



## St Mac Dara's CC COVID-19 Response Plan

This plan was adopted by the Board of Management on \_\_\_\_\_

Signed: *Pamela Keus*

Chairperson of Board of Management

Date: 31/8/2020

Signed: *Derek Ward*

Principal/ Secretary to the Board of Management

Date: 31/08/2020

### Introduction

This St Mac Dara's Community College Covid-19 Response Plan is designed to support the staff of the college and Dublin Dun Laoghaire ETB in putting measures in place that will prevent the spread of Covid-19 in St Mac Dara's Community College. The Covid-19 Response Plan details the policies and practices necessary for a school to meet the Government's 'Return to Work Safely Protocol', the Department of Education and Skills plan for school reopening and to prevent the spread of Covid-19 in the school environment. The plan incorporates current advice about measures to reduce the spread of Covid-19 in the community issued by the National Public Health Emergency Team (NPHE).

It is important that the resumption of school based teaching and learning and the reopening of school facilities comply with the protocol to minimise the risk to students, staff and others. As the advice issued by NPHE continues to evolve, this protocol and the measures management and staff need to address may also change. The response plan will support the sustainable reopening of our school where the overriding objective is to protect the health of staff and students while promoting the educational and development needs of the children in the school. In line with the Return to Work Safely Protocol, the key to a safe and continued return to work, and re-opening of our schools requires strong communication and a shared collaborative approach between the Board of management, staff, pupils and parents.

Our Plan aims to provide an educational experience to our students that is as close to their previous experience as possible, whilst attempting to ensure the health and wellbeing of our

students and all our staff. In this regard, we are implementing some necessary changes to ensure the foundation stones of good hand hygiene, coughing and sneezing etiquette and social distancing. We will have induction training for all our staff and students, which will promote best practice in these crucial steps to preventing the spread of Covid-19.

This Response Plan aims to reduce and minimise the risk to students, staff and others and should be seen as a living document, which will be updated in accordance with the public health advice. The assistance and co-operation of all staff, students, parents and visitors is critical to the success of our Plan.

This document aims to provide details of the Steps within our Response Plan:

1. Step 1 – St Mac Dara’s Community College COVID-19 Policy
2. Step 2 - Responsible Persons for Performing Tasks
3. Step 3 - Employer Information
  - a) Return to Work – Planning and Preparing
  - b) Control Measures
  - c) COVID-19 Induction / Familiarisation
  - d) Dealing with a Suspected Case of COVID-19
  - e) Cleaning and Disinfection in the Workplace
  - f) Workers Responsibilities in the Workplace
  - g) Workers Representatives
  - h) Supplementary Information
4. Covid-19 related absence management
5. Employee assistance and wellbeing programme
6. Code of Behaviour
7. Communication with parents/guardians
8. Teaching and learning
10. Appendices
  - Appendix 1 – Covid Policy Statement
  - Appendix 2 – Pre-Return to Workplace Form
  - Appendix 3 – Visitor/Contractor Questionnaire
  - Appendix 4 – Checklist for dealing with a suspected case of COVID-19

Appendix 5 – Contingency Changes information Letter to Parents 17 Aug 2020

Appendix 6 - Message to Staff 14 Aug 2020.

**The assistance and cooperation of all staff, pupils, parents/guardians, contractors and visitors is critical to the success of the plan. Note: The plan is a live working document and may be reviewed and amended to take into account new guidance from [www.Gov.ie](http://www.Gov.ie), [www.dbei.ie](http://www.dbei.ie) [www.hse.ie](http://www.hse.ie), [www.hpsc.ie](http://www.hpsc.ie), [www.hsa.ie](http://www.hsa.ie); [www.education.ie](http://www.education.ie).**

The response plan is set out as a 4 step process (Fig.1) below.



Figure 1 – COVID-19 Response Plan 4 Step Programme.

## Response Plan

### STEP 1 – ST MAC DARA’S COMMUNITY COLLEGE

#### COVID-19 POLICY

St Mac Dara’s Community College’s COVID-19 policy outlines our commitment as a school to implement the plan and help prevent the spread of the virus. The policy was signed and dated by the Board of Management on \_\_\_\_\_ and brought to the attention of our stakeholders and visitors. It can be found at **Appendix 1** and is available on our website.

## **STEP 2 - RESPONSIBLE PERSONS FOR PERFORMING TASKS**

We have identified suitably trained person(s) to help with ensuring that the plan is implemented and checklists are completed.

Persons have been identified who have agreed to take responsibility for carrying out tasks such as:

- role of worker representative(s)
- use of checklists to identify any areas for improvement
- regular checks to ensure the plan is being implemented
- review of risk assessments and the safety statement
- renewal of statutory certification where needed
- training
- reviewing emergency procedures and first aid

We have consulted with the persons responsible for these tasks and have:

- briefed them on the tasks and their responsibilities
- entered their name against the relevant task(s) in the Responsible Persons table (see below) and asked each responsible person to sign to indicate their agreement with carrying out the task.

