



26/08/2020

Covid-19 Response Plan for safe and sustainable reopening of Ramsgrange Community School

Staff Information Bulletin



Ramsgrange Community School
Covid-19 Response Plan
Version 25-08-2020

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1.0: Introduction

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

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:

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
- Procedure for Returning to Work (RTW)



- Control Measures
- Dealing with a suspected case of Covid-19
- Staff Duties
- Covid related absence management
- Employee Assistance and Wellbeing Programme
- Checklists and Tasks

The assistance and cooperation of all staff, pupils, parents/guardians, contractors and visitors is critical to the success of the plan. The documentation and templates in this plan are supported by the public health advice provided by the Health Protection Surveillance Centre (HPSC) for the safe reopening of schools and educational facilities.

[COVID-19 Interim Recommendations for the reopening of schools and educational facilities](#)

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.

This is a living document and may be reviewed and amended to take into account new guidance from www.Gov.ie, www.dbei.ie, www.hse.ie, www.hpsc.ie, www.hsa.ie; www.education.ie or agreements with education partners as appropriate for post-primary schools.

2.0: What is a COVID-19 Response Plan?

A COVID-19 Response Plan is designed to support the staff and Board of Management (BOM) in putting measures in place that aim to prevent the spread of COVID-19 in the school environment.

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 plan for school reopening that will aim to prevent the introduction and spread of COVID-19 in the school environment.



It is important that the resumption of school based teaching and learning and the reopening of schools complies with the public health advice and guidance documents prepared by the Department. Doing so minimises the risk to students, staff and others. The response plan supports the sustainable reopening of school where the overriding objective is to protect the health of staff and students while promoting the educational and development needs of the children in the school. The COVID-19 response plan is a living document and will be updated in line with the public health advice and any other relevant agreement with education partners as appropriate for post primary schools.

In line with the Return to Work Safely Protocol, the key to a safe and sustainable return to work, and reopening of schools requires strong communication and a shared collaborative approach between the BOM, staff, students and parents.

The assistance and cooperation of all staff, students, parents, 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.



3.0: Return to School Dates

Date	Relevant Personnel	Activities
Friday 28-08-20	All Staff 9.30am	Induction
Monday 31-08-20	1 st Years 8.50am- 1.10pm	Induction including Health and Safety orientation and COVID -19 Classroom preparation
Monday 31-08-2020	Staff 8.50 – 1.10pm 2pm – 4pm	Subject Planning Group 1/Planning Time Staff Meeting & Covid-19 ROC & TE
Tuesday 01-09-20	6 th Yrs & LCA2 8.50am-1.10pm	Induction including Health and Safety orientation and COVID -19 Classroom preparation
Tuesday 01-09-2020	Staff 8.50 – 1.10pm 2pm – 4pm	Subject Planning Group 2/ Planning Time Staff Photo Blended Learning/Studyclix ROC
Wednesday 02-09-20	3 rd Years 8.50am-1.10pm	Induction including Health and Safety orientation and COVID -19 Classroom preparation
Wednesday 02-09-20	Staff 8.50-1.10pm 2pm-4pm	Staff Planing Time Check & Connect - LR Code of Behaviour - TE
Thursday 03-09-20	2 nd Years 8.50am – 1.10pm	Induction including Health and Safety orientation and COVID -19 Classroom preparation
Thursday 03-09-20	Staff 8.50-1.10pm 2pm-4pm	Staff Planning Time First Year (AB) & Second Year Info (KCJ)



