

## **Colaiste Iognaid COVID-19 Response Plans required by 'Work Safely Protocol' March 2021**

### **Procedure for Returning to Work (RTW)**

A RTW form should be completed and returned to the school before returning to work. Schools should request staff (verbally or in writing) to confirm that the details in the pre-return to work form remain unchanged following subsequent periods of closure such as school holidays.

Number of questions increased from 5 to 7. Additional questions are:

- Are you awaiting the results of a COVID-19 test?
- In the past 14 days, have you been in contact with a person who is a confirmed or suspected case of COVID-19?
- Other 5 are slightly reworded

### **Pre-Return to Work Form COVID-19**

#### Return to Work Questionnaire

To help prevent the spread of COVID-19 in the workplace, every worker must complete and submit this form before returning to work. On review of the form, management may contact you and ask you not to return to work immediately and will discuss a suitable future date for your return. N.B. Every question must be answered.

Required

1. Name Required to answer. Single line text.

2. Do you have symptoms of cough, fever, high temperature, sore throat, runny nose, breathlessness, flu like symptoms or loss or change to your sense of smell or taste now or in the past 14 days? Required to answer. Single choice.

- Yes  
 No

3. Have you been diagnosed with confirmed or suspected COVID-19 infection in the last 14 days? Required to answer. Single choice.

- Yes  
 No

4. 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 2 metres for more than 15 minutes altogether in 1 day)?  
Required to answer. Single choice.

- Yes  
 No

5. Have you been advised by a doctor to self-isolate at this time? Required to answer. Single choice.

- Yes  
 No

6. Have you been advised by a doctor to cocoon at this time? Required to answer. Single choice.

- Yes  
 No

7. Please provide details below of any other circumstances relating to COVID-19, not included in the above, which may need to be considered to allow your safe return to work.  
Required to answer. Single line text.

Submit

### **Infection Prevention Control Measures**

**To prevent Introduction and Spread of COVID-19 in Schools staff and pupils are advised to:**

- Self-isolate or restrict their movements at home if they display any signs or symptoms of COVID-19 and contact their family doctor to arrange a test.
- Cooperate with any public health officials and the school for contact tracing purposes and follow any public health advice in the event of a case or outbreak in the school.
- Not to return to or attend school in the event of the following:
  - If they are identified by the HSE as a close contact of a confirmed case of COVID-19.
  - If they live with someone who has symptoms of the virus.
  - If they have travelled outside of Ireland; in such instances staff are advised to consult and follow latest Government advice in relation to foreign travel.

### **Hand Hygiene**

Alcohol-based sanitiser must not be stored or used near heat or naked flame.

### **Physical Distancing**

## **Ventilation**

### **'Practical Steps for the Deployment of Good Ventilation Practices in Schools'**

The Department has published the following guidance setting out the practical steps for good ventilation in accordance with public health advice.

The guidance sets out an overall approach for schools that:

- Windows should be open as fully as possible when classrooms are not in use (e.g. during break-times or lunch-times (assuming not in use) and also at the end of each school day) and partially open when classrooms are in use.
- The guidance provides that good ventilation can be achieved in classrooms without causing discomfort, particularly during cold weather.

## **Use of PPE in Schools- Medical Grade Masks**

Schools must provide medical grade masks in the EN14683 category to all SNA's and teachers in special schools, special classes and those staff by necessity that need to be in close and continued proximity with pupils with intimate care needs, including School Bus Escorts.

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

School staff should be encouraged to download the HSE COVID-19 tracker app to assist Public Health for contact tracing purposes both in and out of the school setting.

## **Staff Duties**

- Not to return to or attend school in the event of the following:
- If they live with someone who has symptoms of the virus.
- If they have travelled outside of Ireland; in such instances staff are advised to consult and follow latest Government advice in relation to foreign travel.
- Cooperate with any public health personnel and their school for contact tracing purposes and follow any public health advice given in the event of a case or outbreak in their school.
- Undergo any COVID-19 testing that may be required in their school as part of mass or serial testing as advised by Public Health

## **Employee Assistance and Wellbeing Programme**

Information updated in this section.

### **Checklist for School Management Staff**

- Have you requested confirmation that the details in the pre-return to work form remain unchanged following periods of closure such as school holidays?
- Have you advised staff and pupils not to return to or attend school if they are identified by the HSE as a close contact of a confirmed case of COVID-19 or if they live with someone who has symptoms of the virus?
- Have you advised staff and pupils not to return or attend school if they have travelled outside of Ireland; in such instances staff are advised to consult and follow latest Government advice in relation to foreign travel?
- Have you advised staff and pupils to cooperate with any public health officials and the school for contact tracing purposes and follow any public health advice in the event of a case or outbreak in the school?

### **Hand / Respiratory Hygiene**

Have you told staff and pupils when they need to wash their hands or use hand sanitiser?  
This includes:

- When entering and exiting vehicles
- When entering and exiting school buildings

### **Physical Distancing**

- Have you advised staff of the Department's guidance to achieve good ventilation?
- Have you checked any mechanical ventilation systems to ensure an adequate supply of fresh air is used?

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

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.

### **Checklist for cleaning**

Have you put in place a written cleaning schedule to be made available to cleaning staff including:

- Cleaning of frequently touched surfaces such as vending machines, coffee machines and door handles