

Checklist for schools regarding the partial return to school - Feb 2021

Actions for Board:

1. Review [Framework plan for phased return of Primary Education](#)
2. Review [Summary of the required additions to the schools Covid-19 Response Plan](#)
3. Adopt [updated Covid-19 Response Plan](#).
4. Note updated [Ventilation Guidelines](#) .
5. Review [HSPC guidance](#) issued January 2021.
6. Review the risk assessment prior to return to school. (This was also completed in Sep 2020)
7. School should be cleaned prior to return to school and cleaning regime should be reviewed/updated as required. Cleaners should be provided with checklists as per the Updated Covid Response Plan.

Actions regarding Parents and Children:

8. Ascertain from parents if children will be returning to school.
9. Ascertain from parents if children will be travelling by school transport.
10. Parents should be advised that grants are available from Department for private transport.
11. Liaise with Bus Eireann regarding children scheduled to attend school each day.
12. Arrange for parents to complete [Return to Education Form](#) in respect of children returning to school and after any absence from school.
13. Remind parents of the importance of not congregating at or near school and that communication with the school must take place by phone or online.
14. Remind parents of school policy in relation to children with symptoms of COVID-19.
15. Remind parents not to send children to school if they are close contacts of a person with COVID 19, are awaiting a test or are experiencing symptoms of COVID-19.

Actions regarding staff:

16. Ascertain from all staff in special schools and relevant staff in mainstream schools ,if they will be returning to school.
17. Refer all staff to [Information Note 001 /2021](#) and [Information Note 002/2021](#) re leave.
18. Allocate staff to provide remote support to children not returning to school.
19. All staff returning to work are required to complete the [updated Return to Work Form](#).
20. Lead Worker/Deputy Lead Worker Representative are required to be available to answer staff concerns regarding return to school.
21. Staff should review issued [HSPC guidance](#) issued in January 2021
22. Staff should refresh the relevant [training](#) undertaken prior to September 2020 return.

Actions regarding PPE:

23. Ensure sufficient PPE is available and in particular that surgical grade masks must be available for SNA's / SET teachers.
24. Staff carrying out aerosol generating procedures require gowns, gloves, goggles and respiratory masks.
25. If additional funding for PPE is required , contact should be made with the Department of Education at covid19_alert@education.gov.ie

Useful contact numbers :

26. Dedicated Schools HSE COVID-19 line for Principals - **(01) 2408785**
27. [Public Health contact numbers](#) for your region.
28. HSE LIVE **1850 24 1850**
29. Dedicated NCSE line for Principals – **(01)-6033233**
30. CPSMA – **(01)-6292462** and info@cpsma.ie