<b>Responsible Persons Task Register</b>			
<b>NO</b>	<b>TASKS</b>	<b>RESPONSIBLE PERSON(S)</b>	<b>SIGNATURE</b>
1	Person responsible for overall implementation of the plan	Derek Ward	
2	Lead Worker Representative	Rachel Lalor	
3	Lead Worker Representative	Marc Cadeau	
4	Cleaning Schedule	Edmund D'Alton	

### STEP 3 - EMPLOYER INFORMATION

<b>School Name:</b>	St Mac Dara's Community College
<b>Workplace Address:</b>	Willington Lane Templeogue, Dublin 6. W.
<b>Director / Senior Manager in the Workplace:</b>	Principal: Mr. Derek Ward
<b>Lead Worker Representative(s):</b>	Rachel Lalor MarcCadeau
<b>Type of Business:</b>	Post Primary Community College
<b>Phone:</b>	01 4566216
<b>Email:</b>	<a href="mailto:stmaccaras@ddletb.ie">stmaccaras@ddletb.ie</a>

### **STEP 4 - CHECKLISTS**

#### **Return to Work – Planning and Preparing**

The planning and preparing phase is critical to ensure a safe return to work and covers such items as information and guidance, return- to- work forms, identifying worker representatives, revising our induction briefing, identifying and putting in place control measures and updating our safety statements, risk assessments and emergency plans.

Staff and students must self-monitor for signs and symptoms of COVID-19, which have been explained to them, and the return-to-work form will be used to assess workers' health before they enter the workplace.

**Appendix 2 Pre-Return to Work Form** – to be completed by all staff before returning to work

## **Control Measures**

This section deals with the measures we are implementing to prevent or minimise the spread of COVID-19 in the workplace and in our communities.

Measures which must be complied with include:

- Ensuring good Hand hygiene/frequent Hand sanitising
- Exercising Respiratory hygiene
- Ensuring Physical distancing at all times.
- All members of the school community ensuring that they Minimise contact
- Considering At-risk workers
- The requirements of Visiting Contractors /Other visitors

### ***Further Information***

Electronic Visitor/Contractor Form available on the school website. **Appendix 3**

## **COVID-19 Induction / Familiarisation**

Staff and students will be told about changes in the workplace and updated on new ways of working. Our usual induction, or workplace familiarisation, for new employees has been revised to include measures to help prevent the spread of the virus. All staff and students will be brought through this induction before starting back to work. The induction will be carried out in a safe manner with physical distancing measures in place.

The following range of items will be discussed and brought to the attention of staff and students:

- Communication system
- Return-to work form (staff only)
- Signs and symptoms of COVID-19 (at home and in the workplace)
- Information on how the virus is spread
- Control measures to help prevent infection
- COVID-19 contact log
- Worker Representative(s)
- Changes to risk assessments and safety statement
- Changes to emergency plans and first aid procedures
- Minimising contact
- Reporting procedures

DDLETB require all staff to attend online training in advance of their return to work. On completion, an email is sent to the Principal to confirm training has been completed. The Principal retains this log. In addition, staff will attend induction on return to work, following which they will be asked to submit an electronic form based on Checklist 2.

## **Dealing with a Suspected Case of COVID-19 –**

This details our procedure to be followed in the event of someone developing the signs and symptoms of COVID-19 while at work or while on school premises.

We have assigned a manager (Derek Ward) and put in place an isolation team (Senior Management Team Derek Ward, Noel Donnelly and Cormac Cassidy) to manage this situation, and provided them with information on how to do this safely. We have also identified and marked an isolation area(s) to be used to isolate the affected person from the rest of the school community and procedures to be followed to enable them to safely leave the premises.

### **Further Information** - **see Appendix 4**

- Health and Safety Authority Checklist No.4 - Dealing with a Suspected Case of COVID-19

## **Cleaning and Disinfection in the Workplace**

We have put in place an effective cleaning and disinfection system as regular cleaning and disinfection will help reduce the spread of the virus. We have arranged for frequently touched surfaces, such as desks, chairs, door handles, light switches, kitchen appliances etc. to be cleaned a number of times daily.

If disinfection of contaminated surfaces is needed, this will be done in addition to cleaning.

Workers will be provided with cleaning materials to keep their own workspace hygienically clean and advised to regularly clean any personal items brought in from home.

Cleaning staff will be given information and instruction in relation to the new procedures.

## **Workers Responsibilities in the Workplace**

Aside from the usual day to day responsibilities that staff and students must comply with, the introduction of COVID-19 into society brings new challenges that staff need to be aware of so that the return to work safely protocol can be implemented effectively.

Staff must keep themselves updated on the latest advice from Government and the HSE. They must also co-operate in maintaining the control measures put in place to help prevent the spread of the virus and report any issues or concerns they may have.

## **Workers Representatives**

We have appointed two worker representatives to ensure that COVID-19 measures are followed. Worker representatives will receive training and information on the role and the measures that have been put in place to help prevent the spread of the virus. Staff will be informed who their worker representatives are.

Good communications channels in the workplace are essential for all stakeholders. Staff should engage with the worker representatives, to highlight concerns, report defects, submit ideas and identify improvements in the workplace.



### Morning Break and Lunch Break.

While in class, during movement and when outside students remain in their assigned pods.

Lunch break will be staggered i.e.

4/5/6 years at 12 20pm

1/2/3 years at 1pm.

**Note** Assembly points outside at lunch break for 1<sup>st</sup> years and 2<sup>nd</sup> years are different from morning break.

Year Group	Assembly Point Morning Break	Assembly Point Lunch Break
1st Years	Outside Block A	PE Hall 1pm
2 <sup>nd</sup> Years	Outside Block H	Tennis Court. 1pm.
3rd Years	Basketball Court outside JC student entrance	Basketball Court outside JC student entrance. 1pm
4 <sup>th</sup> and 5 <sup>th</sup> Years	PE Hall area.	PE Hall area. 12 20pm
6 <sup>th</sup> Years	Tennis court area	Tennis court area, 12 20pm

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### 1st Years

#### **Morning before school**

Enter via reception at start of the day to access Base area A and go to class.

Base area rooms are A2/A3/A4/A6/D2/D1

#### **Morning Break**

Exit via reception at 10am morning break on an agreed coordinated rota.

