

## **Appendix 3**

### **Summary of additions to COVID-19 Response Plans required by 'Work Safely Protocol'**

#### **Sec 4.2 Procedure for Returning to Work (RTW) & Appendix 6 Checklist for School Management**

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.

#### **Sec 5 Infection Prevention Control Measures - To prevent Introduction and Spread of COVID-19 in Schools**

- Advise staff and pupils 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
- Advise staff and pupils 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.
  - Advise 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;

#### **Sec 5.3 Hand Hygiene**

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

#### **Sec 5.4 Physical Distancing**

##### ***Ventilation – new section***

The Department has published guidance setting out the practical steps for good ventilation in accordance with public health advice '*Practical Steps for the Deployment of Good Ventilation Practices in Schools*' 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.

## **Sec 8 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.

## **Sec 10 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

## **Sec 12 Employee Assistance and Wellbeing Programme**

Information updated in this section.

## **Appendix 2 Pre-Return to Work Form COVID-19**

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

- 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

## **Appendix 6 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

### **Appendix 7 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.

### **Appendix 9 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