Friday 04-09-20	5 th Yrs and LCA1 8.50am – 1.10pm	Induction including Health and Safety orientation and COVID -19 Classroom preparation
Friday 04-09-20	Staff 8.50am-1.10pm	Staff Planning Time – re-meet subject departments G1 & G2
Monday 07-09-20	1 st Yrs, 6 th Yrs and LCA2 8.50-1.10pm	Classes as normal
Monday 07-09-20	Staff 8.50am – 1.10pm 2pm-4pm	Classes as normal Restorative Practice - TE
Tuesday 08-09-20	1 st Yrs, 6 th Yrs, LCA2, 3 rd Yrs 8.50am-1.10pm	Classes as normal
Tuesday 08-09-20	Staff 8.50am – 1.10pm 2pm-4pm	Classes as normal Office 365/Sharepoint/One Note - TBD
Wednesday 09-09-20	All Yr groups including TYs 8.50am – 1.10pm	Classes as normal
Wednesday 09-09-20	Staff 8.50am – 1.10pm 2pm- 4pm	Classes as normal Info on rest of Yeargroups – Yearheads/ SEN/ASD/GC
Thursday 10-09-20	All year groups 8.50am – 1.10pm	Classes as normal



Thursday 10-09-20	Staff 8.50am – 1.10pm 2pm-4pm	Classes as normal Programmes Feedback – TY/LCVP/LCA/JCSP/DEIS/JC
Friday 11-09-20	All year groups 8.50am – 1.10pm	Classes as normal

4.0: COVID-19 Policy Statement

Ramsgrange Community School is committed to providing a safe and healthy workplace for all our staff and a safe learning environment for all our students. 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 students 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 in relation to summer provision
- inform all staff and students of essential hygiene and respiratory etiquette and physical distancing requirements
- adapt the school to facilitate physical distancing as appropriate in line with the public health guidance and direction of the Department of Education
- keep a contact log to help with contact tracing
- ensure staff and students 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 students to follow if they develop signs and symptoms of COVID-19 during school time
- implement cleaning in line with Department of Education 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(s), who will be supported in line with the agreement between the Department and education partners.

Signed: _____

Marie McCabe

Chairperson of BoM

Signed: _____

Rachel O'Connor

Secretary of BoM

Date of next review:

5.0: Planning and Preparing for Return to School

The BOM aims to facilitate the resumption of school based teaching and learning and the return to the workplace of staff. The return to the workplace must be done safely and in strict adherence to the public health advice and any guidance issued by the Department of Education. Details for the safe reopening of the schools and the applicable controls are outlined in this document. Before reopening schools for the 2020/21 school year each school will need to have processes in place to include the following:

- Means of keeping up to date with public health advice, changes to any Government plans for the safe reopening of society and Department of Education updates;
- Means of passing on this information in a timely manner to staff, students, parents and others as required;
- Ensured that staff have reviewed the training materials provided by the Department of Education
- Provided staff with access to the Return to Work (RTW) form (details at Section 4.2);
- Identified a Lead Worker representative (details at Section 4.3);



- Displayed posters and other signage to prevent introduction and spread of COVID-19 (details at Section 4.4);
- Made the necessary changes to the school layout to support the redesign of classrooms to support physical distancing (details at Section 4.5);
- Removed unnecessary clutter to facilitate ongoing cleaning of the school but take into account the importance of having educational materials to create a stimulating learning environment;
- Updated the health and safety risk assessment (details at Section 4.6);
- Made necessary arrangements to restrict access to the school and maintain records of contacts to the school (details at 4.7);
- Reviewed the school buildings to check the following:
 - Does the water system need flushing at outlets following low usage to prevent Legionella disease;
 - Has school equipment and mechanical ventilation been checked for signs of deterioration or damage before being used again;
 - Have bin collections and other essential services resumed.

There are checklists in place to assist schools on the details of what is needed for these arrangements in the appendices of this plan.

5.1: 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 will be updated with any changes to the control measures or guidance available from the public health authorities.

If a staff member is unsure about any aspect of the COVID-19 Response Plan, the associated control measures, or his/her duties, he/she should immediately seek guidance from the Principal who is supported in this role by the BOM.

Note: Induction Training for reopening schools in the new school year is available at www.gov.ie

A national information campaign to support parents and students will happen in advance of schools reopening on issues such as COVID-19 awareness and to help minimise the risk of introduction and spread of the virus in schools.

5.2 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 section 5.2.1.

A RTW form should be completed and returned 3 days before returning to work.

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 member's return to the school facility.

There are some school staff who may be unable to return to school. Current public health guidelines have identified these people as being in groups who are defined as being at very high risk.



