The teacher's desk will be placed at least 1 m and where possible 2 metres from students' desks.
- Where possible teachers should maintain a minimum of 1 m distance and where possible two metres. They should take measures to avoid close contact at face-to-face level such as remaining standing rather than sitting beside/crouching down.
- Situations that require people to sit or stand in direct physical contact with other people should in particular be avoided.
- All rooms will be cleared out to maximise the available space for social distancing i.e. all non-essential equipment furniture and other items.
- Sanitising units are in position outside each classroom.
- Common contact surfaces in classrooms are cleaned at least twice daily by cleaning staff.
- Staff/students are asked to clean down table tops desks computers shared laptops practical room equipment et cetera using the PPE providers i.e. sanitising spray or wipes. This should be done at the start and end of each class.
- Where equipment is shared between students then this two should be cleaned down before and after use. Teacher to advise students on the common touch points in the specialist rooms i.e. on/off buttons etc
- Classrooms laid out to ensure physical distancing as per public health guidance of 2 m and where are not possible 1 m.
- 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.
- Posters/illustrations of two meter spacing shall be posted to clearly demonstrate social distancing.
- 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. All Covid-19 material to be disposed of in the yellow bins provided in each classroom.
- Teachers will be responsible for coordinating/staggering those students leaving classrooms in areas that may lead to unnecessary congestion.
- Mask breaks will be given to students as per the timetable agreed.

23. Specialist rooms

The potential for cross contamination is higher in practical rooms due to shared use of equipment in any classroom.

Arrangements for specialist rooms are as follows:



- Where students are moving to specialist classrooms, to the greatest extent possible they should sit with ***their base classroom classmates***.
- To minimise student travel around the school all classes will be 1 hour (58mins) in duration.
- The teacher's desk will be placed at least 1 m and where possible to metres from students' desks.
- Where possible teachers should maintain a minimum of 1 m distance and where possible two metres. They should take measures to avoid close contact at face to face level such as remaining standing rather than sitting beside/crouching down.
- Situations that require students or staff to sit or stand in direct physical contact with other people should in particular be avoided.
- All rooms will be cleared out to maximise the available space for social distancing i.e. all non-essential equipment, furniture, and all other items will be removed.
- Where students need to move about within the classroom to perform activities (for example to access shared equipment) the teacher will be responsible for organising the room to the greatest extent possible to minimise congregation around the point of access to the shared resource.
- Students will need to have their own individual art and equipment supplies for the art room and similarly Graphics and the Graphics rooms.
- Perspex screens will also be considered in IT rooms/science rooms where existing benches cannot be split and therefore dedicated desks nor social distancing can be achieved for students.
- Teachers and students should avoid sharing of personal items such as pens and other writing materials, tablets and phones to the greatest extent possible.
- Multiple Hand Sanitisers are in position throughout these rooms.
- Staff/students are asked to clean down specialist 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 equipment is shared between students, then this two should be cleaned down before and after use. Teacher to advise students on the common touch points in the specialist rooms i.e. on/off buttons etc.
- 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 . All Covid-19 material to be disposed of in the yellow bins provided in each classroom.
 - Teachers will be responsible for coordinating/staggering those students leaving classrooms in areas that may lead to unnecessary congestion.

24. 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.
- Specific circumstances will require the use of medical facemasks, to EU standard EN14683 (FFP3) i.e. 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. FFP3 masks are provided by the school and available in the school office.
- 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 manufacturer's 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 the freshly prepared solution of disinfectant. Rinse with water and dry.

25. Choir / Music Performances

Choir practices/performance and music practices/performance involving wind instruments may pose a higher level of risk to students and staff.

Arrangements for specialist rooms are as follows:



- The teacher's desk will be placed at least 1 m and where possible two metres from students desks.
- Where possible teachers should maintain a minimum of 1 m distance and where possible two metres. They should take measures to avoid close contact at face to face level such as remaining standing rather than sitting beside/crouching down.
- Situations that require people to sit or stand in direct physical contact with other people should in particular be avoided.
- All rooms will be cleared out to maximise the available space for social distancing i.e. all non-essential equipment, furniture, and other items.
- Hand Sanitisers are in position outside each classroom.
- Common contact surfaces in classrooms, are cleaned at least twice daily by cleaning staff.
- Classrooms/practice areas to be late out to ensure physical distancing as per public health guidance of 2 m and where not possible 1 m.
- Where teachers are using a room not normally their own, they are asked to clean down table tops, desks before use.
- To the greatest extent possible, instruments should not be shared between students and if sharing is required, the instruments should be cleaned between use. Wind instruments should be cleaned and disinfected between use.
- Rehearsals to be held in well ventilated areas.
- Spectators/audiences will not be permitted.

26. Visitors to the school i.e. Parents / Guardians etc.

The potential for cross contamination is higher at entry and exit points and where there are high levels of surface contact points such as in welfare areas, walkways, stairs access etc

Arrangements for visitor meetings on the school premises are as follows:



- School entrance will be closed at all times with the exception of before school begins and ends.
- Visitors will be informed of the requirement to make an appointment before attending the school.
- All visitors will have to complete a Visitor self-declaration form.
- Advice on the COVID-19 measures will be visible to ensure staff visitors are also adhering to what is required.
- All visitors will be directed to wait outside in their vehicles and call reception for direction.
- Once the person for whom the visitor is attending is ready and at reception - only then will the visitor be per message to enter the building.
- Sanitising stations in position at all school entry points and the visitor/member of staff are expected to use it.
- Member of staff should use the nearest available meeting room giving due consideration to the size of the room, and those likely to attend.
- Meetings should be kept to a maximum of 40 minutes.
- Meeting room signage will be posted on each door to advise the maximum number that should be in attendance.
- Windows and door (where practicable) to be kept open to ensure good ventilation into the meeting area.
- Dropbox available at school door for drop-offs.

27. Management of deliveries to the school (School office supplies, stationery, furniture etc)

Arrangements for deliveries at our premises:



- Signage is in place externally advising delivery personnel to contact reception before attempting to enter the building.
- Deliveries to the school will be advised to wait outside and call the number provided on the signage.
- Over the phone, they will then be advised to drop any delivery in the reception porch. School personal and will then come out to collect.
- All collections should be managed in the same reverse order.
- All deliveries will be done through paperless delivery acceptance and acknowledgements with suppliers to ensure materials management and material reconciliations are accurate.
- Appropriate sanitising arrangements are in place at points of school access, egress and set down areas.