Assemble outside reception and at the back of A block at back of reception area and on courtyard outside base A5.

When bell rings students remain until each class group is instructed by prior arrangement i.e. class by class to return.

If returning to an option room or Science then enter via external doors of those rooms.

1st years based in base area D for morning break.

Two 1st year classes Ferns and Kells in base area D may exit via reception therefore **internally** down the corridor from base area D past room B1 to reception.

#### **Lunch break**

Exit via reception at 1pm lunch break on an agreed coordinated rota.

Students go home for lunch where possible therefore exit via reception.

Lunch to be taken at home (if going home) in class until 1 10pm or outside.

Lunch for years 1/2/3 is at 1pm. Assembly point at lunch break for 1<sup>st</sup> years is outside the PE Hall.

When bell rings students remain until each class group is instructed by prior arrangement i.e. class by class to return.

If returning to an option room or Science then enter via external doors of those rooms.

Movement to Option classes will be via reception in an ordered way, arranged class by class.

The students enter options via external doors for Practical Subjects, Science.

Students exit these rooms via external doors and return to base area A via reception.

For Tech Graphics L6 enter base area H. Exit base area H.

For Home Economics enter at J entrance. Exit at Junior Student entrance.

If returning to Base Area A return via reception.

### **End of the school day**

Exit by prior arrangement class by class via reception.

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## **2nd Years**

### **Morning before school**

Enter via Base Area D at start of the day and go to class.

Base rooms are: A1/B1/C1/D5/D3/G2.

### **Morning Break**

Exit via base area D at 10am morning break on an agreed coordinated rota.

Assembly point at morning break for 2<sup>nd</sup> years is outside base area H.

When bell rings students remain until each class group is instructed by prior arrangement i.e. class by class to return via base area D.

If returning to an option room or Science then enter via external doors of those rooms.

**Note:** Class Achill in room A1 exit via reception and go to the basketball courts via the front of the school building and when returning to A1 return the same way through reception.

### **Lunch break**

Exit via base area D at 1pm lunch break on an agreed coordinated rota.

Students go home for lunch where possible therefore exit via base area D.

Lunch to be taken at home (if going home) in class until 1 10pm or outside.

**Note:** Class Achill in room A1 exit via reception and go to the basketball courts via the front of the school building and when returning to A1 return the same way through reception.

Assembly point at lunchtime 1pm for 2nd Years is on the Tennis Court area.

When bell rings students remain until each class group is instructed by prior arrangement i.e. class by class to return.

If returning to an option room or Science then enter via external doors of those rooms.

Movement to Option classes will be via base area D in an ordered way, arranged class by class.

The students enter options via external doors for Practical Subjects, Science.

Students exit these rooms via external doors and return to base area D via external door base area D.

For Tech Graphics L6 enter base area H. Exit base area H.

For Home Economics enter at J entrance. Exit main JC student entrance.

If returning to Base Area D return via base area D exit door.

### **End of the school day**

End of day exit by prior arrangement class by class via base area D.

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## **3rd Years**

### **Morning before school**

Base area rooms are Oratory/F1/G1/G6/G3/G4.

Enter via Base Area G at start of the day.

Exit via base area G at 10am morning break on an agreed coordinated rota.

Assembly point for 3<sup>rd</sup> years is on the basketball court / car park area outside JC student entrance.

When bell rings students remain until each class group is instructed by prior arrangement i.e. class by class to return via base area G.

If returning to an option room or Science then enter via external doors of those rooms.

### **Lunch break**

Exit via base area G at 1pm lunch break on an agreed coordinated rota.

Lunch to be taken at home (if going home) in class until 1 10pm or outside.

Assembly point for 3<sup>rd</sup> years is the on basketball court / car park area outside JC student entrance.

When bell rings students remain until each class group is instructed by prior arrangement i.e. class by class to return.

If returning to an option room or Science then enter via external doors of those rooms.

Movement to Option Classes will be via base area G in an ordered way, arranged class by class.

The students enter options via external doors for Practical Subjects and Science.

Students exit these rooms via external doors and return to base area G via external door base area G.

For Tech Graphics L6 enter base area H. Exit base area H.  
For Home Economics enter at J entrance. Exit at JC student entrance.  
If returning to Base Area G return via external doors base area G.

### **End of school day**

Exit by prior arrangement class by class via base area G.

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## **SENIOR STUDENTS**

Lunch break for 4/5/6 is at 12 20pm.

### **4th / 5th Years**

5th Year Base Rooms are M2, M4, L5, P4, and Stage.

4th TY Base Rooms are H 1 and H 6.

### **Morning before class**

Enter the building for their registration at the nearest entrance to their registration room i.e. main JC Student Entrance for 5<sup>th</sup> Years and J entrance for 4<sup>th</sup> Years.

### **Morning break.**

Exit via nearest exit to class before break at 10am morning break. This includes external exits from rooms where possible.

4<sup>th</sup> and 5<sup>th</sup> Years Assembly Point at morning break is PE Hall area.

When bell rings at end of the break, students remain until each class group is instructed by prior arrangement i.e. class by class to return via the nearest entrance to their next class e.g.

- Practical rooms external entrances,
- Home Economics via J entrance,
- L6 via H.
- Stage via main JC student entrance.

Exits from practical rooms are via external exits.

### **Lunch break**

Exit via nearest exit at 10am lunch break.

Lunch to be taken at home (if going home) or in class until 1 10pm or outside.  
Assembly Point at lunch break for 4<sup>th</sup> and 5<sup>th</sup> years is at the PE Hall area.

