



Covid-19 School Response Plan

Lucan Educate Together National School.

The COVID-19 School Response Plan for Lucan Educate Together National School was first published on 1st September 2020. This is a working document. Changes will be made in line with the most up-to-date advice from the Department of Education and Science, NPHET, HSE and HPSC.

1. Introduction

This Covid-19 Response Plan is designed to support the staff and Board of Management (BOM) in putting measures in place that will prevent the spread of Covid-19 in Lucan Educate Together National School.

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 (NPHET).

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 NPHET 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 pupils 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.

This document aims to provide details of:

1. **COVID-19 School Policy**
2. **Planning and Preparing for Return to School**
 - a. **School Building**

- b. **Signage**
3. **Procedure for Returning to Work (RTW)**
4. **Return to work safely and Lead Worker Representative(s)**
5. **Safety Statement and Risk Assessment**
6. **General advice to prevent the spread of the virus**
 - a. **Wash your Hands Frequently**
 - b. **Hand Hygiene and Hand Sanitiser**
 - c. **Avoid Touching your Eyes, Nose and Mouth**
 - d. **Physical Distancing**
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 - h. **People at Very High Risk (Extremely Vulnerable)**
7. **Managing the Risk of Spread of Covid-19**
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 - a. **Return to Work Form**
 - b. **Induction Training**
 - c. **Induction Training - On-line Video**
 - d. **Hygiene and Respiratory Etiquette**
 - e. **Personal Protective Equipment (PPE)**
 - f. **Wearing of Gloves**
 - g. **Cleaning**
 - h. **Access to the School Building / Contact Log**
 - i. **First Aid / Emergency Procedure**
9. **Dealing with a suspected case of Covid-19**
10. **Staff Duties**
11. **Covid related absence management**
12. **Employee Assistance and Wellbeing Programme**

The assistance and cooperation of all staff, pupils, parents/guardians, contractors and visitors is critical to the success of the plan.

Every effort is made to ensure the accuracy of the information provided in this document. However, should errors or omissions be identified, please notify us so that appropriate measures can be taken to rectify same.

Note: The plan is a live working document and may be reviewed and amended to take into account new guidance from www.Gov.ie, www.dbei.ie, www.hse.ie, www.hpsc.ie, www.hsa.ie; www.education.ie;

This COVID-19 policy outlines our commitment as a school to implement the plan and help prevent the spread of the virus. The policy will be signed and dated by the Principal and Chairperson of the Board of Management and brought to the attention of staff, pupils, parents and others.

COVID 19 Policy Statement

Lucan E.T.N.S. is committed to providing a safe and healthy workplace for all our staff and a safe learning environment for all our pupils. To ensure that, we have developed the following COVID19 Response Plan. The BOM and all school staff are responsible for the implementation of this plan and a combined effort will help contain the spread of the virus. We will:

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

All school staff will be consulted on an ongoing basis and feedback is encouraged on any concerns, issues or suggestions.

This can be done through the Lead Worker Representative(s):

Therese Hesse & Amanda Manning

Signed:

Date:

3. Planning and Preparing for Return to School

The Board of Management has facilitated the resumption of school based teaching and learning and the return to the workplace of staff. The return to the workplace has been done safely and in strict adherence to the advice and instructions of public health authorities and the Government.

Details for the reopening of the school facility and the applicable controls are outlined in this document.

a. School Buildings

Before re-opening schools in the new school year schools are reminded to check the following:

- The water system has been flushed at outlets following low usage to prevent Legionella disease;
- The school equipment and mechanical ventilation been checked for signs of deterioration or damage.
- Bin collections and other essential services have resumed.

b. Signage

Schools signage outlining the signs and symptoms of COVID-19 and displays to support good hand and respiratory hygiene are in place. The following is a link to the dedicated area of the Health Protection and Surveillance Centre (HPSC) website where there are a number of posters, including those appropriate for primary school pupils, located. Irish versions are also available here

<https://www.hpsc.ie/a-z/respiratory/coronavirus/novelcoronavirus/posters/>

Posters have been downloaded and displayed in prominent areas such as offices, corridors, staffroom area, classrooms and toilets.