28. Main Office

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

Control measures



- Visitors to the school will be by appointment only i.e. main entrance will be locked during class times.
- Main office door will be closed during the day - staff and students are not permitted in the office.
- A Perspex screen will be used to protect those working in the main office.
- PPE pack 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 i.e. wipe with sanitiser regularly throughout the working day.
- Office staff shall be positioned so there is always a social distance of 2 m between colleagues sharing the same space.
- Windows will be opened to ensure a good ventilation in the area.
- Sign in/sign out for students will be done via the compass kiosk.
- Cash payments will be discouraged. Any cash payments will be quarantined for 72 hours before handling/depositing.
- Parents/students will be advised to ensure that they bring all items that are needed for a given school day. A drop-off box will be placed at the main school entrance for forgotten lunches etc.

29. Toilet Blocks

Control measures:



- A minimum of two toilet cubicles to one sink will be maintained in the student toilet blocks. Each sink will have hot water and adequate supplies of hand soap (Restocked regularly)
- The push type taps in sinks will be adjusted to run for a minimum of 20 seconds.
- Electric hand dryers will be disconnected and replaced with paper towel dispensers.
- Hand sanitiser dispensers will be located at the exit/entrances to each of the toilet blocks to ensure that hand hygiene is maintained.
- Those using the facilities shall adhere to physical distancing as much as is reasonably possible.
- Windows in/or adjacent to the toilet block should be opened to ensure good ventilation and fresh air circulation.
- Those using the facilities should practice good respiratory etiquette i.e. coughing/sneezing into a tissue or the back of the elbow.
- Congregation is not permitted in the toilet blocks.
- Soap and hand washing pictorial guides provided.
- Cleaning regime frequency will be increased for toilet facilities particularly doorhandles, locks and the toilet flush handle. In addition, regular checks of soap dispensers will be conducted.
- Suitable and sufficient pedal bins for wastepaper are provided with regular removal and disposal.

30. Student Break Times

Student considerations:



- Students will be assigned base classrooms for break times in order to have their lunch.
- Students are expected to wash their hands both before and after break time.
- Break times are as follows:
 - 1st Year, TY's, 5th & 6th Year: 10:36 – 10:56
 - 2nd & 3rd Year: 11:34 – 11:54
- Common contact surfaces i.e. tables should be cleaned down using sanitising wipes both before and after break.
- All rubbish should be disposed of in a bin before the start of the next class.

31. Staff Room

Control Measures:



- Staff are encouraged to use their classrooms as much as possible. By doing so they will ensure social distancing is maintained as far as is possible.
- Those using the staffroom shall adhere to the current physical distancing of 2 m from each other.
- An overflow staffroom is available in the staff room 2 and additional staffrooms are provided in the Monastery and in the Presentation School campus.
- Posters/illustrations of two meter spacing shall be posted to clearly demonstrate social distancing.
- Seating areas will be clearly marked with signage indicating areas where seating is not permitted.
- Those attending staff rooms are advised where possible to bring a packed lunch and flask.
- Burcos, microwaves, sugar, tea and coffee will not be available etc.
- Staff are also advised to bring their own cutlery to school each day.
- Seating arrangements will be modified to ensure that staff sit 2 m apart whilst eating and avoid all physical contact with co-staff.
- Windows will be kept open to ensure a good ventilation in the area.
- Staff are required to clean/sanitise tables and equipment used during the break with the supplied sanitising equipment.
- Perspex screens will be placed in the work room area.
- Disinfection wipes and hand sanitiser dispensers will be located at the exit/entrances to the staffroom to ensure that hand hygiene is maintained.
- All rubbish shall be disposed of in a suitable bin.
- Tables shall be cleared when finished eating.
- Those using the staffroom should practice good respiratory etiquette at all times i.e. coughing/sneezing into a tissue or the back of the elbow.

32: Management of Meetings i.e. PTM's, Year Heads, Student Support Teams, SEN, Guidance Counsellor

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

Face-to-face meeting considerations



- Microsoft teams will be used primarily *for all on line* meetings in the school including, but not limited to, staff meetings, parent teacher meetings, your head, SEN, guidance.
- Face-to-face meeting shall be facilitated according to Gov. Guidelines see Appendix C
- In that case the following will apply:
 - Attendees shall adhere to the current physical distancing guidance of 2 m from each other 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 i.e. Microsoft 365.
 - Windows should be opened to ensure a good ventilation and fresh air circulation.
 - Meeting room tables, projectors etc should be cleaned down before and after use using the sanitising gel provided in the PPE pack.
 - 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 may, if they wish wear suitable face coverings.

33. Sports Facilities

The potential for cross contamination is higher when using the sports facilities.

Arrangements for the students use of the sports facilities:



- To the following will be considered ahead of any planned reopening of the sports hall;
- Latest public health guidance from the government/sporting bodies.
- Changing rooms will not be available for use.
- Showers will not be available for use.
- Physical distancing of 2 m must be maintained at all times during the use of the area.
- Sanitising stations are in position at entrance/exit as well as in and around the sports hall and gym.
- All persons entering school shall be directed to sanitise/wash their hands and additional hand washing stations shall be provided where possible.
- Common contact services to be cleaned at least twice daily by cleaning staff.
- Students should arrive to school changed and 'ready to train' and not require the use of changing area prior to the class commencement.
- Teachers shall organise individuals into small groups or pods that remain together and work through stations, rather than switching groups or mixing groups.
- For close contact sports, St. Joseph's Patrician College will avoid the contact aspect after sports and instead focus on fitness and skills, which can allow maintenance of social distancing during practices.
- Students are not permitted to spit or clear their nose in the presence of others and will be reminded of coughing and sneezing etiquette.
- Any unnecessary physical contact will be discouraged, such as high-fives, handshakes, fist bumps, hugs or huddles and insures that celebrations or greetings don't involve contact.
- 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. Shorter supervision not be able, then access to gym equipment will not be permitted.
- Gym equipment to be sanitised before and after use using the PPE provided.
- Gym equipment that requires spotters are not permitted and that gym equipment must be taken out of use.
- Good ventilation must be maintained in all areas i.e. open a window(s).

34. Evacuation Procedures

Physical distancing also needs to be maintained when evacuating the school.



Control measures:

- Assembly Point Signage will be spaced out to minimise the congregation of students in one fixed area i.e. in the school yard, signage has been positioned in such a way so as to keep your groups as far apart as possible in the event of an evacuation.
- A drill will take place in the first six weeks of the school year to test the procedures.

