



Covid Response Plan
Our Lady of the Wayside NS.
2020/2021

1. Introduction

This Covid-19 Response Plan is designed to support the staff and Board of Management in putting measures in place that will prevent the spread of Covid-19 in [Our Lady of the Wayside NS](#). 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 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 sanitizer
 - c. Avoid touching your eyes, nose and mouth
 - d. Physical distancing
 - e. Practice respiratory Hygiene
 - f. Do
 - g. Do Not
 - h. People at very high risk (Extremely vulnerable)

7. Managing the risk of Spread of Covid-19
8. Control Measures
 - a. Return to Work form
 - b. Induction Training
 - c. Induction Training – on line video
 - d. Hygiene and respiratory Etiquette
 - e. Personal Protective Equipment
 - 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 co-operation 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.

Note:

This 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.fhe.ie

www.hpsc.ie

www.hsa.ie

www.education.ie

2. Our Lady of the Wayside NS Covid-19 Policy

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 the Chairperson of the Board of Management and brought to the attention of staff, pupils, parents and others.

Covid 19 Policy Statement

Our Lady of the Wayside NS 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 COVID-19 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
- Inform all staff and pupils of healthy 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/familiarization briefing provided by the DES
- 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 DES 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 -----

Signed:----- Date-----

Signed: ----- Date-----

3. Planning and Preparing for Return to School

The Board of Management aims to facilitate the resumption of school based teaching and learning and the return to the workplace of staff. The return to work must be done safely and in strict adherence to the advice and instructions of public health authorities and the government.

Details for the re-opening of the school and the applicable controls are outlined in this document.

a. School Buildings

Before re-opening school in the new school year we will check the following

- Does the water system need flushing at outlets following low usage to prevent Legionella disease? **(Toilets all flushed weekly (at least) from 2.7.2020. Burco boilers to be emptied and refilled last week in August)**
- Has school equipment and mechanical ventilation been checked for signs of deterioration or damage before being used again? **(Computers have been updated and hard drives removed from older ones and Projectors are being serviced on 24th August)**
- Have bin collections and other essential services returned **(Yes)**

b. Signage

Signage outlining the signs and symptoms of COVID-19 and to support good hand and respiratory hygiene will be displayed.

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 hard copy is attached also at **Appendix 1**.

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 members' return to the school.

Note: Induction Training for staff will be developed by the Department in consultation with stakeholders and made available for all schools and 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 to carry out a specific role.

Note: The process for appointment of the Lead Worker Representative in schools will be agreed centrally between the DES and the education partners. That process, once agreed, will be circulated to all schools in advance of the re-opening of schools.

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, she should contact the lead worker who will engage with the principal/BOM.

Name of Lead Worker	Contact Details

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 [Our lady of the Wayside NS](#) is attached at **APPENDIX 2**. It is important to review emergency procedures involving fire safety and first aid to consider any new risks that arise due to the School's COVID-219 Response Plan. Any changes to the school's current risk assessments should be 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 recognize the symptoms. They are:

- High temperature
- Cough
- Shortness of breath or breathing difficulties
- Loss of smell, of taste or distortion of taste.

The best way to prevent the spread of COVID-19 in a school is to minimize 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 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 school 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.
- Everyone entering the school building should be required to perform hand hygiene with hand sanitizer.
- Visitors to school during the day should be 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. The DES will ensure all updated advice is circulated to schools. [Our Lady of the Wayside NS](#) 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
- b. Hand Hygiene and Hand Sanitisers
Hand hygiene can also be achieved by the use of hand sanitisers when hands are clean.
- c. Avoid touching eyes, nose and mouth
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.
- e. Practice Respiratory Hygiene
Cover your mouth and nose with a tissue or your bent elbow when you cough or sneeze and then dispose of the tissue immediately.
- f. Do
 - Wash your hands properly and often
 - Cover your mouth and nose with a tissue or your sleeve when you cough and sneeze
 - 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 – e.g. bottles, cups, cutlery, etc.
- h. People at Very High Risk (Extremely Vulnerable)
Staff in this group should self- declare on the RTW form if they believe that they are at very high risk. Details of leave arrangements that will apply will be updated by the DES. Advice may 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. They 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 co-operate 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

The purpose of the RTW form is to get confirmation from staff that, to the best of her knowledge, 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

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

c. Induction Training for Return to School

This training is to cover all aspects of the return to safety protocols

d. 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 will be available at various locations within the school.