People at very high risk (extremely vulnerable):

- The list of people in very high risk groups include people who:
- are over 70 years of age – even if 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
- have severe respiratory conditions including cystic fibrosis, severe asthma, pulmonary fibrosis, lung fibrosis, interstitial lung disease and severe COPD
- have a condition that means they 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 are pregnant

The advice for this group is available from the HSE. Details of the arrangements that will apply for these staff, which will be in accordance with those applying for the public service generally, will be updated by the Department of Education following consultation with management bodies and unions and a circular will issue to all schools.



5.2.1: 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			
School			
Principal			
Date			
	Question	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 your doctor and Principal re return to work.		

I confirm, to the best of my knowledge that I have no symptoms of COVID-19, am not self-isolating, awaiting results of a COVID-19 test or 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 will be held securely in line with our retention policy

Signed: _____

Date: _____



5.3: Lead Worker Representative

The protocol provides for the appointment of a Lead Worker Representative (LWR) in each workplace. The LWR will work in collaboration with the employer to assist in the implementation of measures to prevent the spread of COVID -19 and monitor adherence to those measures and to be involved in communicating the health advice around COVID-19 in the workplace.

This section sets out how the provisions will operate in respect of schools. These arrangements will operate for the 2020/21 school year and will be kept under review.

Responsibility for the development and implementation of the COVID-19 Response Plan and the associated control measures lies with the Board of Management and school management.

Strong communication and a shared collaborative approach is key to protecting against the spread of COVID-19 in schools, and looking after the health, safety and wellbeing of staff and students. Adherence to the Return to Work Protocol will only be achieved if everyone has a shared obligation in implementing the measures contained within the Protocol in their place of work.

If a staff member has any concerns or observations in relation to the COVID-19 Response Plan, control measures or the adherence to such measures by staff, students or others, they should contact the LWR who will engage with school management.

The role of LWR is separate to that of the Safety Representative under the health and safety legislation. However the Safety Representative may act as the LWR if selected to do so by the staff.

In summary, the role of the LWR is to:

- Represent all staff in the workplace regardless of role, and be aware of specific issues that may arise in respect of different staff cohorts;
- Keep up to date with the latest COVID-19 public health advice;



- Work collaboratively with school management to ensure, so far as is reasonably practicable, the safety, health and welfare of employees in relation to COVID-19;
- Consult with school management on the control measures required to minimise the risk of staff and students being exposed to COVID-19;
- Promote good hygiene practices, in conjunction with school management, such as washing hands regularly and maintaining good respiratory etiquette along with maintaining social distancing in accordance with public health advice;
- Assist school management with the implementation of measures to suppress COVID-19 in the workplace in line with the Return to Work Safely Protocol and current public health advice;
- Monitor, in conjunction with school management, adherence to measures put in place to prevent the spread of COVID-19;
- Conduct reviews of safety measures that are in place to address and suppress COVID-19 in the workplace. Reviews (including an examination of the workplace) should be conducted on a regular basis (at least twice per week);
- Report any issues of concern immediately to school management and keep records of such issues and actions taken to rectify them;
- Consult with the school management on the school's COVID-19 Response Plan in the event of someone developing COVID-19 while in school including the location of an isolation area and a safe route to that area;
- Following any incident, assess with the school management any follow up action that is required;
- Consult with colleagues on matters relating to COVID-19 in the workplace;
- Make representations to school management 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, control measures or the adherence to such measures by staff, students or other s/he should contact the LWR/s who will engage with the Principal.



Names of Lead Worker Representative/s:	Contact details:
Rachel Reinhart	rachel.reinhardt@ramsgrangecommunityschool.ie
Barry Molloy	barry.molloy@ramsgrangecommuntischool.ie

All staff, students, parents, 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.

5.3.1: Collaborative Approach

Responsibility for the development and implementation of the COVID-19 Response Plan and the associated control measures lies with the BOM and school management.

Strong communication and a shared collaborative approach is key to protecting against the spread of COVID-19 in schools, and looking after the health, safety and wellbeing of staff and students. Adherence to the Return to Work Protocol will only be achieved if everyone has a shared obligation in implementing the measures contained within the Protocol in their place of work.