35. School Bus

The potential for cross contamination when using the school bus:

Arrangements for use of school buses are as follows:



- *Screen guard for driver will be installed*
- Windows will be kept open throughout the journey.
- Staff/students are asked to clean down the school bus before and after use using the PPE providers i.e. sanitising spray or wipes:
- Windows to be kept open to ensure a good ventilation.
- Good respiratory etiquette throughout the trip i.e. coughing/sneezing into a tissue or the back of the elbow.
- The following touch points will be cleaned after each use:

Exterior door handles

Interior door release

Interior door handle

Seatbelt

Seatbelt buttons

Horn

Driver air vents

Power button

Multimedia screen

Heating controls

Logbook

Cupholders

Interior lights

Key

Seat pockets

Fuel cap

Boot lid

Boot floor tab

Bonnett lid

Dipstick

Frame of door and roof

Window switches

Door Parkers

Seatbelt clips

Steering wheel

Control stocks

Dashboard

Gearshift

Central air vents

Glovebox

Central storage compartment

Rear view mirror

Grab handle

Head rests

Rear central tab

Wheel valves

Parcel shelf

Boot close bottom

Washer cap

Oil Cap



36. School Travel

School travel school trips shall be reduced to the absolute minimum and, as far as is reasonably practicable, technology alternatives shall be made available (example telephone or video conferencing).

For necessary work related trips the following shall be considered by all:

- Arrangements around student travel on buses will be subject to DES circulars.
- School tours and trips will be minimised in the first term and will be reviewed in line with public health advice in the second term of the year.
- We are staff are travelling for a work-related event the use of the same vehicles by multiple staff is not encouraged. The number of staff who share a vehicle - simultaneously or consecutively - shall be kept to a minimum as far as is reasonably practicable, for example by signing a vehicle to a fixed team.
- Staff are advised to consider to travel alone if using their personal cars to travel to work or at a maximum be accompanied by one passenger who shall be seated in adherence with physical distancing guidelines.
- Where staff are returning from an international trip, they will be instructed to isolate at home for 14 days as per public health advice.
- These protocols may not be in place/practised when travelling internationally but staff should maintain the same etiquette regarding physical distancing, respiratory and hand hygiene.

37. Contractors on site

Contractors may from time to time be required in the school to carry essential work for the continuance of school activities.



For necessary construction work in the school:

- Contractors on the school premises where there are restrictions arising from the risk of COVID-19 shall follow the infection prevention and control measures and take into account public health advice around preventing the spread of COVID-19.
- Contractors will be requested to submit their COVID-19 response plan, Health and Safety Statement, Risk Assessments and Method Statements which will take into account the requirements of the return to work protocol.
- All contractors will sign the "Visitor Self-Declaration Form".
- A system for recording visits to the school by contractor(s) is in place.
- The school's measures i.e. physical distancing, hand hygiene and respiratory etiquette must be maintained by all contractors in the school.

38. 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 (other than masks) will not be required to be worn within schools according to current occupational and public health guidance. However, for a limited number of staff, PPE will need to be used occasionally or constantly due to the nature of certain work activities or work areas. These might include roles such as:

- Performing intimate care;
- Where a suspected case of COVID-19 is identified where the school is in operation;
- Where staff are particularly vulnerable to infections 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 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.



Classroom PPE stations will comprise of

- 5 No. FFP2 face Masks
- 5 No. Pairs of Nitrile gloves
- 2 No. 500ml alcohol-based hand sanitiser - 70% or greater (General Classrooms plus CPU room).
- 2 No. 500ml (Non-alcohol-based hand sanitiser for practical rooms.
- Sanitising wipes x 1 drum.

Isolation room PPE will comprise of:

- 5 No. Face shields.
- 5 No. Enclosed eye protection.
- 5 No. Box of plastic disposable gowns.
- 5 No. Box of FFP two facemasks.
- 1 drum of sanitising wipes (Min.Quantity of 200 wipes for drum).
- 6 No. 1 Litre alcohol-based hand gel - 70% or greater

39. Contact tracing

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



St Joseph's Patrician College shall:

Use the attendance module and compass 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, this should be done by the meeting organiser.

Where logs are kept electronically these will need to be emailed to the principal on request.

The visitor sign in book (with the school reopens to visitors) will also be used for the purposes of contact tracing.

The signing/sign notebook or the Compass Tablet 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 them service aware of the signs and symptoms of COVID-19 and monitor their own well-being.
- 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.

40. First Aid Responder Guidance

Covid 19 infects people through contact with the mucous membranes. First Aid Responders must think of these as being the mouth, nose and eyes. It does not infect through the skin. The key interventions to manage the risks are to minimise hand contamination, avoid touching your face and clean your hands frequently with soap and water or alcohol-based hand gel.

There is also a significant risk of direct transfer of the virus onto mucous membranes by droplets transmission, that is, by direct impact of larger infectious virus droplets generated from the persons respiratory tract landing directly in your eyes, nose or mouth. This risk is managed by use of appropriate PPE (mask and eye protection) and by providing the ill person with a mask to cover their nose and mouth when coughing or sneezing (respiratory hygiene and cough etiquette).

If, as a First Aid Responder, you can avoid close contact with the person who may require some level of first-aid, do so. This, of course will not be possible in the event of having to provide emergency life-saving measures such as an incident of cardiac arrest, heart attack, choking, stroke. First Aid Responders shall familiarise yourself with the symptoms of COVID-19 i.e. Fever or chills, cough, shortness of breath, fatigue, aches and pains.

