

- Last reviewed on Monday the 1st of March 2021
- Last reviewed @ Staff meeting 03/12/2020

## Inver National School

# COVID-19 SCHOOL PLAN

**Our main aim is to prevent the risk of infection coming into our school and we cannot do this without your help!**

**YOU SHOULD NOT, UNDER ANY CIRCUMSTANCES, SEND YOUR CHILD TO SCHOOL IF THEY HAVE A TEMPERATURE, A COUGH OF ANY KIND, LOSS OF SMELL/TASTE OR HAVE ANY KIND OF SHORTNESS OF BREATH.**

*If you are in any doubt whether you should send your child to school or not, please err on the side of caution.*

## Introduction

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

**As the advice issued 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:

- \* COVID-19 School Policy
- \* Planning and Preparing for Return to School
- \* Return to work safely and Lead Worker Representative(s)
- \* Safety Statement and Risk Assessment
- \* General advice to prevent the spread of the virus
- \* Control Measures
- \* Procedure for Returning to Work (RTW)
- \* Dealing with a suspected case of Covid-19
- \* Staff Duties
- \* Covid related absence management
- \* 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](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);

**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**

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**Inver 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 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 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
- keep a contact log to help with contact tracing
- ensure staff engage with the induction / familiarisation briefing provided by the Department of Education
- 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 advice
- School self declaration completed by parents and returned to school prior to child returning after absence

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), who will be supported in line with the agreement between the Department and education partners.

Signed: Diane Cosgrove

Date: 1st March 2021

Diane Cosgrove, Principal

Signed: G. Walsh

Date: 1st March 2021

Geraldine Walsh, Chairperson of B.O.M.

## Planning and Preparing for Return to School

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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 the work must be done safely and in strict adherence to the advice and instructions of public health authorities and the Government. Details for the reopening of our school and the applicable controls are outlined in this document.

## Return to work safely and Lead Worker Representative

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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 role of the lead 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.

<b>Name of Lead Worker representative (LWR)</b>	<b>Contact details</b>
<b>Lorraine Garvin</b>	<b>lorraine@inverns.org</b>
<b>Name of Assistant Lead Worker representative (ALWR)</b>	<b>Contact details</b>
<b>Deborah Tyrrell</b>	<b>deborah@inverns.org</b>

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.

## Safety Statement and Risk Assessment

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COVID-19 represents a hazard in the context of health and safety in the school environment

Our school is in the process of reviewing our 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. Any changes to the schools existing emergency procedures will be documented.

We will also review our existing risk assessment to consider any new risks that arise due to the school's COVID-19 Response Plan. Any changes to the school's current risk assessments should will be documented.

## General advice to prevent the spread of the virus

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In order to prevent the spread of COVID-19 it is important to know and recognise 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 minimise the risk of introduction of the disease into the school setting in the first place.

This can be achieved through the following measures:

- Awareness of COVID-19 and its symptoms amongst staff, pupils, parents and visitors is promoted via school signs and website/notifications sent home.
- Staff and parents of pupils who have symptoms of COVID-19 or other acute infectious diseases are advised not to attend school, to phone their GP and follow the HSE guidance on self-isolation.
- Staff and parents of pupils who have been identified by the HSE as contact of a person with COVID- 19 are advised not to attend schools and to follow the HSE advice on restriction of movement.
- Staff and pupils are informed as to what to do if they develop symptoms in school. Pupils will inform teacher who will then follow procedure outlined below.
- Everyone entering the school building are required to perform hand hygiene with hand sanitiser.
- Visitors to school during the day will be by prior arrangement and enter the front door only. They will be received at this specific contact point and complete a visitor's contract tracing log.

**Staff, pupils and visitors must 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 Department of Education and Skills will ensure all updated advice is circulated to schools.

**Inver National School** will arrange for this advice to be communicated to staff, pupils and visitors in a timely manner via the school website Covid -19 page.

## Managing the risk of spread of COVID-19 in Inver N.S.

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### How can you help?

- Take your child's temperature before coming to school and ensure their hands are clean
- Do not enter the school grounds, unless prior permission to do so has been granted by the principal.
- Return to school declaration form to be completed by parents prior to the child returning to school by email or by posting it in letterbox
- Communicate with your child's teacher via their personal school email only.

[diane@inverns.org](mailto:diane@inverns.org)

[deborah@inverns.org](mailto:deborah@inverns.org)

[lorraine@inverns.org](mailto:lorraine@inverns.org)

[lisa@inverns.org](mailto:lisa@inverns.org)

- When sending back forms/money, please use a sealed envelope with child's name and post into new post box at front of school . (accessible from outside wall)

### **Reminder to anyone attending school who has travelled abroad:**

Government policy, which is based on official public health advice, continues to advise against non-essential travel overseas for everyone. It is a requirement for anyone coming into Ireland, from locations other than those with a rating of 'normal precautions' ("green"), to restrict their movements for 14 days, and this includes school staff, parents and children or other students coming from abroad to attend school in Ireland. Restricting your movements means staying indoors in one location and avoiding contact with other people and social situations as much as possible.