If a staff member has any concerns or observations in relation to the COVID-19 Response Plan, control measures or the adherence to such measures by staff, students or others, they should contact the LWR who will engage with school management.

5.3.2 What can a Lead Worker Representative Do?

The LWR may consult with, and make representations to, school management on any issue of concern in relation to COVID-19. These include issues in relation to:

- Cleaning protocols and their implementation
- Physical Distancing
- Configuration/re-configuration of the school facilities, including classrooms, corridors, halls, open areas, entry and exit points, school grounds etc.
- Implementation of one-way systems in the school to ensure social distancing including when entering and exiting the school



- Hand Hygiene facilities including their location and whether they are stocked and maintained
- Hand sanitising
- Staff awareness around hand hygiene in the school
- Respiratory hygiene
- Personal Protective Equipment
- At Risk Groups
- Visitors/Contractors

5.3.3: Does a LWR have any legal responsibilities?

No. A Lead Worker Representative does not have any duties in relation to COVID-19 other than those that apply to employees generally. In other words, the LWR is not responsible for the control measures within an organisation, which remains the employer's responsibility.

5.3.4: Lead Workers Representative

- Every school will appoint one Lead Worker Representative.
- In schools with more than 40 staff, a second Lead Worker Representative will be appointed.

5.3.5: Selection of Lead Worker Representatives

The school staff are entitled to select staff members for the LWR position(s). The LWR(s) represent all staff in the workplace regardless of role and must be aware of specific issues that may arise in respect of different staff cohorts. In this regard, where a school has two LWRs, the roles should be spread between teaching and non-teaching staff where feasible e.g. where there is a significant number of non-teaching staff in the school and one or more expressions of interest are received from that cohort (this will be discussed further between the parties).

The process for the selection and appointment of the LWR(s) is that management will seek expressions of interest from all staff in the first instance. A template email for this purpose is attached. If an election is necessary, all school staff have a vote to select the LWR(s).



The LWR(s) will, following selection by the school staff, be formally appointed by the BOM. The LWR(s) will be required to confirm, prior to taking up the role, that they have been provided with and have completed the requisite training and that they are fully aware of the requirements of the role.

5.3.6: Support for the Lead Worker Representatives

The LWR(s) shall be entitled to:

- Be provided with information and training in respect of their role [further detail to be provided];
- Be consulted by school management on the control measures being put in place by the school to minimise the risk of being exposed to COVID-19;
- Regular communication with school management on issues related to COVID-19;
- Be informed of changes in practice arising from COVID-19 response measures;
- Have access to any risk assessments prepared or carried out in relation to COVID- 19 and to details of incidents of suspected COVID-19 cases that have been notified to the HSE, where they occurred and any actions taken.
- Be provided with the necessary facilities to enable them to consult with employees or prepare any submissions or reports. These might include access to a meeting room, photocopier, communications and equipment.

Where the LWR is a teacher, the LWR will receive protected time of 2 hours per week from timetable to enable them to carry out their duties in that role. In the rare instances where the appointment of a teacher selected for the LWR would cause curricular/timetabling difficulties which cannot be resolved, school management will examine internal and external possibilities to enable the teacher's appointment as LWR. Where the matter cannot be resolved, management will set out the reasons why this is the case. In this circumstance, an alternative individual must be appointed as LWR.

Where the LWR is an SNA, 66 of the "72 hours" will be utilised by the LWR to carry out their duties in that role.



Where the LWR is a Secretary or Caretaker, a re prioritization of duties by school management should be carried out to afford the staff member sufficient time to carry out their duties in that role within the scope of their normal contracted hours.

5.3.7: Procedure for dealing with issues that arise

Where a COVID-19 control concern is identified by the LWR (or is notified to the LWR by a staff member), the LWR should bring this to the attention of the Principal. Action points for addressing the issue should where possible be agreed between the LWR and the Principal as a matter of urgency. Staff should be informed of the outcome. It is envisaged that issues will be resolved at school level to the maximum extent possible.