Key control measures when administering first aid



- Standard infection-control precautions are applicable when responding to any first aid incident in the school. Hand washing with warm water and soap or an alcohol-based hand gel must be performed before and after providing any first aid treatment.
- Any person presenting with symptoms consistent for COVID-19 should be treated as a suspected case. In such cases, move the individual to the room 109 (main building) (primary isolation room) or the SVP room (monastery) (secondary isolation room) to minimise risk of infection to others. Only one First Aid Responder to provide support, where practical. Additional PPE (enclosed eye protection and FFP3 mask if available) shall be worn by First-Aid Responders when responding to all first aid incidents where close contact cannot be avoided.
- Any person presenting with symptoms consistent for COVID-19 should be treated as a suspected case. In such cases, move the individual to the room 109 (main building) space (primary isolation room) or the SVP room (monastery) space (secondary isolation room) to minimise risk of infection to others. Only one first aid responder to provide support, where practical. Additional PPE (enclosed eye protection and FFP three mask if available) shall be worn by first-aid responders when responding to all first aid incidents where close contact cannot be avoided.
- The school has included a number of masks in each of the classroom PPE packs i.e. to give a mask to a student/staff member if they are displaying symptoms consistent with COVID-19 in order to limit droplet dispersion.
- If you suspect a person has experienced a cardiac arrest and a person in cardiac arrest shall have compression only CPR applied
- Persons with minor injuries (cuts, abrasions, minor burns) - where practical, a First-Aid Responder shall avoid close contact and advise the injured party what steps to take to treat their injury.
- No reusable equipment shall be returned to service without being cleaned/disinfected appropriately.
- PPE available to First Aiders include:
 - Disposable gloves (nitrile/ latex);
 - FFP3 or FFP2 Face Masks
 - Disposable plastic aprons
 - Enclosed eye protection
 - Full Face Shields
- First-Aid Responders must ensure that the mask covers both the mouth and nose and is fixed correctly to create an adequate seal to the face. Following first aid treatment, disposable PPE and anyways should be disposed of appropriately and reuse full PPE cleaned and disinfected thoroughly
- St Joseph's Patrician College to replace PPE stock as appropriate

41. COVID-19 Suspect/Confirmed cases

Suspected COVID-19 case in St. Joseph's Patrician College

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 room 109 (main building). This isolation area will be well ventilated and will be stocked with a PPE Pack i.e. appropriate issues, and sanitiser, disinfectant and/or wipes, gloves, masks, and clinical waste bags will be available in the immediate vicinity of this area.



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

Step 1: The principal/deputy principal must be notified as soon as possible.

Step 2: Parents/guardians will be contacted by the principal or deputy principal to discuss arrangements for collecting the student.

Step 3: The student will be brought to the nearest isolation room. While moving to the isolation room please advise the student not to touch any surfaces and observe good cough/sport respiratory etiquette. Ask students to keep his hands in his pockets.

Step 4: The remaining students in the class will be brought to the relocation **Room 107** and classes will continue there for the rest of the day.

Step 5: Classroom where the student presented will be immediately cleaned and remain out of use for the rest of the school day.

Step 6: Staff members caring for someone at the isolation room will wear PPE (mask/visor/apron/gloves). The staff member will remain outside the isolation room.

Step 7: The parent/guardian will be asked to contact their GP to seek guidance. (The school should be kept informed of the results of this advice/testing).

Step 8: Management will ensure that the cleaning staff are informed when the student leaves the premises so cleaning of the isolation areas can be quickly administered.

Step 9: Relocation room 107 will be cleaned when students leave the end of school day.

Step 10: Parents will be advised to keep student home for two days after a negative test if test is positive the HSC advise of the affected student to self-isolate for at least 10 (was 14 days) after symptoms have cleared. *Please see Appendix B for Staff dealing with a suspected case of Covid-19.*

Please note: This procedure is for all staff who suspect a student is demonstrating symptoms of COVID-19. Production will prevent any stress of contamination. If a staff member feels that they have symptoms of COVID-19 while at school please go to the nearest isolation room and contact the principal or deputy principal.

Closure of the school is not recommended.

The school will be contacted by the HSC to discuss the case and identify people who have been in contact with a suspected case of COVID-19 and advise on any actions or precautions such shall be taken. A risk assessment of each setting will 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 HSC will 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 the appropriate advice. Advice on cleaning of communal areas such as offices or toilets is outlined later in this document.

Confirmed COVID-19 case in St Joseph's Patrician College

If a confirmed case is identified in St Joseph's Patrician College, the HSC would provide the principal and anyone potentially affected with advice. This may include;

- Staff or students in close face-to-face or touch in contact.
- Talking with or being coughed on for any length of time while the staff or students was symptomatic.
- Anyone who has cleaned up any bodily fluids.
- Close friendship groups or work groups.
- Staff or students 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 now be asked to stay at home for 14 days from the last time they had contact with a confirmed case and follow the home isolation information she provided by the HSC. They will be actively followed up by the HSC if they develop new symptoms or their existing symptoms worsen within the observation period they shall call their doctor for reassessment:

- If they become on well with cough and/or fever they will be tested for COVID-19.
- If they are unwell at any time within the observation period and they test positive for COVID-19 they will become a confirmed case.

Staff/students 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 HSC a spending more than 15 minutes face-to-face contact within 2 m of an infected person/living in the same house or shared accommodation as an infected person.

42. Reporting requirements under occupational health and safety legislation.

There is no requirement for St. Joseph's Patrician College to notify the health and safety authority if a member of staff contracts COVID-19. Diseases are not reportable under the safety, health and welfare at work (Reporting of Accidents and Dangerous Occurrences) regulations 2016 (S.I. No. 370 of 2016)

COVID-19 is however reportable under the infectious diseases (Amendment) Regulations 2020 by a medical practitioner who becomes aware of suspects an instance of such disease. Such a report should be sent to the health protection survey to centre (HPSC) in the HSC by the medical practitioner.

43. Cleaning spaces with suspected/confirmed cases

- It is recommended cleaning an area with a normal household disinfectant after suspected coronavirus (COVID-19) case has left will reduce the risk of passing the infection on to other people.
- For cleaning purposes, cleaners would wear a face mask, disposable or washing up gloves. Following use, these items should be double bagged, then store securely for 72 hours then thrown away in the regular rubbish after cleaning is finished.
- Using a disposable cloth, first clean hard surfaces with warm soapy water. Then disinfect the surfaces with the cleaning products you normally use. Pay particular attention to frequently touched areas and surfaces, such as bathrooms, grab rails in corridors and stairwells and door handles.
- If an area has been heavily contaminated, such as with visible bodily fluids, from a person with coronavirus (COVID-19), PPE protection/face shield is required as well as wearing gloves and an apron.
- Wash hands regularly with soap and water for 20 seconds, and after removing gloves aprons and other protection used while cleaning.



Cleaning and Disinfection

Public areas where symptomatic individual has passed through and spent minimal time, such as corridors, canteens et cetera, for which are not visibly contaminated with bodily fluids should be cleaned thoroughly. All services that the symptomatic person has come into contact with must be cleaned and disinfected, including;

- objects which are visibly contaminated with body fluids;
- all potentially contaminated high contact areas such as toilet blocks, doorhandles, handrails and corridors and stairwells.
- Use disposable clothes or paper roll and disposable mopheads, to clean all hard surfaces, floors, chairs, doorhandles and sanitary fittings, following one of the options below;
 - use either a combined detergent disinfectant solution as a dilution of 1000 ppm available chlorine or,
 - a household detergent followed by disinfection (1000 ppm available chlorine). Follow manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants or
 - if an alternative disinfectant is used within the organisation, this should be checked and insured that it is effective against involved viruses.
- Those cleaning these areas should avoid creating splashes and spray when cleaning.
- Any cloths and Mopheads used must be disposed of and shall be put into waste bags.
- When items cannot be cleaned using detergents or laundered, for example, upholstered furniture, then steam cleaning shall be used.
- Any items that are heavily contaminated with bodily fluids and cannot be cleaned by washing shall be disposed of.
- If possible, keep the area closed off and secure for 72 hours. After this time the amount of virus contamination will have to decrease substantially, and then can clean as normal with your usual products.