4. Procedure for Returning to Work (RTW)

In order to return to the workplace, staff must complete a **Return to Work (RTW)** form, which is available electronically or from the Principal.

A RTW form should only be completed at least 3 days prior to any proposed date of return to the workplace.

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

Note: Induction Training for staff has been completed by all current staff.

5. Return to work safely and Lead Worker Representative

Responsibility for the development and implementation of the Covid-19 Response Plan and the associated control measures lies primarily with the Board of Management and the School Leadership.

The Return to Work Safely protocol provides for an agreed procedure between management and staff to appoint a Lead Worker Representative (LWR) to carry out a specific role. An Assistant Lead Worker Representative will be appointed in addition to the LWR. The role of the Assistant LWR will be to:

- assist the LWR in their duties (listed below)
- deputise as LWR where the LWR is absent

The selection and appointment of the LWR and Assistant LWR should be arrived at by consultation and consensus at school level, through the seeking of volunteers to act in that capacity. Where there is more than one volunteer, all school staff should vote to select the LWR and Assistant LWR.

The role of the worker representative is to ensure that Covid-19 measures are adhered to in the workplace as follows

- Work collaboratively with the employer to ensure, so far as is reasonably practicable, the safety, health and welfare of employees in relation to COVID-19.
- Promote good hygiene practices such as washing hands regularly and maintaining good respiratory etiquette along with maintaining social distancing in accordance with public health advice.
- Assist with the implementation of measures to suppress COVID-19 in the workplace.
- Monitor adherence to measures put in place to prevent the spread of COVID-19.

- Consult with colleagues on matters relating to COVID-19 in the workplace.
- Make representations on behalf of their colleagues on matters relating to COVID-19 in the workplace.

If a staff member has any concerns or observations in relation to the Covid-19 Response Plan and control measures or the adherence to such control measures by staff, parents/guardians, contractors or visitors, he/she should contact the lead worker(s) who will engage with the Principal/BOM.

Name(s) of Lead Worker representative:	Contact details
Therese Hesse (Teacher) Amanda Manning (Teacher)	Contact Therese or Amanda in person or via covidleadworkers@letns.org

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

6. Safety Statement and Risk Assessment

COVID-19 represents a hazard in the context of health and safety in the school environment. A risk assessment to identify the control measures required to mitigate the risk of COVID-19 in LETNS will be shared.

It is important that schools review their emergency procedures involving, fire safety, first aid, accidents and dangerous occurrences to consider any new risks that arise due to the school's COVID-19 Response Plan. Changes to the school's Health and safety Statement have been documented. Changes to the schools existing procedures have been documented.

Schools should also review their existing risk assessments to consider any new risks that arise due to the school's COVID-19 Response Plan. Changes to the school's current risk assessments have also been documented.

7. General advice to prevent the spread of the virus

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

- **A temperature of 38 degrees Celsius or more**
- **A new cough**
- **Loss or changed sense of taste or smell**
- **Shortness of breath or an existing breathing condition that has become worse**
- **Fatigue**
- **Aches or pains**
- **Sore throat**
- **Headaches**
- **Diarrhoea**
- **Runny or stuffy nose**
- **Feeling sick or vomiting**

The best way to prevent the spread of COVID-19 in a school is to minimise the risk of introduction of the disease into the school setting in the first place.

This can be achieved through the following measures:

- Promote awareness of COVID-19 and its symptoms amongst staff, pupils, parents and visitors.
- Advise staff and parents of pupils who have symptoms of COVID-19 or other acute infectious diseases not to attend school, to phone their GP and follow the HSE guidance on self-isolation.
- Advise staff and parents of pupils who have been identified by the HSE as contact of a person with COVID-19 not to attend schools and to follow the HSE advice on restriction of movement.
- Ensure that staff and pupils know what to do if they develop symptoms at school.
- Adults entering the school building should be required to perform hand hygiene with hand sanitiser and wear a face covering.
- Visitors to school during the day should be made by prior arrangement and should be received at a specific contact point.