When bell rings for the end of lunch students remain until each class group is instructed by prior arrangement i.e. class by class to return via the nearest entrance to their next class e.g. practical rooms external entrances, Home Economics via J entrance, L6 via H. Stage via main JC student entrance. Exits from practical rooms are via external exit e.g.

- For Tech Graphics L6 enter base area H. Exit base area H.
- For Home Economics enter at J entrance. Exit at JC student entrance.

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## 6th Years

6<sup>th</sup> Year Base Area rooms are: K1/J/1/H2/H3/H4/J2.

6th Years enter the building for their registration at the nearest entrance to their registration room i.e Base Area H.

### **Morning break.**

Exit via nearest exit to their class before break at 10am morning break. This includes external exits from rooms where possible.

Assembly point for 6<sup>th</sup> years is on the tennis courts.

When bell rings at end of the break, students remain until each class group is instructed by prior arrangement i.e. class by class to return via the nearest entrance to their next class.e.g.

- Practical rooms external entrances,
- Home Economics via J entrance,
- L6 via H.
- Stage via main JC student entrance.

Exits from practical rooms are via external exits.

### **Lunch break**

Exit via nearest exit at 12 20pm lunch break.

Lunch to be taken at home (if going home) or in class until 1 10pm or outside.

Assembly point for 6<sup>th</sup> years at lunch break is on the tennis court area.

When bell rings for the end of lunch students remain until each class group is instructed by prior arrangement i.e. class by class to return via the nearest entrance to their next class e.g.

- Practical rooms external entrances,
- Home Economics via J entrance,
- L6 via H.
- Stage via main JC student entrance.

Exits from practical rooms are via external exits.

- For Tech Graphics L6 enter base area H. Exit base area H.
- For Home Economics enter at J entrance. Exit at JC student entrance.

Chemistry Students returning at the end of lunch Mon / Tues / Thurs access B2 via main JC student entrance via ramp at library and do not enter canteen.

End of the school day

Students exit the school via the nearest exit or via external exits in practical rooms.

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## EXITS FROM BUILDING

Rooms in Base Area A exit via reception. (5)  
Rooms in Base Area D exit via base area D. ( 7)  
Rooms in Base Area G exit via base area G (7)  
Rooms in Base Area H exit via base area H (7)  
Rooms K1/ K3 / L1 / L2/ L3 / L 4 / P1/ P 2/ P3 exit via their own external exits .

Exiting via main JC student entrance will be from Stage, M1 to M4 , Canteen hubs, L5 , P4, B3 (computer room.)

Room B1 exit via base area D

Room B2 exit via base area D

Rooms B3, P4 , Stage, Canteen Hubs will exit via main student JC entrance.

Room F1 and Oratory will exit via Base Area G.

Room L6 exit via Base Area H.

Room G4 exit via Base Area H .

Room L5 exit via main student JC entrance.

Rooms M1 to M4 will exit via main student JC entrance.

Rooms J1 and J2 exit via J exit.

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### **Inclement weather during breaks and supervision.**

Students stay in the class they are in coming up to break-time.  
Doors of rooms stay open.  
Supervising teachers supervise in the base area by moving from room to room.  
Students will have access to their lunch in their bags.  
Students allowed sign out to toilet using social distancing.

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### **Toilet Protocol**

#### **1st Year Toilets**

Near base area A.

## **2nd and 3rd Year Toilets**

Opposite B 3

## **4th / 5th / 6th Years**

Near Base Area H / offices DM/JC.

### **Protocol**

Student will get permission as normal to go to the toilet. No more than 3 students to be in toilet area at any one time.

Students will have to queue at least 1m apart outside toilet area.

Hygiene protocol for washing and sanitising hands is expected. Students may bring and use contents of their own:

Ziploc Hygiene bag (towel, hand sanitiser, antibac wipes, spare face mask, refuse bag).

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### **Isolation Protocol**

Draft 2.

#### **St Mac Dara's CC Isolation Protocol**

Student asks for a green slip from the subject teacher.

Teachers are advised to be discreet i.e. not to ask the student what is wrong therefore protecting the child's privacy and the possibility that other students would hear private information.

The office person asks discreetly the student about symptoms. All this information is private. Parents will be contacted to come and collect the student concerned.

Until such time that the parent arrives the student concerned, if that student exhibits any one of the COVID-19 symptoms.

If non Covid-19 related, normal procedure will take place.

If the student exhibits any one of the symptoms of COVID-19 the office rings A5 to arrange isolation.

The student goes to the isolation room.

The office contacts the parent(s) guardian(s).

Collect student immediately.

Advise to ring GP to organize COVID-19 test.

Isolate at home until the test result is established.

Contact the Principal immediately with test results.

Following contact with personnel in room A5 wait in a ventilated area i.e. A5 until the parent arrives.

Other designated areas are available if room A5 is already occupied. They are

- Boardroom
- Office DP
- Office PO

A5 is phoned or visited to prepare for isolation.

The student when personnel in A5 are informed and ready the student goes to isolation ie goes to room A5/ boardroom / office CCas.

The areas affected will be taken out of commission and deep cleaned.

### **COVID RELATED ABSENCE MANAGEMENT**

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



## **EMPLOYEE ASSISTANCE AND WELLBEING PROGRAMME**

St Mac Dara's Community College and its patron, DDLETB aims to protect and support the health and wellbeing of all staff (physical, mental, spiritual etc.) both at work, whether in the school facility or at home and outside of work. We are mindful that the support and promotion of staff health and wellbeing is particularly important in the current context where the Covid-19 pandemic has caused considerable challenges for, and disruption to, people's personal, family and social lives as well as their work arrangements. We aim to foster a culture and work environment that support healthy behaviours and staff wellbeing and shall continue to make health and wellbeing tools and guidance available to staff as well as organising suitable support programmes, initiatives and events. These are challenging times for everyone. Should a staff member experience any stress or anxiety in respect of work or work arrangements, he/she should feel free to speak to the Principal.