Personal Protective Equipment (PPE)

- The minimum PPE to be worn for cleaning an area where a person with possible or confirmed coronavirus (COVID-19) is disposable gloves and an apron. Hands should be washed with soap and water for 20 seconds after all PPE has been removed.
- If an area has been heavily contaminated, such as with visible body fluids, from a person with coronavirus (COVID-19), a protection/face shield is required as well as wearing gloves and an apron.

Laundry

Wash items in accordance with the manufacturer's instructions. Use the warmest water setting and dry items completely. Dirty laundry that has been in contact with an unwell person can be washed with other people's items.

Do not shake dirty laundry, this minimises the possibility of dispersing virus through the air. Clean and disinfect anything used for transporting laundry with your usual products, in line with the cleaning guidance above.

Waste management

Waste from possible cases and cleaning of areas where possible cases have been (including disposable clothes and tissues);

- Shall be put in a plastic rubbish bag and tied when full.
- The plastic bag shall then be placed in a second bin bag and tied. It should be put in a suitable and secure place and marked for storage until the individual's test results are known.

Waste shall be stored safely and kept away from children. You should not put your waste in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours.

- If the individual test is negative, this can be put in with the normal waste
- If the individual test positive, then store for at least 72 hours and put it in with the normal waste

44. Return to school process

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 should be considered from two perspectives;

1. Does their illness pose a risk to the individual themselves in a school setting?
2. To 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/students 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 in this.
- 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 HSC through its contact tracing process. Advice regarding self isolation for a period of 14 days since the 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 the GP and having coordinated with the principle. When an individual is symptom-free and are deemed fit to return to work the key criteria are;

1. It has been 14 days since their last night 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 five 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.

45. Return to School Safely Induction Form - Staff

Coronavirus COVID-19		STAFF COVID-19 RETURN TO SCHOOL SAFELY INDUCTION	
GENERAL			
Name:		Date of Return to Work:	
<ul style="list-style-type: none"> Out of an abundance of caution, the Board of Management set forth new measures designed to minimise risk of Covid-19 in the school. Covid-19 Response Plan is available to all staff and has been developed to address the risk of Covid-19. It outlines the measures St. Joseph's Patrician College are committed to implementing in addressing these risks. Symptoms of Covid-19 include but are not limited to: Fever or Chills, Cough, Shortness of breath, Fatigue, Aches and Pains Lead Worker Representative will monitor the application of the "Covid-19 Response Plan" to ensure the measures identified are implemented. The Health & Safety post will take up this role. Contact Tracing Log – is in operation for the detection and isolation of close contacts of a suspected / confirmed case of Covid-19. Compass will be the primary tool used for retrospectively tracing movements of staff and students. Meeting organisers will be responsible for taking attendance at meetings for the purposes of contact tracing. "Stay at home if unwell" Policy is in operation at the school. This means that if staff feel unwell / displaying symptoms of Covid-19 you should stay at home. Social Distancing - You should maintain a minimum of 1m distance and where possible 2m. You should take measures to avoid close contact at face to face level such as remaining standing rather than sitting beside/crouching down. Classrooms - Student based classrooms are in operation i.e. Teachers will now travel between classes to minimise student interactions. Where students are moving to specialist classrooms, to the greatest extent possible they should sit with their base classroom classmates. Blended Learning Plan - as the Covid-19 crisis continues to evolve, St. Joseph's Patrician College will follow public health advice. This may see a return to a blended learning environment using Microsoft 365. Only authorised personnel allowed in the building i.e. those who have filled out the Covid-19 Self Declaration Form. Visitors to the school are now by appointment only. PPE Packs - will be available in each classroom comprising of Hand Sanitiser, Disposable Gloves & Face Masks (for those presenting with symptoms). It is the responsibility of each member of staff to notify the Principal should stocks run low. Cleaning - St. Joseph's Patrician College will see increased cleaning schedules from the start of the new school year. Cleaners will now start earlier in the day and will focus on sanitising touch points around the school i.e. handrails, door handles, photocopiers etc. in addition to our normal schedule of cleaning. Hand Sanitising Stations are located as follows - Student & Staff entrances, Outside each toilet block, Outside the staff room door, Inside the staff room at wash areas, At each desk in each classroom, In all meeting areas, Additional drums of sanitising wipes to be located in the practical rooms i.e. to ensure desks, tables, equipment etc. are cleaned down at the start and end of each class. Additional drums of sanitising wipes to be placed with the laptop trolleys. <u>To be used thoroughly and out of an abundance of caution.</u> Hygiene - Staff are expected to wash hands thoroughly for 20 seconds using hot water and soap at various points throughout the school day. Staff are reminded to cover their nose and mouth when sneezing / coughing. Used tissues should be discarded immediately in the nearest available waste bin. Cups, bottles, cutlery & pens are not to be shared. Staff Room - Staff are encouraged to use their classrooms as much as possible. Those attending staff rooms are advised to bring a packed lunch and flask. Burcos, microwaves, sugar, tea & coffee will not be available etc. Meeting Rooms - Each meeting room is now marked with signage indicating the maximum number of occupants per meeting and the safety measures that need to be adopted by each attendee. Other measures include washing / sanitising hands, opening windows, ensuring physical distancing of 2 metres at all times and a time limit to conclude meetings. Use of PPE - we will follow the Public Health Advice regarding use of Face Masks in St. Joseph's Patrician College. If you or a student develops Covid-19 Symptoms in school the procedure is as follows: <ul style="list-style-type: none"> Provide the suspected case with a mask and disposable gloves from the PPE Pack in each classroom. Suspected Case shall wear the mask at all times up until they leave the school premises. Accompany the suspected case to the Room 109 (Main Building) (the primary isolation room) or where already occupied the LCVP Room (Monastery) (the secondary isolation room) keeping at least 2 metres distance at all times. Arrange transport home or to hospital for medical assessment. Public transport of any kind should not be used. Suspected Case shall avoid touching people, surfaces and objects so far as is reasonably possible. Suspected Case should cover their mouth and nose with disposable tissue provided when they cough or sneeze and put the tissue in the waste bag provided. Once the suspected case has left the premises, appropriate cleaning of the isolation area and classrooms will take place. St. Joseph's Patrician College will provide assistance if contacted by the HSE. 			
SIGNATURE:		DATE COMPLETED:	