Hand washing facilities and hand sanitisers are available at multiple locations within the school and in each classroom.

e. Use of PPE

Appropriate PPE will be available for dealing with suspected COVID-19 cases, intimate care needs and for first aid. **This will be updated.**

The use of a visor may be considered where there is a concern that physical distancing cannot be maintained, there will be prolonged close contact and/or that exposure to fluid/respiratory droplets is likely.

f. Routine use of **disposable gloves** is not a substitute for hand hygiene.

g. Cleaning

Arrangements for more regular and thorough cleaning of surfaces within the school will be made.

All staff will have access to cleaning products and will be required to maintain cleanliness of their own work area.

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 classrooms

Staff must use and clean their own equipment and utensils (cup, cutlery, plates, etc)

h. Access to the school building/ contact log

Access to the school 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 should be maintained.

The school should maintain a log of staff and student contacts. In additions see visitor contact log at **Appendix 3**.

i. First Aid/ Emergency Procedure

The standard First Aid procedure shall continue in [Our Lady of the Wayside NS](#)

In an emergency or in case of an accident, call for an ambulance or the fire brigade on 112/999

Contact the principal or First Aid giver

10. Dealing with a suspected case of COVID-19

Staff or pupils should not attend school if displaying any symptoms of COVID-19. The following outlines how [Our Lady of the Wayside NS](#) will deal with a suspected case that may arise during the course of work.

The isolation room will be L.S. room beside the secretary's office.

If a staff member/pupil displays symptoms of COVID-19 while at work in [Our Lady of the Wayside NS](#) 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 the doctor to 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 bin as 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 GP by phone of their symptoms.
- 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.

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. All staff have a key role to play.
- Co-ordinate 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 well-being
- Self - isolate at home and contact their GP promptly for further advice if they display any symptoms of Covid-19
- 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, they should adhere to the procedures outlined above.
- Complete the RTW form before they return to work.
- Must inform the Principal if there are any 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 to 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 the DES.

13. Employee Assistance and well Being 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 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 organizing suitable 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.

Planning and Preparing

No.	Control	Yes/No	Action Needed
1	Have we prepared our Covid Response Plan?		
2	Have we identified the control measures we need to put in place to minimize the risk of exposure to Covid 19?		
3	Have we a system in place to provide staff with information?		
4	Have we updated our risk assessment?		
5	Have we updated our emergency plans, to take account of physical distancing?		
6	Have we sent each staff member a Covid-19 RTW form to be completed and returned 3 days before return to the school?		
7	Have we sent each staff member information on the HSE guidance on people most at risk and asked them to tell if they fall into any of these categories?		
8	Have we told staff they must stay at home if sick or if they have any symptoms of Covid-19 and informed them of their entitlements if they are sick or need to quarantine?		
9	Have we appointed a Worker Representative to monitor compliance with control measures?		
10	Have we agreed with staff about adjustment of rosters/ breaks etc to maintain physical distancing?		
11	Have we organized to have meetings on Zoom?		
12	Have we put in place measures to prevent interacting with visitors to prevent physical contact , as far as possible?		
13	Have we advised staff to hand sanitise on entry to the building?		
14	Does the water system need flushing at outlets?		
15	Has the school , including all equipment , doors and frequently touched surfaces been thoroughly cleaned?		

Control Measures

	Topic	Yes/No	Action required
	Hand Hygiene Facilities:		
1	Are there enough hand sanitizing stations in place?		
2	Are hand washing and sanitizing stations in convenient locations?		
3	Have we made arrangements to ensure hand hygiene facilities are regularly checked and well –stocked e.g. hot water, soap dispensers, paper towels, touch –free bins and hand sanitisers?		
	Hand sanitising		
4	Are sanitisers alcohol-based?		
5	Are there sanitisers at entry/exit points?		
	Awareness around hand hygiene		
6	Have we informed workers about the importance of hand washing?		
7	Do staff know how to hand wash correctly?		
8	Have we shown staff how to use hand sanitizer correctly and where hand sanitizing stations are located?		
9	Have we displayed posters on how to wash hands correctly?		
10	Have we told staff when they need to wash their hands – before and after food, after coughing or sneezing, after using the toilet, before and after wearing gloves, when arriving and leaving school, after changing tasks, after touching potentially contaminated surfaces, if in contact with someone displaying Covid symptoms		
11	Have we provided staff with hand sanitizer for use in work?		
	Respiratory Hygiene		
12	Have we told staff about good respiratory hygiene?		
13	Are there sufficient bins in each classroom?		
14	Is there a system in place to regularly empty bins so they don't over fill?		
	Physical Distancing		
15	Have we looked at how we can change the layout of the school to allow for physical distancing?		
16	Have we a system to regularly remind staff to stay 2 metres apart?		
17	Can we re-arrange times and breaks to minimize the number of people together?		
18	Can we organise staff into teams who consistently work and take breaks together?		