### **Arrival/Dismissal**

The school day will continue to start at 9:20 and finish at 2pm (infants)/ 3pm(1st-6th).

- We request all families to be present outside school grounds by 9.15am each morning. Each child must remain in family car and walk to their own teacher only when she presents on yard. Children in Junior room can be accompanied by a parent to the gate.
  - Children will independently enter and exit the school via a designated gate/door and must use this gate/door at all times. Senior room will use top gate. Middle and Junior room will use middle gate. At collection we ask parents to make themselves visible at school wall while maintaining a distance between each family please. Middle and Senior room dismissal will be staggered by a few minutes so as to avoid congregation outside wall. We discourage carpooling at this time.
- If an adult must collect a child during the course of the school day, the following arrangements will apply; please contact the school prior to collecting your child. The adult must remain outside the front door until a staff member meets them. The adult who is collecting will be asked to provide details for the school contact log to a member of staff.

### **Class Bubbles**

Each class is considered a bubble.

- Children will be confined to mixing with their own bubble. This includes break time. Unfortunately no whole school activities will take place.
- Within each class, the children will be grouped into pods which will be distanced from each other in so far as space allows. In certain cases a pod will be the whole class. Ie 1<sup>st</sup> or 2<sup>nd</sup>.
- Children from 3rd-6th are required to sit 1m from each other, in so far as space allows and without impeding learning. In some instances where space does not allow for 1m distance, children will sit in small pods up to a max of 4. Children from 3rd class will be required to use their own resources where possible ie pencils, erasers, rulers, scissors etc and sharing of resources will not be allowed.
- Junior and middle room pupils will be provided with a personal ziplock mesh bag to hold items they use on a regular basis such as pencil, crayons, erasers, copies etc . to minimize sharing. These items will be chosen and provided by class teacher and will remain in school. They will however share some items and engage in paired work /group games, which are not just confined to their pod. Junior room will still have play, circle time and storytime. Interaction amongst the younger children is strongly encouraged by the Department of Education.
  - Teachers will maintain a regular cleaning routine of all resources and materials that will be used by different pods or classes. Sharing of materials (games, maths manipulatives) **between** pods up to 2<sup>nd</sup> class will be minimised but not eradicated.
- Ventilation- To ensure that classrooms are well ventilated, windows will be kept open as much as possible and open during break times.

## **Yard**

Children are assigned a zone in yard and will play at breaktimes in this area for the week. The zones will rotate each week. Children will exit via their designated door. Only one child from each class allowed to toilet at one time.

Children will be allowed to use balls, hula hoops and playground area on yard. All children will sanitise on exiting and entering at break time. Each class teacher will pick their children up from their Zone.

**Injuries** Accidents will be dealt with as per usual with staff wearing gloves/ visor/mask where distance cannot be maintained.

## **First Aid/emergency procedure**

The standard First Aid/Emergency procedure shall continue to apply in **Inver National School**.

## **Toileting**

Each class has been assigned a particular toilet and one child from each class is permitted at a time. (exception of first week or 2 for infants)

Each toilet has warm water in sinks, a soap dispenser and a paper towel dispenser. Signage also present as a reminder.

## **Hand Hygiene**

- Throughout the school there are hand sanitizers provided which children and staff will be required to use upon entering and exiting classrooms as well as before and after certain activities. Hand Sanitisers are present at all 3 entry/exit points, in each classroom and in the isolation room. Ample signage is also present around the school as a reminder of correct coughing/sneezing etiquette, how to wash hands and the signs and symptoms of Coronavirus. Children will receive a detailed demonstration as to how to wash hands thoroughly and sanitise also. All 3 mainstream classes and toilets have been equipped with antibacterial soap and dispensers and paper towel dispensers. Warm water is also available in toilets and classrooms to ensure thorough washing.

## **Uniform**

There is no guidance or advice to say that school uniforms should be washed every day and this is not practical for many families. However, children's uniforms must be clean and washed regularly as a child may have coughed or sneezed into their sleeves as per coughing protocols. As a school we strongly advise that children should wear their school uniforms .

They should not be worn in after school activities, shops if at all possible etc. P.E. will take place on Tuesday and Thursday, so children can wear Active wear on those days.

## **Curriculum/Homework**

As play is a central part of the Junior room curriculum, it will continue as part of the school day. However, it will be necessary to scale back the variety of play resources available to the children and these resources will be sanitised and/or quarantined regularly.

Please ensure that your child brings no extra equipment to school.

As the guidelines from the department of Education state, we will be focusing on the curricular areas of Maths, English, Gaeilge SPHE and PE for the first number of months back to school.

## **Cleaning**

The school will be cleaned by our cleaners, following all government guidelines, advise and checklists, every day. Cleaners have been provided with training, checklists and new cleaning resources. Each cleaner will have a designated section of the school to clean to minimise interaction. Cleaning products will be colour coded so as to avoid sharing between rooms. Regular and thorough cleaning of communal areas and frequently touched surfaces shall be conducted, in particular, toilets, door handles and classroom surfaces.