46. Return to School Safely Induction Form – Students

Coronavirus COVID-19		COVID-19 RETURN TO SCHOOL SAFELY INDUCTION FOR STUDENTS	
GENERAL			
Name:		Date of Return to School:	
<p>• Out of an abundance of caution, the Board of Management at St. Joseph's Patrician College set forth new measures designed to minimise risk of Covid-19 in the school. Covid-19 Response Plan is available to all parents / guardians from the school website and has been developed to address the risk of Covid-19. It outlines the measures we are committed to implementing in addressing these risks.</p> <p>• Parents / Guardians / Students need to familiarise themselves with the Symptoms of Covid-19 i.e. Fever or Chills, Cough, Shortness of breath, Fatigue, Aches and Pains. Students should immediately inform their Teacher should they experience any of these symptoms.</p> <p>• Covid-19 Self Declaration Form must be completed at least 3 days in advance of returning to school. This form shall seek confirmation that the student has no symptoms of COVID-19 and also confirm that the student is not self-isolating or awaiting the results of a COVID-19 test.</p> <p>• "Stay at home if unwell" Policy is in operation at St. Joseph's Patrician College. This means that if any student displays symptoms of Covid-19 they should stay at home. Should a student display symptoms in class, they will be immediately isolated on the school premises and the parent / guardian will be contacted to collect the student.</p> <p>• Classrooms - Student based classrooms are in operation i.e. Teachers will now travel between classes to minimise student interactions. Where students are moving to specialist classrooms, they should sit with their base classroom classmates.</p> <p>• Student Lockers will not be available - students are advised to bring copybooks to school.</p> <p>• Cleaning - We will see increased cleaning schedules from the start of the new school year. Cleaners will now start earlier and will focus on sanitising touch points i.e. handrails, door handles, in addition to our normal schedule of cleaning.</p> <p>• Hygiene - Students are expected to wash hands thoroughly for 20 seconds using hot water and soap at various points throughout the school day i.e. before and after each break.</p> <p>• PPE Packs - will be available in each classroom comprising of Hand Sanitiser, Disposable Gloves & Face Masks (for those presenting with symptoms).</p> <p>• Hand Sanitising Stations are located as follows - All Student Entrances, Outside each toilet block, Outside the staff room door, In each classroom, In all meeting areas. Additional drums of sanitising wipes are located in the practical rooms i.e. to ensure desks, tables, equipment etc. are cleaned down at the start and end of each class and when sharing equipment between students. They should be used throughout the day. Students are asked to bring their own sanitiser also. Students are advised to not (either intentionally or accidentally) ingest hand sanitiser.</p> <p>• Respiratory Etiquette - Students are reminded to cover their nose and mouth when sneezing / coughing. Used tissues should be discarded immediately in the nearest available waste bin. Those who fail to practice good respiratory hygiene practices i.e. coughing, sneezing or spitting at another person in the school will be subject to the school's code of behaviour and will be brought before the Board of Management.</p> <p>• Contact Tracing Log - is in operation for the detection and isolation of close contacts of a suspected / confirmed case of Covid-19. Compass will be the primary tool used for retrospectively tracing movements of students.</p> <p>• Only authorised personnel allowed in the building i.e. those who have filled out the Covid-19 Self Declaration Form. Visitors to the school are now by appointment only. Students should now bring with them what they need to school each morning.</p> <p>• Collecting students from school - Parents / guardians are asked to not come to the reception when collecting a student. They should phone the school office, indicate that they are in the car park to collect the student. The secretary will sign the sign out book as confirmation and then let the student leave.</p> <p>• Social Distancing is important - Maintain at least 2 metres between you and anyone else where at all possible.</p> <p>• Use of PPE - we will follow the latest Public Health Advice regarding use of Face Masks in St. Joseph's Patrician College.</p> <p>• Water Dispensers / Fountains have been disconnected as a key control measure in preventing the transmission of the Covid-19 in the school. Students are expected to bring their own water to school each day.</p> <p>• Blended Learning Plan - as the Covid-19 crisis continues to evolve, St. Joseph's Patrician College will take appropriate steps to safeguard our school community. This may see a return to distance learning / blended learning environment using Microsoft 365 and other technologies. We will provide more information if / when this is likely in the school.</p> <p>• If you or a student develops Covid-19 Symptoms in school the procedure is as follows:</p> <ul style="list-style-type: none"> ○ Provide the suspected case with a mask and disposable gloves from the PPE Pack in each classroom. Suspected Case shall wear the mask at all times up until they leave the school premises. ○ Accompany the suspected case to the Room 109 (Main Building) (the primary isolation room) or where already occupied the LCVP Room (Monastery) (the secondary isolation room) keeping at least 2 metres distance at all times. ○ Arrange transport home or to hospital for medical assessment. Public transport of any kind should not be used. ○ Suspected Case shall avoid touching people, surfaces and objects so far as is reasonably possible. ○ Suspected Case should cover their mouth and nose with disposable tissue provided when they cough or sneeze and put the tissue in the waste bag provided. Once the suspected case has left the premises, appropriate cleaning of the isolation area and classrooms will take place. St. Joseph's Patrician College will provide assistance if contacted by the HSE. 			
SIGNATURE:		DATE COMPLETED:	

48. Contact Tracing Log

[illegible]

49. Visitor Contact Tracing Log

Coronavirus
COVID-19

VISITOR CONTACT TRACING LOG

This form is to be used to assist the process of identifying persons who may have come into contact with an infected person ("contacts") and the subsequent collection of further information about these contacts. This form should be maintained throughout your visit by entering the details below.