Staff, pupils and visitors should at all times adhere to the up to date advice and instructions of the public health authorities in relation to protecting oneself and others against the risk posed by the Covid-19 virus.

Updated advice from the HSE is available on its website -

<https://www2.hse.ie/coronavirus/>

The Department of Education and Skills will ensure all updated advice is circulated to schools. Lucan E.T.N.S.. will arrange for this advice to be circulated to staff, pupils and visitors in a timely manner.

8. Managing the risk of spread of COVID-19

a. Wash your Hands Frequently

Regular hand washing with soap and water is effective for the removal of COVID-19.

Follow the HSE guidelines on handwashing:

For advice from HSE on how to wash your hands the following link will be helpful:

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

b. Hand Hygiene and Hand Sanitisers

Hand hygiene can also be achieved by the use of a hand sanitisers (when hands are clean).

Hand sanitisers are more readily deployed in school settings to avoid disruption to teaching and learning and to avoid congestion of staff and pupils waiting to use hand washing facilities.

They are be available at entry and exit points in the school building and in each classroom.

c. Avoid Touching Eyes, Nose and Mouth

Why? Hands touch many surfaces and can pick up viruses. Once contaminated, hands can transfer the virus to your eyes, nose or mouth.

d. Physical Distancing

Physical distancing is recommended to reduce the spread of infection in the workplace.

Note: The DES confirmed that physical distancing requirements outlined in Roadmap (Class bubbles, Pods, 1m 3rd - 6th) are still appropriate - measures for school arrangements for social distancing to be detailed in school procedures - assembly and dismissal of students, yard, PE etc.)

It is recommended that primary school teachers and staff wear face coverings where a distance of 2 metres cannot be maintained. Primary school children will not be required to wear face coverings.

e. Practice respiratory hygiene

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

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

Good hygiene practices and washing your hands properly and regularly can help stop the spread of the virus. It is, therefore, crucial that all staff adhere to this advice and adopt the following practices as strictly as possible.

f. Do

- Wash your hands properly and often
- Cover your mouth and nose with a tissue or your sleeve when you cough and sneeze
- Put used tissues into a bin and wash your hands
- Clean and disinfect frequently touched objects and surfaces.

g. Do Not

- Touch your eyes, nose or mouth if your hands are not clean
- Share objects that touch your mouth - for example, bottles, cups, cutlery, etc.

h. People at Very High Risk (Extremely Vulnerable):

Current public health guidelines have identified groups who are defined as being at very high risk. The HSE has set out these groups, which include people who:

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

- are over 70 years of age - even if you're fit and well
- have had an organ transplant
- are undergoing active chemotherapy for cancer
- are having radical radiotherapy for lung cancer
- have cancers of the blood or bone marrow such as leukaemia, lymphoma or myeloma who are at any stage of treatment
- are having immunotherapy or other continuing antibody treatments for cancer

- are having other targeted cancer treatments which can affect the immune system, such as protein kinase inhibitors or PARP inhibitors
- have had bone marrow or stem cell transplants in the last 6 months, or who are still taking immunosuppression drugs
- severe respiratory conditions including cystic fibrosis, severe asthma, pulmonary fibrosis, lung fibrosis, interstitial lung disease and severe COPD
- have a condition that means you have a very high risk of getting infections (such as SCID, homozygous sickle cell)
- are taking medicine that makes you much more likely to get infections (such as high doses of steroids or immunosuppression therapies)
- have a serious heart condition and you are pregnant

The advice for this group is available from the HSE. Staff who are in this group should self-declare on the Return to Work form if they believe that they are at very high risk. Details of the leave arrangements that will apply will be updated by the Department of Education and Skills.

If the Board/Principal is unsure whether or not staff fall into the very high-risk category, advice will be sought from the Occupational Health Service.