If agreement cannot be reached, the LWR should notify the Chairperson of the BOM of the issue. Action points for addressing the issue should where possible be agreed between the LWR and the BOM as a matter of urgency. Staff should be informed of the outcome. If, having exhausted the process above, a serious issue of concern remains outstanding, the LWR may have recourse to the [Health and Safety Authority](#).

5.4: Signage

Schools will be required to display signage outlining the signs and symptoms of COVID-19 and to support good hand and respiratory hygiene. The Department has provided printed posters to schools with age appropriate key health messages – hand washing, sneeze and cough etiquette etc. The school has spent considerable sums on additional signage.

Schools can then arrange to display the posters in prominent areas such as offices, corridors, staffroom area, classrooms and toilets.

5.5: Making Changes to School Layout

Maintaining physical distancing in the school environment is recommended as one of the key control measures to minimize the risk of the introduction and spread of COVID-19. Further information on how physical distancing can be used in the school environment is found at **Section 5.4** below including a link to the “*Framework to maintain Physical Distancing in the*



Classroom in Post Primary Schools with a full return of all students for the 2020/21 School Year.

Schools are required to reconfigure classrooms and other areas to support physical distancing in line with the guidance in advance of school reopening.

5.6: Health and Safety Risk Assessment

COVID-19 represents a hazard in the context of health and safety in the school environment. A template risk assessment to identify the control measures required to mitigate the risk of COVID-19 in school settings is attached under section 5.6.1.

It is important that schools review their 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 should be documented and incorporated into the school's safety statement.

Schools should also review their existing risk assessments 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 also be documented and be incorporated into the schools statement.



5.6.1 Risk Assessment

Centre Name: Clarin College			
Location: Ramsgrange Community School – Y34YY17			Centre code: 91431Q
Room /Area COVID-19 Risk Template			
Room Number R	Activity A	General G102	Date: 11-08-2020
Risk Assessment Number G102-Rev 01		Risk Assessment carried out by: Rachel O Connor	
Risk Assessment Templates used – Template issued to post primary schools as appendix 4 of the COVID-19 Response Plan for the safe and sustainable reopening of post-primary schools.			
Notes – 			
Revision History			
Rev.No.	Date	Reason	Signature
Rev 01	27/07/2020	Template issued from DES 27-07-2020	



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 *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date when action complete
COVID-19	N	Illness	H	School Covid19 Response Plan in place in line with Department of Education guidance and the Return to Work Safely Protocol and public health advice		<i>Examples of Actions</i> 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 Complete checklists as required: School Management How to deal with a suspected case Physical distancing requirements	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: Rachel O' Connor

Date: Tuesday, 11 August 2020

5.6.2: First Aid/emergency procedure

The standard First Aid/emergency procedure shall continue to apply in schools. In an emergency or in case of a serious incident, schools should call for an ambulance or the fire brigade on 112/999 giving details of location and type of medical incident.

Arrangement for necessary visitors such as contractors and parents will be restricted to essential purposes and limited to those who have obtained prior approval from the principal. The Department of Education Inspectorate may also need to visit schools and centres for education to support them as appropriate in the implementation of public health advice relating to creating a safe learning and working environment for all.

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 facilities should be maintained. The school should maintain a log of staff and students contacts. A sample contact log is available at Appendix 5.

The Data Protection Commission has provided guidance on the data protection implications of the return to work protocols. This advice can be found here:

<https://www.dataprotection.ie/en/news-media/data-protection-implications-return-work-safely-protocol>

Schools are reminded that all school records and data must be maintained and processed in compliance with the GDPR and the Data Protection Acts. The responsibility for compliance with the legislation rests with each school and BOM in their role as data controller.

6.0: Control Measures - To Prevent the Introduction and Spread of COVID-19 in Schools

One of the key messages to manage the risks of COVID-19 is to do everything practical to avoid the introduction of COVID-19 into the school. If infection is not introduced it cannot be spread. The risk of spreading the infection once introduced exists in all interpersonal interactions; student - student, teacher - teacher and teacher- student, and must be managed in all settings.