Name of Visitor					Was the visit pre-arranged with the Principal? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Date of Visit	____/____/____		Time	Entry to school ____am <input type="checkbox"/> pm <input type="checkbox"/>	Exit from School ____am <input type="checkbox"/> pm <input type="checkbox"/>	
Visitor Status	Contractor <input type="checkbox"/>	Parent/Guardian <input type="checkbox"/>	Other <input type="checkbox"/> Please complete: _____			
Contact details of visitor	Company Name (if applicable)					
	Address					
	Contact No.					Email Address
	Reason for Visit					
Who the visitor met (separate line required for each person the visitor met)						
Name of Person visited				Length of time spent with each person in the school		

Appendix A

Extract From HSE-Public health to schools August 31st. 2021

1)

Before attending school: Symptoms - Please make sure all staff and families are aware not to attend school if they have any symptoms of Covid-19 infection. Symptom profiles are available here and we do advise parents to take a precautionary approach, particularly for children less able to articulate their symptoms, that if they seem unwell, to observe them at home and contact their GP as appropriate. We know from our experience that where people had been symptomatic in educational facilities, that was where we identified more close contacts with Covid-19.

Close contacts

Please remind all staff and children that if they have been told by the HSE services that they are a close contact of a case of Covid-19, they need to restrict their movements at home and will be offered testing, as soon as possible after they have been identified and then at day 10. Once they are asymptomatic and have received their 'not detected' test result from day 10 test, they can stop restricting their movements and return to school. However, if they are fully vaccinated, they will be contacted by the HSE, their vaccination status will be determined and they will be informed that they no longer need to restrict their movements and will not be referred for testing. In this case, close contacts (staff or students) are able to attend school. It is important that anyone who would have been a close contact, are very aware of their symptoms, and isolate and undergo testing should they develop any symptoms. If anyone tests positive for Covid-19, then they are managed as a case of Covid-19. Note where a close contact of a positive case is identified, the siblings of these close contacts do not require routine exclusion and therefore siblings can still attend school, unless they have also been determined by the HSE to be a close contact

Re-enforcing general public health messages –

Please ensure all staff and children are reminded of the importance of abiding by the national public health measures currently in place at all times e.g. social distancing, use of face masks and hand hygiene, minimising social contacts.

2) Within your school –

Mitigation measures – A range of essential control measures have been implemented to reduce the risk of the spread of Covid-19 virus and to protect the safety, health and welfare of staff, students, parents and visitors as far as possible within the school. The best ways to prevent the spread of Covid19 is to practice physical distancing, adopt proper hand hygiene follow respiratory etiquette; for students at post primary and staff at primary and post primary to wear a mask and to ventilate facilities and classrooms. It is expected that the mitigation measures as recommended by Public Health are in place within your school. The control measures shall continue to be reviewed and updated as required on an ongoing basis.

At post primary:

Please implement the physical distancing arrangements in the classroom. We would also request that, where possible, close friends sit close by, again to minimise close contacts and onward spread of infection. Ensure that face masks are worn indoors by staff and students and outdoors where physical distancing is not being maintained

Continued....

There are some key messages that you need to remember when cases arise:

There is no need to panic – classes do not need to be sent home or told not to come in to school.

It is important to remember that the confirmed case is no longer within the school and therefore the risk of onward transmission from that person has been removed from the school setting. If the case was not in the school setting whilst infectious, then the school will not need to take any action because there is no significant risk that the case has spread the infection in the school setting.

As per last academic year, Public health will not call the school in these circumstances. The 'infectious period' is the timeframe during which someone with an infectious disease can spread it to other people – the 'infectious period' for Covid-19 includes the 24 hours before testing for asymptomatic cases, or the 48 hours before symptom onset for symptomatic cases. If the case of Covid-19 was in the school during the infectious period, the HSE will identify any close contacts and schools will be contacted. In post-primary the Principal will be informed through an email and a follow up call initially; in primary and SEN they will receive a telephone call initially.

HSE live Covid-19 Principal school line.

For specific queries relating to confirmed cases of Covid-19 within your setting, please continue to use the 'HSE live Covid-19 Principal school line' on (01) 240 8785. The phone number will operate 7 days a week, from 8am to 4.30pm Monday to Friday and from 10am to 4.30pm Saturday and Sunday. The operator will take basic details and provide these directly to the relevant Schools team in the Public Health department.

For Covid-19 related education queries

the Department of Education can be contacted by email
Covid19_alert@education.gov.ie or on 057 9324461.

Further information can be found at:

<https://www.hpsc.ie/a-z/respiratory/coronavirus/novelcoronavirus/guidance/educationguidance/> <https://www2.hse.ie/conditions/covid19/>

For education specific guidance, please see: <https://www.gov.ie/en/campaigns/a128d-back-to-school>

Other relevant guidance

: Singing/Choir/Music Performance Choir practices

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

Sport Activities

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

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

Appendix B – Staff Notice – Dealing with a suspected Case of Covid -19

DEALING WITH A SUSPECTED CASE OF COVID-19 IN THE SCHOOL.

Revised August 2021 – To be Displayed on all staff noticeboards.

If you feel a student is demonstrating symptoms of Covid-19 please follow the steps below:

- **Step 1:** The Principal/Deputy Principal must be notified ASAP.
- **Step 2:** Parents/Guardians will be contacted by the principal or deputy principal to discuss arrangements for collecting the student.
- **Step 3:** The student will be brought to their nearest isolation room.
- ***While moving to the Isolation room please advise the student not to touch any surfaces and observe good cough/respiratory etiquette. Ask student to keep his hands in his pockets.***
- **Step 4:** The remaining students in the class will be brought to the relocation room 107 and classes will continue there for the rest of the day.
- **Step 5:** The classroom where the student presented will be immediately cleaned and remain out of use for the rest of the school day.
- **Step 6:** Staff members caring for someone at the isolation room will wear PPE (mask/visor/apron/gloves). The staff member will remain outside the Isolation room.
- **Step 7:** The parent/guardian will be asked to contact their GP to seek guidance. (The school should be kept informed of results of this advice / testing.)

- **Step 8:** Management will ensure the cleaning staff are informed when the student leaves the premises so cleaning of the isolation areas can be quickly administered.
- **Step 9:** Relocation room 107 will be cleaned when students leave at the end of the school day.
- **Step 10:** Parents will be advised to keep student home for 2 days after a negative test. If test is positive the HSE advise that the affected student to self -isolate for at least 10 (*was 14days*) after symptoms are cleared.

PLEASE NOTE:

*This procedure is for **all staff** who suspect a student is demonstrating symptoms of Covid-19. Prompt action will prevent any threat of contamination.*

If a staff member feels that they have symptoms of Covid-19 while at school please go to the nearest Isolation room and contact the Principal or Deputy Principal.