9. Control 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, pupils, parents/guardians and visitors as far as possible within the school .

These control measures are outlined in this document.

The control measures shall continue to be reviewed and updated as required on an ongoing basis.

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

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

The following control measures have been put in place:

a. Return to Work Form

Staff have completed a RTW form at least 3 days prior to any return to the school facility (see section 2 above). The purpose of the RTW form is to get confirmation from staff that, to the best of his/her knowledge, he/she has no symptoms of Covid-19 and is not self-isolating or cocooning or awaiting the results of a Covid-19 test.

b. Induction Training

All staff have undertaken and completed Covid-19 Induction Training prior to returning to the school building.

The aim of such training is to ensure that staff have full knowledge and understanding of the following:

- Latest up to-date advice and guidance on public health
- Covid-19 symptoms
- What to do if a staff member or pupil develops symptoms of Covid-19 while at school
- Outline of the Covid-19 response plan

Staff will be kept fully informed of the control measures in place in the school and their duties and responsibilities in preventing the spread of Covid-19 and with any changes to the control measures or guidance available from the public health authorities.

If a staff member is unsure about any aspect of the Covid-19 Response Plan, the associated control measures, or his/her duties, he/she should immediately seek guidance from the Principal.

Note: Induction Training for reopening schools in the new school year has been developed by the Department in consultation with stakeholders and made available for all schools and staff. All staff members will complete this training.

c. Hygiene and Respiratory Etiquette

It is crucial that all staff, pupils, parents/guardians, contractors and visitors are familiar with, and adopt, good hand and respiratory hygiene practices.

Guidance documentation and Information posters are available at various locations within the school facility. Information posters are prominently displayed at appropriate locations within the school facility including entrance pathways, offices, corridors, staffroom area, classrooms and toilet areas. These are intended to inform and also remind everyone about the importance of

hygiene in preventing the spread of Covid-19 virus and protecting health and safety.

Handwashing facilities and/or hand sanitisers are available at multiple locations within the school facility and are available in each classroom.

d. Use of Personal Protective Equipment (PPE)

Effective 1st December 2021, NPHE has recommended the wearing of face masks/coverings for children in 3rd class and above in primary schools. They have advised that this measure is being introduced on a temporary basis and is subject to review in mid-February 2022.

- Face masks should not contain any slogan / logo / image that may be inappropriate or cause upset or be deemed offensive to any member of the school community.
- Exemptions: a medical certificate to certify that a person falls into a category, as below, must be provided to the school on behalf of any pupil who claims that they are covered by these exemptions:
 - Any pupil with breathing difficulty or other relevant medical conditions
 - Any pupil who is unable to remove the face mask without assistance
 - Any pupil who has special needs, i.e. intellectual or developmental disabilities, mental health conditions, sensory concerns or tactile sensitivity.
- It is not expected that the vast majority of children will require medical certificates. Schools are best placed to identify those children whose complex needs are such that the wearing of a face mask may not be possible for them, and to discuss this with parents as required. Where there has been a discussion between the school and parents regarding these children specifically, no medical certificate will be required.

– Provision of Face Masks:

Please ensure that you obtain face masks for your child / children: they should fit properly and are comfortable for the child to wear. If your child forgets, loses or damages their masks during the course of the school day, we will provide a replacement disposable face mask. However, we would recommend that all students carry a second mask in their school bag.

The Department of Education has published a comprehensive FAQ, which will help answer many of parents/guardians' concerns and questions.

Link: <https://www.gov.ie/en/publication/d3c55-department-of-education-guidance-on-the-use-of-face-coverings-in-primary-schools/#frequently-asked-questions-in-relation-to-face-maskscoverings-in-primary-schools>



DES_FAQ Face
Masks and Covering

- Face Masks must also be worn by staff and teachers at all times, regardless of the age of the children they teach or interact with.

e. Cleaning

Arrangements for more regular and thorough cleaning of areas and surfaces within the school have been made.