## **CODE OF BEHAVIOUR**

As we are now reopening the school within a pandemic crisis, there are some elements of our Code of Behaviour that we will expect of our students that are supplementary to our Code of Positive Behaviour. We will bring these to the attention of our whole school community. If incidents such as these occur, they will be processed within the parameters of our Code of Positive Behaviour. They include (although are not limited to):

- The implementation of a comprehensive Wellbeing and SPHE programme in Registration SPHE and CSPE classes from the start of the school year.
- Failing to follow agreed Covid Etiquette
- Refusing to follow instructions around the use of particular areas, yard space or rooms.
- Interfering with the PPE of another student.
- Deliberately coughing, sneezing or spitting on another person, or threatening to do so.
- Compromising the school's Covid-19 Response
- Compromising the Health and Safety of any member of the school community

## **COMMUNICATION WITH PARENTS/GUARDIANS**

Communication between school and home is always important but becomes even more crucial during these times. It is therefore essential that we have up to date mobile phone numbers for parents and also email addresses. The vast majority of St Mac Dara's Community College's communication comes through text message and our school email account, and during this pandemic, we may need to contact parents as a matter of urgency. This may be because their child is displaying signs of Covid-19, or because the school has been ordered to close for health reasons. We truly hope that this will not be the case, but it is so important that parents and families are contactable throughout the school day.

We therefore ask all parents to ensure that their contact details are correct on VShare and to let us know on [stmacdaras@ddletb.ie](mailto:stmacdaras@ddletb.ie) if anything needs to be adjusted.

## **TEACHNG AND LEARNING**

Teaching and Learning is at the core of everything we do in St Mac Dara's Community College. We will do everything we can to reassure students on their continued progress, despite the in-school time lost during the last academic year. We will follow Department guidelines on the restructuring of Classroom Based Assessments for 3<sup>rd</sup> Years and be cognisant of the missing time when students are selecting subject levels.

We are also aware that not all students may be able to return immediately due to health issues and we are developing a plan to support students who will have to learn from home for a period of time. This plan will see a structure, overseen by the Principal, Derek Ward, which will ensure clear and regular communication between the home and St Mac Dara's Community College.

## Appendix 1

### **St Mac Dara's CC - COVID 19 Policy Statement**

St Mac Dara's Community College is committed to providing a safe and healthy workplace for all our staff, students and visitors. To ensure that, we have developed the following COVID-19 Response Plan. All managers, staff, students and visitors to the building 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 stakeholders.
- provide up to date information to our workers on the Public Health advice issued by the HSE and Gov.ie
- display information on the signs and symptoms of COVID-19 and correct hand-washing techniques
- provide an adequate number of trained Worker Representative(s) who are easily identifiable and put in place a reporting system
- inform all stakeholders of essential hygiene and respiratory etiquette and physical distancing requirements
- adapt the workplace to facilitate physical distancing
- keep a log of contact to help with contact tracing
- have all staff and students attend an induction /familiarisation briefing
- develop a procedure to be followed in the event of someone showing symptoms of COVID-19 while at work or in the workplace
- provide instructions for staff and students to follow if they develop signs and symptoms of COVID-19 during the school day.
- intensify cleaning in line with government advice

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

Rachel Lalor and Marc Cadeau.

Principal: Derek Ward

## Appendix 2

### Pre-Return to Workplace Form

Please note the following when completing this form:

1. All staff members planning to attend any DULETB premises from Monday May 18<sup>th</sup> 2020 onwards must complete this form.
2. This form only needs to be completed once, unless:
  - a. Your circumstances change.
  - b. The form is amended in light of further Department of Health (Government) advice.
3. All questions must be answered; incomplete forms will be returned.
4. The form must be completed and returned to your line manager/principal 3 days in advance of any planned return to the workplace.

For ongoing access to premises, you must liaise directly with your line manager/principal to seek permission for the specific dates/times and purpose. There will be no access to premises without this approval.

If you have any questions when completing this form, please contact your line manager/principal.

Thank you.

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1. Employee Name \_\_\_\_\_
  2. Contact number \_\_\_\_\_
  3. Official employee email address \_\_\_\_\_
  4. Workplace location \_\_\_\_\_
  5. Workplace Line Manager/Principal \_\_\_\_\_
  6. Return to workplace date (Note 3 days notice required) \_\_\_\_\_

#### 7. Please answer the following questions.

\*If you answer yes to any of these questions, we strongly advise that you seek medical advice before returning to the workplace.

	Yes	No
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?	<input type="checkbox"/>	<input type="checkbox"/>
Have you been diagnosed with confirmed or suspected COVID-19 infection in the last 14 days?	<input type="checkbox"/>	<input type="checkbox"/>
Are you a close contact of a person who is a confirmed or suspected case of COVID-19 in the past 14 days (i.e. less than 2m for more than 15 minutes accumulative in a day)?	<input type="checkbox"/>	<input type="checkbox"/>
Have you been advised by a doctor to self-isolate at this time?	<input type="checkbox"/>	<input type="checkbox"/>

#### 8. The Department of Health have identified people who are in a vulnerable or "at risk" category. Please confirm if you are in this category, have been advised by a doctor to cocoon at this time or have a household member who is in this category.

Yes  No

#### 9. If you answered yes to question 8, please confirm, in advance of completing this form, that you have made your line manager/principal aware and that the necessary arrangements are in place to support you while in attendance in the workplace.