## Staff

- All staff will wear a mask. Extra PPE will be required eg Gloves/Apron in roles where staff are:
  - Performing intimate care
  - Where a suspected case of Covid-19 is identified while the school is in operation

Appropriate PPE will be available for dealing with suspected COVID-19 cases, intimate care needs and for first aid. This will be updated as appropriate in line with advice from the HPSC.

Where staff provide healthcare to children with medical needs in the school environment they should apply standard precautions as per usual practice.

- All staff will use, wash and dry their own personal items such as cutlery, cup etc
- Each teacher is responsible for maintaining a clean personal work space. Each classroom has an array of cleaning products under lock and key, for use by teacher.
- Staff will maintain 2 m distance from each other, when possible, and will minimise interaction with other bubbles in so far as possible.

### **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.

***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.*

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

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All staff will complete a **Return to Work (RTW) form**, which will be provided by the Principal. 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.

### **Induction Training**

All staff will undertake and complete 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.**

**\*Note: Induction Training has been completed by all staff. All forms have been filled.**

## **Dealing with a suspected case of Covid-19**

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Staff or pupils should not attend school if displaying any symptoms of Covid-19. The following outlines how **Inver National School** will deal with a suspected case that may arise during the course of work.

If a staff member/pupil displays symptoms of Covid-19 while at work in **Inver National School** 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** Parents must arrive promptly when called and ensure school has the most up to date contact details.
- Isolate the person - 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. In our school, this isolation area is the old P.E.storage room, which has been cleared out. This area is the first room inside the side door of the school.
- If more than one symptomatic child, the learning support room will be used. Provide a mask for the person presenting with symptoms and supervising person.
- 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
- 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
- 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 . (LWR)
- Arrange for appropriate cleaning of the isolation area and work areas involved.

**The HSE will inform any staff/parents who have come into close contact with a diagnosed case via the contact tracing process. The HSE will contact all relevant persons where a diagnosis of COVID-19 is made. The instructions of the HSE should be followed and staff confidentiality is essential at all times.**

## **Staff Duties**

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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.
- iv. 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 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.
- X Keep informed of the updated advice of the public health authorities and comply with same.

## **Covid related absence management**

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

## **Employee Assistance and Wellbeing Programme**

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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 .

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.

## APPENDIX 1

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

This questionnaire must be completed by staff **at least 3 days** in advance of returning to work.  
If the answer is Yes to any of the below questions, you are advised to seek medical advice before returning to work.

Name: \_\_\_\_\_

Name of School: **Inver National School**

Name of Principal: **Diane Cosgrove**

Date: \_\_\_\_\_

	Questions	YES	NO
1.	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?		
2.	Have you been diagnosed with confirmed or suspected COVID-19 infection in the last 14 days?		
3.	Have you been advised by the HSE that you are you a close contact of a person who is a confirmed or suspected case of COVID-19 in the past 14 days?		
4.	Have you been advised by a doctor to self-isolate at this time?		
5.	Have you been advised by a doctor to cocoon at this time?		
6.	Have you been advised by your doctor that you are in the very high risk group? If yes, please liaise with Principal re return to work and follow the agreed DES arrangements for very high risk groups		

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

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

Signed: \_\_\_\_\_

## Contact Tracing Log

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

# Risk Assessment

## pendix 2

COVID-19 Risk Template (List identifies COVID-19 as the hazard and outlines control measures required to deal with this risk)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H=High M=Medium L=Low	Controls (When all controls are in place risk will be reduced)	Is this control in place?	Action/to do list/outstanding controls <small>*Risk rating applies to outstanding controls outlined in this column</small>	Person responsible	Signature and date when action completed
Covid-19	N	Illness	H	School Covid19 Response Plan in place in line with Department of Education and Skills guidance and the Return to Work Safely Protocol and public health advice		<b>Examples of Actions</b> Follow public health guidance from HSE re hygiene and respiratory etiquette  Complete School COVID-19 Policy Statement  Return to Work Forms received and reviewed  Undertake Induction Training  Maintain log of staff, student and visitors	Name of staff member	

If there is one or more High Risk (H) actions needed, then the risk of injury could be high and immediate action should be taken.  
Medium Risk (M) actions should be dealt with as soon as possible. Low Risk (L) actions should be dealt with as soon as practicable.

Risk Assessment carried out by: \_\_\_\_\_

Date: / /

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## Appendix 3

### School Contact Tracing Log for Visitors

Name of School: \_\_\_\_\_

Address of School: \_\_\_\_\_

Contact Person in School for queries: \_\_\_\_\_

Contact Phone Number/email address for queries: \_\_\_\_\_

Name of Visitor	Time of Entry to school	Time of Exit from school	Reason for Visit (Contractor, Parent, Other)	If contractor name of company and address	Contact details of visitor	Date of Visit	Who the visitor met (separate line required for each person the visitor met)	Length of time spent with each person in the school