Regular and thorough cleaning of communal areas and frequently touched surfaces will be conducted, in particular: toilets, lifts, door handles, light switches, bannisters and kitchens. Cleaning will be performed regularly and whenever facilities or surfaces are visibly dirty.

All staff will have access to cleaning products and will be required to maintain cleanliness of their own work area. Under no circumstances should these cleaning materials be removed from the building.

Staff should thoroughly clean and disinfect their work area before and after use each day.

There will be regular collection of used waste disposal bags from offices and other areas within the school facility.

Shower facilities shall not be available for use by staff or pupils due to the increased risk associated with communal shower facilities and areas. This shall be reviewed in line with government guidance.

Staff must use and clean their own equipment and utensils (cup, cutlery, plate etc.). Staff must use cleaning products provided to thoroughly clean their table/ break area in the staff room before and after use.

f. Access to the school building /contact log

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

Arrangement for necessary visitors such as contractors and parents/guardians will be restricted to essential purposes and limited to those who have obtained prior approval from the Principal.

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

g. First Aid/emergency procedure

The standard First Aid/Emergency procedure shall continue to apply in Lucan Educate Together N.S.

In an emergency or in case of a serious incident, call for an ambulance or the fire brigade on 112/999 providing the school's Eircode K78C922 to the operator

Contact the principal or nearest first aider giving details of location and type of medical incident.

10. Dealing with a suspected case of Covid-19

Staff or pupils should not attend school if displaying any symptoms of Covid-19 (detailed above in section 7).

The following outlines how we will deal with a suspected case that may arise during the course of work.

Designated isolation areas, the Meeting Room 1 (off the hall) and Meeting Room 2 (Outreach corridor) have been identified within the school building. The possibility of having more than one person displaying signs of Covid-19 should be considered and a contingency plan for dealing with additional cases put in place. The designated isolation areas are behind a closed door and away from other staff and pupils.

If a staff member/pupil displays symptoms of Covid-19 while at work in L.E.T.N.S. the following are the procedures to be implemented:

- If the person with the suspected case is a pupil, the parents/guardians should be contacted immediately
- Isolate the person and have a procedure in place to accompany the individual to the designated isolation area via the isolation route, keeping at least 2 metres away from the symptomatic person and also making sure that others maintain a distance of at least 2 metres from the symptomatic person at all times
- Provide a mask for the person presenting with symptoms if one is available. He/she should wear the mask if in a common area with other people or while exiting the premises

- Assess whether the individual who is displaying symptoms can immediately be directed to go home/be brought home by parents and call their doctor and continue self-isolation at home
- Facilitate the person presenting with symptoms remaining in isolation if they cannot immediately go home and facilitate them calling their doctor. The individual should avoid touching people, surfaces and objects. Advice should be given to the person presenting with symptoms to cover their mouth and nose with the disposable tissue provided when they cough or sneeze and put the tissue in the waste bag provided
- If the person is well enough to go home, arrange for them to be transported home by a family member, as soon as possible and advise them to inform their general practitioner by phone of their symptoms. Public transport of any kind should not be used. They will exit the building by the nearest exit i.e. reception and door at outreach yard.
- If they are too unwell to go home or advice is required, contact 999 or 112 and inform them that the sick person is a Covid-19 suspect.
- Carry out an assessment of the incident which will form part of determining follow-up actions and recovery Arrange for appropriate cleaning of the isolation area and work areas involved.

The following describes how to deal with a confirmed COVID case in the school.

a. Communication

It is essential for parents/guardians to notify the school immediately if their child has been confirmed positive to COVID.

If a diagnosed case is identified in a classroom pod, the school will notify all parents and guardians in the relevant class, to ensure each family can take the appropriate action.