Yes  No

### Appendix 3

## Visitor / Contractor Questionnaire

All visitors and contractors to any DDLETB location must complete the Visitor/Contractor Questionnaire prior to being permitted entry to the premises.

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### Visitor / Contractor Covid-19 Questionnaire

Name:	
Company:	
Mobile No.:	
Visiting:	
Date:	

To ensure the Safety & Health of all people interacting with DDLETB locations, visitors and contractors must complete this declaration form prior to entering our sites. If you have symptoms of COVID-19 OR you have been abroad in the last 14 days with exception to Northern Ireland you should not be at work. Where this is the case, you are prohibited from entering the site and advised to seek professional medical help/assistance.

		Yes / No
2.	Are you suffering any flu like symptoms/symptoms of coronavirus covid-19?	Yes / No
3.	Are you experiencing any difficulty in breathing, shortness of breath?	Yes / No
4.	Are you experiencing any fever like/Temperature symptoms?	Yes / No
5.	Did you consult a Doctor or other medical practitioner?	Yes / No
6.	How are you feeling <u>Healthwise</u> ?	Well / Unwell
7.	Have you been in contact with someone who has visited an affected region in the past 14 days?	Yes / No

NOTE: When on premises, please adhere to our standard processes/procedures regarding infection control, i.e. hand washing/hand sanitising and general coughing/sneezing etiquette?

Signature		Date:
Visitor:		

(Please circle your answers above)

## Appendix 4

### Checklist for dealing with a suspected case of COVID-19

Each teacher/staff member will be required to manage a suspected case in line with the protocol and training.

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

#### Isolation Area (see notes as above)

1. Have you identified a place that can be used as an isolation area, preferably with a door that can close? **Yes, Room A5.**
2. The isolation area does not have to be a separate room but if it is not a room it should be 2m away from others in the room. **Understood Yes**
3. Is the isolation area accessible, including to staff and students with disabilities? **Yes**
4. Is the route to the isolation area accessible? **Yes**
5. Have you a contingency plan for dealing with more than one suspected case of COVID-19? **Yes, Boardroom, Office of DP, Office of PO.**
6. Are the following available in the isolation area(s)?
  - Tissues
  - Hand sanitiser
  - Disinfectant/wipes
  - Gloves/Masks
  - Waste Bags
  - Bins**Yes to all of the above.**

#### ISOLATING A PERSON

7. Are procedures in place to accompany the infected person to the isolation area, along the isolation route with physical distancing from them?

**Yes, a member of the middle management team operating from room A5 will be discreetly called for to accompany an individual with suspected covid-19 to the isolation area.**

**The manager will wear a visor and face covering and stay 2 metres apart. On arrival at the isolation area, in the case of a student, parent/guardian will be contacted to come and collect their son/daughter. A request to contact their GP will be made, and arrangements for follow up information to be relayed to the Principal.**

**In the case of staff: a member of staff who is feeling unwell, will present to the Principal or a member of the Senior Management Team observing distancing and the wearing of a face covering. If well enough to drive, they will exit the building by the main door and drive home, advised to contact their GP and to update the Principal on the situation. Where a member of staff is unable to drive home for whatever reason, they will be directed to the isolation room, where arrangements will be made to contact a relative/friend to collect and bring them home. In the case of both students**

**and staff before they return to school, they must be certified as covid-19 free from their doctor. Neither staff/students may use public transport to make their way home.**

8. Are staff familiar with this procedure? **Yes**
9. Have others been advised to maintain a distance of at least 2m from the affected person at all times? (it is intended that this will be dealt with as part of DES online training) **Yes**
10. Is there a disposable mask to wear for the affected person while in the common area and when exiting the building? **Yes**

#### **ARRANGING FOR THE AFFECTED PERSON TO LEAVE THE SCHOOL**

11. Staff – have you established by asking them if the staff members feel well enough to travel home? **This will be our practice.**
12. Student – have you immediately contacted their parents/guardians and arranged for them to collect their student? Under no circumstances can a student use public or school transport to travel home if they are a suspected case of COVID-19. **This will be our practice.**
13. The affected person should be advised to avoid touching other people, surfaces and objects. **This will be our practice.**
14. The affected person should be advised to cover their mouth and nose with disposable tissue(s) when they cough or sneeze, and to put the tissue in the bin. A pedal bin will be on site in the isolation area, and it will be our practice to so advise.
15. Has transport home or to an assessment centre been arranged if the affected person has been directed to go there by their GP? **Transport will be the responsibility of a parent/guardian on the case of a student and in the case of a member of staff, it will be the responsibility, if well enough, for the member of staff to drive home or if so advised to an assessment centre. In the event of a member of staff being unwell and unable to drive themselves, a person nominated by them will be contacted to collect and transport.**
16. Has the affected person been advised not to go to their GP's surgery or any pharmacy or hospital? **This will be our practice.**
17. Has the affected person been advised they must not use public transport? **This will be our practice.**
18. Has the affected person been advised to continue wearing the face mask until they reach home? **This will be our practice.**

#### **FOLLOW UP**

19. Have you carried out an assessment of the incident to identify any follow-up actions needed? **This will be our practice.**
20. Have you advised the LWR of the incident in accordance with the agreed protocol? **This will be our practice.**
21. Are you available to provide advice and assistance if contacted by the HSE? **Yes**

## CLEANING

22. Have you taken the isolation area out-of-use until cleaned and disinfected? **This will be our practice.**
23. Have you made arrangements to clean and disinfect any classroom space where the staff or students were located? **This will be our practice and to do so discreetly, safeguarding the privacy of an individual with suspected symptoms of Covid-19.**
24. Have you arranged for cleaning and disinfection of the isolation area and any other areas involved, as soon as practical after the affected person has left the building? **This will be our practise.**
25. Have the cleaners been trained in dealing with contaminated areas and supplied with the appropriate PPE? We currently have contract cleaners on site who are trained in deep cleaning. *(It is intended to provide online training for college cleaning staff. Appropriate PPE is already available to our college through the national procurement process which schools can access in line with the guidance which will be provided shortly)*

**The above checklist is taken from the Department of Education and Skills COVID-19 response plan for post primary schools, detailing our response to each item on the checklist.**

## **Appendix 5 – Contingency Plan Information**

### **TEACHING AND LEARNING**

Teaching and learning will prioritise the health and wellbeing of students and staff. Assessment for and of learning will take place in the first few weeks to establish where students' learning needs are.

