

CPSMA Checklist for Phased Return to Education on 1st March 2021

Actions re Staff:

1. Request all staff to complete the [updated Return to Work Form](#)
2. Provide staff with [Information Note 005/2021](#) and [Information Note 006/2021](#)
3. Ascertain which staff will be availing of leave arrangements
4. Engage with the Lead Worker Representative(s) and remind them to be available for staff
5. Remind staff of the contents of [Section 5](#) of the [updated Covid Response Plan](#)
6. Furnish staff with the updated [HSPC Guidance](#)
7. Request staff to familiarise themselves with the relevant [Training](#)
8. Advise staff about the DE updated [wellbeing resources](#) for teachers
9. Provide teachers with [EAS](#) contact details.

Actions re Pupils and Parents:

10. Advise parents of the partial return to school arrangements for March 1st 2021
11. Advise parents that a [Return to Education Form](#) will be required for each pupil returning
12. Remind parents of the contents of [Section 5](#) of the school's Covid-19 Response Plan
13. Advise parents that communication with the school should be by phone or online only
14. Remind parents to adhere to public health guidelines and not to congregate at the school
15. Advise parents about the updated DE [wellbeing resources](#) for parents

Actions for Board and In School Management:

16. Review the [Framework plan for phased return of Primary Education](#)
17. Review the [Summary of the required additions to the schools COVID-19 Response Plan](#)
18. Adopt the [updated COVID-19 Response Plan](#).
19. Review the school's risk assessment template in relation to COVID-19
20. Review the updated [HSPC Guidance](#).
21. Review the updated [Ventilation Guidelines](#)
22. Ensure that there are sufficient supplies of PPE available for staff . Schools should provide medical grade masks in the EN16483 category to all SNAs, Special Education Teachers and Bus Escorts.
23. Contact covid19_alert@education.gov.ie regarding additional PPE funding or information
24. Ensure that the cleaning regime set out in [Section 7](#) and [Appendix 9](#) of the [updated COVID-19 Response Plan](#) is implemented.
25. Ensure Cleaners are provided with checklists as per [updated COVID-19 Response Plan](#)

Useful Contact Numbers:

26. Dedicated Schools Line for Principals: **(01) 2408785.**
27. HSE LIVE: **1850 24 1850.**
28. Regional [Public Health contact numbers](#).
29. Dedicated NCSE line for Principals: **(01) 6023233**
30. CPSMA: **(01) 6292462** and info@cpsma.ie