19	Can we organize a one way system for entering and exiting the school?		
20	Have we put floor markings in place to remind everyone of the 2 metre physical distance required?		
	Minimising Contact		
21	Have we minimized the need for staff to gather for meetings by making technology available?		
22	Have we told staff to clean and disinfect surfaces and shared equipment, not to shake hands and to avoid any physical contact?		
	At Risk Groups		
23	Have we determined which , if any staff are at higher risk from COVID-19 (See: HSE AT RISK GROUPS)		
	Visitors		
4	Is there a system for recording visits to the school (Covid-19 log, Sign in book)		

Induction

	Control	Yes/No	Action Needed
1	Have we a system in place to keep up to date with the latest advice and to pass on that advice to staff?		
2	Have we a completed RTW form for each staff member?		
3	Have we covered the signs and symptoms?		
4	Have we explained how the virus is spread?		
5	Have we covered the control measures we have put in place to minimize the risk of exposure?		
6	Have we demonstrated physical distancing, good hand hygiene and respiratory etiquette to staff?		
7	Have we given staff information on At Risk groups and asked them to let us know if they fall into that category?		
8	Have we told staff they must stay at home if sick or if they have any symptoms of Covid -19 and informed them of their entitlements if they are sick or need to quarantine?		
9	Have we told staff what to do if they start to develop symptoms at school, including where the isolation area is?		
10	Have we told staff of the purpose of the contact log?		
11	Have we told of any changes to our emergency plans?		
12	Have we explained any changes to first aid procedures to minimize the risk of being exposed		
13	Have we identified the Worker Representative to all staff and explained their purpose?		
14	Have we explained any new staff rosters, changing of start/finish times, rostering of breaks, etc?		
15	Have we told staff to wash hands on leaving home and on arrival at school?		
16	Have we explained the need for staff to avoid physical contact with colleagues?		
17	Have we explained the need for a cleaning regime of frequently touched surfaces such as door handles, light switches, etc.		
18	Have we explained the need to avoid sharing items such as cups, cutlery, pens, etc.?		
19	Have we provided each staff member with cleaning materials, including disinfectant wipes, and advised them to clean their own workspace daily?		
20	Have we told staff of supports available to them if they are feeling anxious or stressed?		

Dealing with A Suspected Case of COVID-19

	Control	Yes/No	Action Needed
	Procedures and Information		
1	Have we a system in place to identify and isolate anyone who starts to display symptoms of Covid-19 in school?		
2	Have we a Covid-19 contact/group work log in place to facilitate contact tracing?		
3	Have we told staff about the isolation procedure and when it should be used?		
4	Have we displayed posters in suitable locations highlighting the signs and symptoms of Covid-19?		
	Instructions if a person develops signs and symptoms at school		
5	Have we instructed staff about what they need to do if they develop signs and symptoms at work?		
	Reporting		
6	Have we made staff aware of reporting procedures if they develop signs and symptoms at work?		
	Response Team		
7	Have we appointed a manager to deal with any suspected case of Covid-19?		
8	Have we appointed /allocated other workers to support a response team to deal with a suspected case of Covid-19 and trained this team in what actions to take?		
	Isolation Area		
9	Have we identified a place that can be used as an isolation area, in the event of a suspected case of Covid-19?		
10	Is this area and the route to this area accessible?		
11	Have we a contingency plan for dealing with more than one suspected case?		
12	Are the following available in the isolation area- tissues, hand sanitized, wipes, masks, waste bin?		
	Isolating a person displaying Covid-19 symptoms		
13	Are procedures in place for the Covid manager to accompany the affected person to the isolation area, while maintaining physical distancing from them?		
14	Have others been advised to maintain a 2 meters distance from the affected person at all times?		
15	Is there a disposable mask available for the affected person to wear while in a common area and when exiting the building?		

	Exit Strategy		
1	If the affected person is a child have you contacted the parents?		
2	Have you established, by asking them, if the affected person feels well enough to travel home?		
3	If the affected person is well enough to go home have you directed them to do so and to call their GP and self-isolate?		
4	If the affected person feels unable to go home, has the Covid manager let them remain in isolation, and enabled them to call their GP?		
5	Is there a need to call 999 or 112 and tell them there is a Covid -19 suspect?		
6	Has the affected person been advised to avoid touching other people, surfaces and objects?		
7	Has the affected person been advised to use respiratory etiquette and have provisions been provided?		
8	Has transport been arranged for the affected person if required?		
9	Have we carried out an assessment of the incident to identify any follow –up actions needed?		
	Disinfection		
10	Have we taken the isolation area and any work area where the person was involved out of use until cleaned and disinfected?		
11	Have the cleaners been trained in dealing with contaminated areas and supplied with the appropriate PPE?		