### **TIMETABLE**

The girls and boys will see changes in room use and new purposes for some classrooms. The big changes facing the girls and boys and the staff include most of each year group **staying** in the one classroom all day. Students will be classroom based where possible with teachers moving at the end of each lesson. Double classes are provided where possible and practicable.

### **SCHOOL BASED CLASSROOMS**

School based classrooms are being set up as far as possible to maximise social distancing. In order to ensure social distancing students will have a fixed classroom and will only leave that class room for option subjects. 1st years, 2nd years, 3rd years, Transition year 5th year and Leaving Cert students will be classroom based except for option subject classes. This is to minimise movement during the school day.



## EDUCATIONAL SUPPORT

Inclusive educational support for all students will continue with our excellent staff. Our SEN staff will work closely with students and staff in support of inclusive education. If you believe that your child is in a high risk category i.e. with underlying health concerns, please seek medical advice and contact the school.

## LOCKERS

The school lockers will **NOT** be available to students. Lockers will be expected to be emptied and contents brought home when 2/3/4/5 years attend induction day. **These details are available on our website and we advise parents to regularly check [stmaccdaras.ie](http://stmaccdaras.ie).**

## HYGIENE

Students should not attend school if they are displaying any signs of illness. Students must wear a fresh mask every day where 1 metre social distancing is not possible or cannot be guaranteed (details to follow).

Staff and students will be required to wear face coverings. Students must have face coverings for use during the school day. **We expect the face covering to be worn for most of the school day because of the 1m requirement. If a student attends without face covering parents will be contacted to provide one.**

Cloth coverings are advised as these can be washed daily. We recommend that you have a number of masks to rotate throughout the week. It is important to source these now.

Each student will also need a freezer zip lock plastic bag to carry their mask when not being worn. This zip lock bag must include:

- a spare mask,**
- hand sanitizer,**
- tissues,**
- a small towel,**
- wipes and**
- a refuse bag.**

## STUDENT MOVEMENT

Our Response Plan involves minimising movement in the building. Students must follow the one-way system when moving to option subjects. There will be a new entrance and exit movement system to subjects and for breaks. This will be around the exterior of the building via external doors in base areas.

This will support social distancing and provide mask breaks while outside. Students will be expected to maintain at least 1m social distance at all times.

**Lunch break** will be staggered with years 1/2/3 and years 4/5/6 having lunch at different times.

## **GREEN LIST COUNTRY**

Students returning from abroad (from a non-green list country) cannot return to school until their isolation is complete.

## **SUPERVISED STUDY**

There will be no supervised study for September and October, this is to be reviewed.

## **CANTEEN**

The canteen will be closed and students are expected to have their lunch with them on a daily basis. Students may go home for lunch if they have shown their tutors a parental permission note in their journals. In line with our school rules, the local shops are not to be used. Given the current access restrictions we also recommend that students do not use the local shops before school.

## **BOOKS AND MATERIALS**

In general text books will be kept at home. Text books will be required to be maintained and stored at home. Students should only bring in text books as required with reference to teachers' instructions.

**School bags** should include copies / refill pads / writing equipment / maths sets / calculator etc.

Water in water bottle.

Zip lock Hygiene bag (as above).

Healthy lunch if staying in for lunch.

## **PHYSICAL EDUCATION (PE) and UNIFORM**

Students are expected to attend classes in full uniform with the exception of days when student has PE. There will be no access to changing rooms

Students can come to school in their PE tracksuits on PE day **only** and remain in PE gear for the day. Some classes will have PE in the Spawell. St Jude's GAA club will have space available for TY activities.

## **RECEPTION AND OFFICE**

Visitors to our school reception is by appointment and prior arrangement only. If you need to contact us, please contact us on our school e mail address or via your son / daughter.

## **CHANGES**

We are very conscious that it will be almost six months since students have been in school and it has been an unprecedented time for us all.

Again please note our opening year arrangements and other school matters on our college website.

On behalf of the Board of Management I thank our excellent staff for their wonderful contribution to our planning for our school opening in the safest way possible.

Our Management and Covid-19 Response Teams will continue to evaluate our response plan on a regular basis.

It will be important that everyone plays their part so we can ensure a successful and safe reopening of school.

This involves students, parents and staff familiarising themselves with the DES and NPHEP guidelines and strictly adhering to these guidelines.

On behalf of the Board of Management and staff.  
Mr D Ward  
Principal  
St Mac Dara's CC

#### **Appendix 6 – Message to Staff Aug 14.**

E Mail to Staff

I hope this email finds you all well.

Please update yourselves below on our plans for re-opening. There will be many changes in the way we go about our work when we return to St Mac Dara's CC. The priority at all times is the health and wellbeing of all our school community.