Parents and guardians of children in the class will receive an email informing them of the case, but the principal will not share any identifying details of the confirmed case.

b. Contact Tracing

Effective 27th September 2021, it is no longer necessary to carry out tracing of close contacts and testing of asymptomatic close contacts in primary education. However, cases in Special Educational Needs settings may still require children to be identified as close contacts, be referred for testing and have their movements restricted. Therefore, if a diagnosed case is identified in one of the Outreach classes, the school will await HSE guidance before contacting parents and guardians. However, in the event the HSE does not contact the school promptly, the school will carry out their own risk assessment.

c. Testing

- If a COVID case is confirmed in a classroom pod setting, all children in the pod should request a PCR test and self-isolate if they display any COVID 19 symptoms.
- If a COVID case is confirmed in a classroom pod setting, children may attend school only if they are asymptomatic (experiencing no symptoms).

Note that, effective 29th November 2021, free antigen tests will be provided in the following circumstances.

- 1) Free antigen test provided to children who:
 - are part of a classroom pod, where there is a confirmed case of Covid-19 **and**
 - are asymptomatic (experiencing no symptoms)
- 2) Free antigen test provided to children who:
 - are part of a classroom, where there are more than two confirmed cases of Covid-19 in a class outside of a single pod, within a 7-day period **and**
 - are asymptomatic (experiencing no symptoms)

It is strongly advised to avail of the free antigen testing when available. However the antigen testing programme is voluntary, so no records will be kept regarding the numbers of children doing antigen tests or their results.

All information regarding how to request an antigen test will be provided to parents, where relevant.

How Antigen Tests can be obtained:

If parents wish to access free antigen tests, they will need to provide their name, home address and the school's roll number when they call the HSE to arrange delivery. A box of 5 antigen tests will then be delivered to the address provided by the parents with instructions on how and when to do the tests. There is also a HSE video available online with instructions. Parents should carry out one antigen test on the day the tests arrive and then a second test two days later. The third test should be done two days later. In all, 3 tests should be done, over 5 days, starting on the day the tests arrive. A QR code will be provided to parents which will enable them to upload their test result, to inform the HSE, if they wish.

Please refer to the school's note re. Antigen Testing:



LETNS_Antigen
Testing eff. 29Nov21

Important note: the new measures (detailed above) only apply to primary school settings.

If a member of your household has a positive PCR result, all unvaccinated children under the age of 13 must restrict their movements and get a Covid-19 PCR test on day 0 and day 10. This is because the household remains the highest risk for transmission of Covid-19.

Please refer to the NPHET guidance ([link](#)) in cases where a pupil is identified as a close contact as a result of household transmissions.

11. Staff Duties

Staff have a statutory obligation to take reasonable care for their own health and safety and that of their colleagues and other parties. In order to facilitate a safe return to work, these duties include, but are not limited to, the following:

- Adhere to the School Covid-19 Response Plan and the control measures outlined. The cooperation and assistance of all staff is essential to reduce the risk of spread of Covid-19 and to protect health and safety as far as possible within the school. All staff have a key role to play
- Coordinate and work with their colleagues to ensure that physical distancing is maintained
- Make themselves aware of the symptoms of Covid-19 and monitor their own wellbeing
- Self-isolate at home and contact their GP promptly for further advice if they display any symptoms of Covid19
- Not return or attend school if they have symptoms of Covid-19 under any circumstances.
- If they develop any symptoms of Covid-19 whilst within the school facility, they should adhere to the procedure outlined above
- Complete the RTW form before they return to work
- Must inform the Principal if there are any other circumstances relating to Covid-19, not included in the form, which may need to be disclosed to facilitate their safe return to the workplace
- Must complete Covid-19 Induction Training and any other training required prior to their return to school
- Must be aware of, and adhere to, good hygiene and respiratory etiquette practices
- Keep informed of the updated advice of the public health authorities and comply with same.

12. Covid related absence management

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

13. Employee Assistance and Wellbeing Programme

The Board of Management 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. The Board of Management is 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.

The Board of Management aims 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.

The COVID-19 Response Plan has implications for changes to some policies and procedures. See COVID-19 Policy Changes folder.