Appendix C

Reframing the challenge, continuing our recovery and reconnecting

From [Department of the Taoiseach](#); Department of Health

Published on 28 May 2021

Last updated on 3 September 2021

The government has agreed Ireland's plan for the next and final phase of our response to the COVID-19 pandemic COVID-19: Reframing the Challenge, Continuing Our Recovery and Reconnecting.

Thanks to the hard work of the Irish people and the progress of our vaccination programme, we are now in a position to change our approach to the ongoing management of the COVID-19 pandemic.

Over 88 percent of the population over 18 are fully vaccinated, with almost 92 percent of adults (aged 18 and over) having received at least 1 dose.

Subject to the continuation of this progress, we will enter a final phase on 22 October, which is likely to last until at least next Spring.

This phase will see the majority of restrictions lifted and replaced by guidance and advice to enable us to work together to protect ourselves and to live our lives to the fullest extent possible.

From 6 September

Subject to continued protective factors and sectoral guidance.

Organised indoor events and mass gatherings

Organised indoor events and mass gatherings* can take place with capacity limits of 60% of venue capacity where all patrons are immune (fully vaccinated or recovered from COVID-19 within previous 6 months), or accompanied minors (under 18), in line with sectoral guidance.

Where patrons have mixed immunity status, there will be no change to the current restrictions during September.

*Indoor events and mass gatherings includes conferences, trade fairs and exhibitions and large-scale business events involving external audiences, and bingo venues

Cinemas and theatres

Cinemas and theatres will have capacity limits of 60% of venue capacity where all patrons are immune (fully vaccinated or recovered from COVID-19 within previous 6 months), or accompanied minors (under 18), in line with sectoral guidance.

All religious ceremonies can proceed with 50% of venue capacity, regardless of immunity status of attendees.

RETURN TO WORK FORM

The Return to Work Form must be completed by school staff in advance of returning to the workplace. If the answer is Yes to any of the below questions, you are advised to seek medical advice before returning to the school.

Name: _____

Name of Covid-19 Officer: Seamus Cahalan

Name of Principal: John Madden

Date: _____

	Questions	YES	NO
1.	Do you have symptoms of cough, fever, high temperature, (14 degrees C or above) difficulty in breathing, loss or change in your sense of smell or taste now or in the past 14 days?		
2.	Have you been diagnosed with confirmed or suspected COVID-19 infection in the last 14 days?		
3.	Are you awaiting the results of a Covid-19 test?		
4.	In the past 14 days, have you been in contact with a person who is a confirmed or suspected case of Covid-19?		
5.	Have you been advised by a doctor to self-isolate at this time?		
6.	Have you been advised to restrict your movements at this time?		
7.	Have you been categorised as 'Very High Risk' or 'High Risk' by the occupational Health Service (OHS)?		

Please provide details below of any circumstances relating to Covid-19, not included in the above, which may be need to be considered to allow your safe return to work e.g. returning from travel abroad.

If your situation changes after you complete the Return to Work

Form, please inform the school management.

I confirm, to the best of my knowledge that I have no symptoms of COVID-19, am not self-isolating or awaiting results of a COVID-19 test and have not been advised to restrict my movements.

Please note: The school is collecting this sensitive personal data for the purposes of maintaining safety within the workplace in light of the COVID-19 pandemic. The legal basis for collecting this data is based on vital public health interests and maintaining occupational health and this data will be held securely in line with our retention policy.

Signed: _____ Date: _____

Layout of Zones and One Way Systems

Monastery: Rooms M2, M4, M8, M10 and M11 may all be used for classrooms for 5th years only.

Room M12 is the new school Music room and can take 28 students. M12 is can be used for 1st years, 2nd years and Transition year music classes. Other 5th year classes may also use this room. Except for the subject of music, this room may not be used by any other year groups.

Students entering the Monastery must do so through the front door and exit through the side door. Students exiting from the first floor must use the back stairs and exit from the side door.

The ASD unit is located in the Monastery and rooms M5 and M6 are used exclusively for the students assigned to this unit. No other classes may be delivered in this unit.

Presentation College Campus:

The Presentation Road building is for the exclusive use of the 6th Year students only.

All classrooms on the ground floor. First floor and the Science Lab on the 2nd floor may be used for 6th year subjects. Room Pres 1 the computer room may be used for DCG, Economics, Geography, History and LCVP.

No students from the main school may enter the grounds or building on the Presentation Road Campus.

All students entering the school must use the main front door and exit through the back door near the Science Lab. 1

School Labs (main building):

All students must assemble in the Gym at their designated stations until their teachers are satisfied that the area outside the labs are free of emerging students. Students leaving the labs must exit down the gym stairs and through the gym door.

Layout of Zones and One Way Systems:

1. **Ground Floor** – Rooms 101,102,105,106 to be used as 5th year rooms only.
5th years will enter through the Office door and exit through the new door near room 109.

Rooms 103, 104 and 110 are for Transition Year Student Only.

Transitions Year Students going to rooms 103 and 104 will Enter through the office door and exit through the new door at near room 109.

Transitions year students going to room 110 will enter from the main yard.

Rooms 111 (The Art Room) is used by 1st Years, 2nd Years and Transition years for Art **classes only**. This room may also be used for other 5th year non art classes.

Rooms 112 and 113 (Graphics Rooms) are used by 1st years, 2nd Years and 5th years and Transition years for Graphics Subjects only. These rooms are in the 5th year zone and may be used for other 5th year subjects if required.

2. **First Floor** - Rooms 305,306,307,308,309,310 are all First-Year base rooms. 311 is to be the overflow room for first years. 5 students will be removed from each class, each day, on a rota system. The maximum students in each base class is 20 students and 30 in the overflow room 311. Students are permitted to return to their base room from the overflow room if there are free spaces due to absences.

First years will enter and exit through the Middle door as this door is reserved for 1st years only.

First years will travel to the Labs and the Gym by using the staffroom corridor and returning to their base classes by exiting through the gym door and re entering the building through the middle door.

3. **Second Floor** – Rooms 308,309, 310 and 311 and 312 are and year base classrooms. All base rooms are to have a maximum of 20 students except 312 which may take 28 students. Students will be relocated to the overflow room on a rota basis. Students are permitted to return to their base room from the overflow room if there are free spaces due to absences.

Rooms 301,302,303,304,305 are base classrooms for 3rd years all rooms except 301 will have 20 students except 301 which may take 26 students.

Room 306 is the overflow room for both 2nd and 3rd Years.

2nd and 3rd years will enter and exit from the school through the office doors.

2nd Years will go to the labs and the Gym via the Fire stairs near the Gym and return to their base rooms through the Office Door.