*"Promoting the wellbeing of our school communities is the fundamental element of the department's overall plan to ensure a successful return to school as we continue to manage the impact of the COVID-10 pandemic"*

*(Dept Guidelines)*

**Please see circular 0049/2020 for Staff Welfare. Arrangements for Teacheres and Special needs Assistants employed in Primary and Post primary Schools.**

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**Below is PHASE ONE of our return to work and will be reviewed on a regular basis throughout September 2020.**

-

**Social Distancing**

We have been instructed to plan for at least 1m shoulder to shoulder for students and 2m for adults. This is continuously under discussion and there will be more advice.

This impacts on our arrangements for our Staff Meetings and assemblies. You will be informed when more information becomes available.

-

### Face Masks / PPE

It is expected that students and staff will be wearing face masks/visors. I believe there may be further clarification next week.

-

### Teaching and Learning

The return to work will be challenging for teachers and learners. The priority is our health and wellbeing. Teachers should use the first weeks back for assessment for learning i.e. assessing the levels where their students are in their subject areas and tailoring their teaching to meet the needs of their learners. Cognisant of absenteeism and also a possible close down teachers should have their students upskilled for remote learning.

### Please complete the Return to Work Induction and form

-

#### Timetable

*"The time table will be class based meaning that students should be based in the same classroom as much as possible" Dept Guidelines.*

This means that **teachers will be moving from class to class** during the teaching day. We thank all teachers and departments for their cooperation and support with clearing out classrooms so as to create social distancing space.

### **Lead Worker Representative**

Please see Guidelines. An invitation for expressions of interest will be sent out on Monday 17 Aug.

### **School population movement in and around the building**

Students from base areas D, G, and H who are moving to Practical Classes and Science exit via the base area external exit and move around the outside of the building:

Students for Art re-enter the building at external door for Art.

Students for Science, Wood, Metal, Home Economics enter these rooms via their external entrances.

Internally students maintain one-way system at all times.

PE students leave for PE hall / Spa well via base area where possible.

Students (when weather is fine) exit via base area external exits D / G and H if going to practical rooms.

**Break times and Inclement Weather**

During break students stay in the class they are in up to break-time.

Doors of rooms stay open.

If not enough supervising teachers per room, then supervising teachers supervise in the base area by moving from room to room.

Students will have lunch in their bags.

Students allowed sign out to toilet using social distancing.

The plan is to have a staggered lunch break one for years 1/2/3/ and other for 4/5/6.

• **Cleaning protocols in classrooms.**

Students are given time at start and at end of each class to sanitize the desk and chair where they are seated.

If in practical classes equipment, materials, counter tops, seating etc must be sanitized.

*Waste paper must be disposed of in the correct way.*

• **Ziplock Hygiene Bag.**

***Every student should have a hygiene bag with small towel, tissues, hand sanitizer, spare face mask, wipes and small disposable bag for used tissues/wipes and own drinking water bottle.***

Students are assigned seats and will be assigned pod arrangements.

**Entering and Exiting building at break times and at start and end of school day.**

Students use base area external exits (where one exists) i.e. D, G, H.

Students in base area 'A' last class may enter and exit via reception.

Entering the building in the morning

Students enter via the base area external entrance (where one exists) i.e. D, G, H. i.e. where their first class ie registration is.

Students and staff maintain required social distancing measures and avail of hand sanitizer and wear a mask while in the building.

**Locker use**

***Locker use will cease.***

This is as a result of expected difficulties of maintaining social distancing and hand hygiene i.e. handling of lockers, keys, books, paper etc.

Text books are to be left at home where possible and Google classroom is used?

**Therefore:**

**School bag contents should only have**

Writing equipment and writing pad / copies to school.

Hygiene bag containing hand sanitizer, tissues, wipes, small towel, spare face mask, own drinking water bottle and disposable bag.

Lunch and water bottle.

Writing pad(s), copies as required.

**Canteen**

**Canteen**

***Canteen facilities will cease.***

This is as a result of expected difficulties of supervising, maintaining social distancing (queuing) and general hygiene concerns.

Students where possible will be encouraged to go home or outside for lunch. Those staying in for lunch will have their own lunch.

Lunch Break

Break times will be staggered. (see above)

**Registration**

Will continue as before.

**Toilet Protocol and hygiene**

Only 3 students (maximum) allowed in toilet area at any one time.

Students must wait outside the toilet area maintaining required social distancing if 3 students already are in the toilet area. Students wash their hands with soap and water as per guidelines and dry hands using paper towels or their own towel in their hygiene bag.

Students get permission in the normal way from class, ie get journal signed by their teacher.

They may bring their hygiene bag.

Students use their assigned year group toilets only.

**Isolation Room**

Room A 5 9(see above)

Going home sick Green Slips to continue.

## Use of

Water fountains will cease. Students bring their own water.  
Vending machine will cease.

- **Second staffroom.**

This will be the library.

Staff maintain own cleanliness and bring their own utensils to school i.e. cup / crockery.

Also teachers are responsible for the cleaning of the area where they have lunch and should bring home their eating utensils each day.

### **Information on room reallocations to date:**

2 Art Rooms in K3

Oratory and Room J2 as classrooms.

Canteen as 4 to 6 pods for SEN.

Base class rooms M2 / K1 / L5 / Oratory / Stage / J2.

Base areas to be used as small group teaching areas where possible.

St Jude's GAA (2 rooms) available. TBC

Teachers if necessary should organise and tidy their rooms and personal notes / materials before we return.

Please note: that new instructions and changes in requirements are coming to us on a daily basis and there will be further announcements next week.

Regards to you all

Derek, Cormac, Noel.

**SCHOOL OPENING PLANS 2020 2021.**

**Wednesday 26<sup>th</sup> August**