The COVID-19 School Response Plan for L.E.T.N.S. was first published on 1st September 2020. This is a working document. Changes will be made in line with the most up-to-date advice from the Department of Education and Science, NPHET, HSE and HPSC.

List of Changes to Policies Required During the Public Health Emergency (COVID-19)

**All amendments to policies as listed below should be read in conjunction with the relevant policies as available on our website*

1. Administration of Medicines

In order to minimise health risks to children & staff and virus contamination, the school would like to reiterate that self-medication under the supervision of an adult is strongly advised (as per the terms detailed in the Administration of Medicines policy).

As parents/guardians are responsible for the provision of the medication, it is advised to make an appointment with the school in accordance with our Access Policy to deliver the medication to the teacher/staff.

General Recommendations: In line with HSE recommendations, we ask that children displaying any sign of COVID-19 is strictly kept at home. Symptoms fever (38°C and

above), cough, shortness of breath, loss of smell or taste (or distortion of taste), runny nose, vomiting or diarrhoea.

2. Code of Behaviour

In line with government and public health guidelines, the school endeavours to promote and educate children about the measures to prevent the spread of the virus (including hand hygiene, respiratory/cough etiquette, physical distancing).

Any behavioural issue resulting from the implementation of these safety measures will be handled in accordance with the Code of behaviour.

Examples of low level/moderate misbehaviours:

- Not observing guidelines for movement within classroom/school/yard.
- Misuse of hand sanitisers.
- Not observing guidelines for 'social distancing' (3rd - 6th class).

Examples of serious misbehaviour:

- Deliberately coughing/sneezing at others.
- Spitting (already listed under serious misbehaviour in policy).
- Persistently engaging in low level/moderate misbehaviours

3. Critical Incident

During the duration of the global health crisis, the school will ensure that all necessary measures are taken to guarantee the ongoing emotional wellbeing and physical health & safety of all pupils and staff

4. Data Protection

In line with government and public health requirements, Lucan Educate Together NS will hold contact details for all visitors to the school to facilitate contact tracing in the event of a case of COVID19 occurring in the school or in the case of someone who had recently visited the school. The information gathered in the contact tracing log may be shared with the HSE, HSA or Department of Education and Skills as required for public health purposes.

5. English as an Additional Language

Students requiring additional support with English as an additional language will continue to receive the necessary support. Group work, both in class and outside the main classroom, will be restricted to "pods", where the student is working with the same students each time to reduce interaction with a greater number of students. The

concept of pods for students is in line with government and public health guidelines. Where children are being withdrawn from class it may not always be possible to take out class 'pods'. In these cases, social distancing will be practised. All tables in learning support rooms will be cleaned between groups.

6. Enrolment Policy

Due to the current global health crisis, enrolments will not take place in person, at the school, unless by prior arrangement and only where it is not possible for the applicant to complete the process online. The Admissions Notice setting out the terms for our admissions policy will be available on our website from 5th October 2020. www.letns.org

7. Guidelines for Assembly and Dismissal of Classes

Staggered school opening and closing times will apply during the global health crisis. Parents are requested to arrive at school no earlier than five minutes before the start time for their child's class to avoid congestion. See Assembly and Dismissal Procedures for details.

8. Hall Hire

Due to the current global health crisis, use of school facilities by all hall hire groups has been suspended and will be reviewed monthly at the Board of Management meetings. Any hall hire group will be advised, when we are in a position to return to hiring out the hall, and any safety/sanitisation measures needed to keep the school clean and safe for staff and students.

9. Health & Safety Policy

The Health and Safety Policy has been updated taking account of current pandemic guidelines. Changes include:

- Return to work protocols
- Induction training on COVID-19 for all staff, i.e. ancillary, cleaning, teaching, SNA and escort.
- Training on hand hygiene procedures.
- Recognising the symptoms of COVID-19.
- How to deal with a suspected case. Isolation room protocols.
- Correspondence with Public Health concerning tracking and tracing.
- Appointment and training of COVID lead worker and assistant lead worker.