Cleaning and Disinfection

	Topic	Yes/No	Action Required
1	Have we a system in place for checking and keeping up to date with the latest public health advice?		
2	Have we a system for thorough and regular cleaning of frequently touched surfaces?		
3	If disinfection is required has it been done following cleaning?		
4	Are the following frequently touched surfaces included in the cleaning plan? – table tops , door handles and light switches, toilets, and toilet doors, taps, remote controls, kettles, microwaves, toasters, fridge handles, kitchen surfaces, cupboard handles		
5	Are washrooms and surfaces being cleaned at least twice a day?		
6	Do staff have their own cleaning materials such as disinfectant or wipes to keep their own workspace clean?		
7	Have staff been told they need to keep their own workspace clean?		
8	Staff members are responsible for cleaning personal items that have been brought to work and are likely to be handled at work or at break times e.g. mobile phones, laptops. Have staff been told to clean personal items , to avoid leaving them down on communal surfaces or they will need to clean the surface after the personal item is removed?		
9	Have arrangements been made for the safe emptying of bins?		
10	Are there sufficient cleaning materials?		
11	Are cleaning staff aware of the new cleaning arrangements?		
12	Have staff been advised to follow instruction on product labels for any cleaning products before use?		
13	If cleaning staff have been advised to wear gloves are they aware of the need to wash hands thoroughly before and after wearing gloves?		
14	Are cleaning staff aware that waste from a Covid suspect should be double bagged and stored in a secure area for 72 hours before being presented for general waste collection?		
15	Is there a system in place to ensure that reusable cleaning equipment including mop heads and non-disposable cloths are clean before re-use and that buckets are emptied and cleaned with a fresh solution of disinfectant before re-use?		

Staff

	Control	Yes/No	Action Needed
1	Do you feel well and fit enough to return to work?		
2	Are you aware of the signs and symptoms of Covid-19?		
3	Have you completed the RTW form and returned it to the Principal?		
4	Have you told your employer if you fall into any of the at-risk-categories?		
5	Have you been given an induction before returning to work and made aware of the control measures which have been put in place to minimize the risk of exposure to Covid-19?		
6	Do you know who your Covid manager is?		
7	Do you know what to do in relation to physical distancing, good hand hygiene and respiratory etiquette?		
8	Do you know when and how to wash your hands properly?		
9	Do you know to keep 2 metres physical distancing from others at all times in school?		
10	Do you know what to do if you start to develop symptoms of COvid-19 while at school, including where the isolation area is?		
11	Do you understand the purpose of giving any necessary information to maintain a Covid-19 contact log?		
12	Do you understand any proposed new staff rosters or breaks?		
13	Do you know to avoid sharing items such as cups, cutlery, pens, etc.?		
14	Have you been made aware that any personal items brought into school must be cleaned and avoid leaving them down on communal surfaces or to clean the surface after the personal item is removed?		
15	Have you been provided with cleaning materials to clean your own workspace twice daily?		
16	Do you know what supports are available if you are feeling anxious or stressed?		

Staff Representative/ Covid Manager

	Control	Yes/No	Action Needed
1	Have you agreed to work as the staff rep/Covid Manager?		
2	Are you keeping up-to date with the latest advice form the Government?		
3	Are you aware of the signs and symptoms of Covid-19?		
4	Do you know how to prevent the spread of Covid-19?		
5	Have you been brought through an induction?		
6	Are you helping to keep the staff up to date with the latest advice?		
7	Have you completed your RTW form and returned it to the Principal?		
8	Did the principal consult you when putting control measures in place?		
9	Are you co-operating with the principal to make sure these control measures are maintained?		
10	Have you familiarised yourself with the cleaning requirements needed to help prevent cross contamination?		
11	Have you been asked to walk around the school daily to check that the control measures are in place and are being maintained?		
12	Are you reporting any problems, areas of non-compliance or defects that you see?		
13	Are you keeping a record of any problems, areas of non-compliance or defects and what action was taken to remedy the issue??		
14	Are you familiar with what to do in the event of someone developing the symptoms of Covid-19 while at school?		
15	Are you taking charge of someone developing symptoms of Covid-19 and bringing them to the isolation area?		
16	Are you helping in assessing what follow up action is needed once the suspected person has left the building?		
17	Are you helping in maintaining the staff contact log?		
18	Are you making any changes to First Aid Procedures?		
19	Are you making yourself available to fellow staff to listen to any COVID control concerns or suggestions they may have?		