10. Healthy Eating Policy

While this policy currently states that in the case where a child forgets their lunch other children may share, this will not be possible for the duration of the current health crisis. A phone call home will be made and parents will be asked to label and leave the forgotten lunch/drink on the table outside reception.

11. Homework Policy

Upon returning to school each class is working towards adhering to department guidelines on homework. Homework may include a combination of I.T., written work, oral work, project work, reading, spellings and tables. We will strive to minimise the amount of books/copies transferring from home to school and vice versa.

12. Inclusion Policy

In order to limit the spread of COVID-19 in the classroom and the school environment, it is recommended by the government and public health team to restrict students to small "pods" within classrooms. This means that children will not change tables regularly and will work and eat lunch with the same pod. Inclusion of children from outreach classes is restricted to outdoor activities e.g. yard times, gardening, P.E. and other outdoor activities. This will be regularly reviewed.

13. Leave Policy for Teaching Staff

Refer to DES circulars for updates regarding Leave for COVID19 related reasons

14. Parental Volunteer Policy

During the global health crisis, parent volunteers should not access the school unless for an essential purpose and only with prior arrangement or agreement with the school. Any volunteer who has been given permission to access the school must adhere to all government health and safety guidelines regarding hand sanitiser, mask wearing and social distancing and any other measure required as determined by the Board of Management or School Principal.

15. Policy on Mobile Phones

In line with the current policy, mobile phones should only be brought to school where it is deemed absolutely necessary for the student to have one.

The signed mobile phone policy must be sent back into school before the child brings the phone in. The phone can be brought to school but given to the class teacher at the

start of the school day. The teacher should not handle the phone. Children can place the phone in a bag or box provided and take it out themselves at home time.

16. Safe Use of Interactive Whiteboards

In line with Government and Public Health guidelines, the following will need to be done after being used by a pupil: the pupil will need to clean his/her hands with hand sanitiser and the interactive whiteboard and/or the whiteboard markers will need to be cleaned with an antibacterial wipe.

Given that specific wipes must be used to clean the interactive whiteboards, it is recommended that pupils use whiteboard markers rather than touching the screen.

17. School Outings Policy

During the COVID-19 crisis, school outings will be strictly limited and any outings necessitating public transport or attendance at indoor events will be avoided unless deemed essential. Local outdoor outings may still take place if deemed safe and with due care and attention to health and safety guidelines, including social distancing.

18. SNA policy

The SNA team are advised to comply with all the safety measures for staff outlined in this policy. Timetables are arranged with a view to limiting the number of 'bubbles' an SNA will work with daily, while balancing the need to support as many children with additional needs as possible. SNAs are advised to follow the recommended safety measures before moving from one 'bubble' to another i.e. hand washing, sanitising and changing of masks/wiping off visor. SNAs on COVID-19 leave are expected to be available to support individual children/school remotely. Appropriate work will be agreed in collaboration with the SNAs on leave and regular communication will be maintained during their absence.

19. Specific Educational Needs

As a result of the current health crisis, communication between teacher and parent may take place online or over the phone rather than in person, except in exceptional circumstances. Group work, both in class and outside the main classroom, will be restricted to "pods", where the student is working with the same students each time to reduce interaction with a greater number of students. The concept of pods for students is in line with government and public health guidelines. Where children are being withdrawn from class it may not always be possible to take out class 'pods'. In these cases, social distancing will be practised. All tables in learning support rooms will be cleaned between groups.

20. Supervision and Yard Policy

School break times have been staggered to avoid congestion in the yard at these times. This ensures that there is no cross over of classes in corridors. Staff have staggered breaks in the staff room which is laid out to comply with social distancing requirements. There is also an extra designated space available when necessary. See Yard Duty Procedures for details.

21. Work Experience Policy

During the global health crisis, we will not be accommodating transition year students on work experience. We will facilitate a maximum of two teaching practice students

This is a live document and changes will be made according to best practice as advised by NPHET, DES, HSE and HSA.