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, students, parents and visitors as far as possible within the school. The control measures shall continue to be reviewed and updated as required on an ongoing basis.

It is critical that staff, students, parents and visitors are aware of, and adhere to, the control measures outlined and that they fully cooperate with all health and safety requirements.

Staff, 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.

6.1: How to Minimise the Risk of Introduction of COVID-19 into schools:

Promote awareness of COVID-19 symptoms (details at Section 5.1):

- Advise staff and students that have symptoms not to attend school, to phone their doctor and to follow HSE guidance on self-isolation;
- Advise staff and students not to attend school if they have been identified by the HSE as contact for a person with COVID-19 and to follow the HSE advice on restriction of movement;
- Advise staff and students that develop symptoms at school to bring this to the attention of the principal (or deputy principal if the principal is unavailable) promptly;
- Ensure that staff and students know the protocol for managing a suspected case of COVID-19 in school (details at Section 8);
- Advise everyone entering the school building that they need to perform hand hygiene with a hand sanitiser;
- Advise all relevant parties that visitors to the school during the day should be by prior arrangement with the principal and should be received at a specific contact point;
- Physical distancing of 2 metres should be maintained between staff and visitors where possible.

6.2: Know the Symptoms of COVID-19

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



6.3: Respiratory Hygiene

Make sure you, and the people around you, follow good respiratory hygiene. This means covering your mouth and nose with a tissue or your bent elbow when you cough or sneeze. Then dispose of the used tissue immediately and safely into a nearby bin.

By following good respiratory hygiene, you protect the people around you from viruses such as cold, flu and COVID-19.

6.4: Hand Hygiene

Staff and students should understand why hand hygiene is important as well as when and how to wash their hands.

Schools should promote good hygiene and display posters throughout the schools on how to wash your hands. Follow the HSE guidelines on handwashing:

- <https://www2.hse.ie/wellbeing/how-to-wash-your-hands.html>

Hand hygiene can be achieved by hand washing or use of a hand sanitiser (when hands look clean). Use of hand hygiene facilities including wash hand basins needs to be managed so as to avoid congregation of people waiting to use wash hand basins and hand sanitisers.

Hand sanitiser dispensers can be deployed more readily at exit and entry points of schools and classrooms and care should be taken to clean up any hand sanitizer spills to prevent risks of falls.

Warm water is preferable to hot or cold water for hand washing but if the plumbing system only supplies cold water, a soap that emulsifies easily in cold water should be used.

Wash hand basins, running water, liquid soap and hand drying facilities should be provided in all toilets, kitchens and any food preparation areas.

Hand washing facilities should be maintained in good condition and supplies of soap and towels should be topped up regularly to encourage everyone to use them.



Hot air dryers are an acceptable alternative for hand drying but must be regularly maintained. There is no evidence that hand dryers are associated with increased risk of transmission of COVID-19.

Posters displaying hand washing techniques and promoting hand washing should be placed on walls adjacent to washing facilities and can be laminated or placed in a plastic sleeve.

Hand sanitiser is suitable for use for hand hygiene when hands are not visibly soiled (look clean).

Evidence of effectiveness is best for alcohol based hand rubs but non-alcohol based hand rubs can be used too.

When hand rubs/gels are being used in school care should be taken to ensure that students do not ingest them as they are flammable and toxic.

6.4.1: Frequency of Hand Hygiene

Students and staff should perform hand hygiene:

- On arrival at school;
- Before eating or drinking;
- After using the toilet;
- After petting animals;
- After playing outdoors;
- When their hands are physically dirty;
- When they cough or sneeze.

The Department has arranged for a drawdown framework to be established to enable schools purchase hand-sanitisers and any other necessary PPE supplies for use in the school. The procurement process for this framework is at an advanced stage and it is intended that these materials will be available for drawdown in early August. Further guidelines will be issued



shortly. The Department will provide funding for the costs associated with the hand sanitising and PPE requirements in schools. This funding will be available in advance of school reopening at the end of August.

6.5: Physical Distancing

Physical distancing can be usefully applied in a post primary school setting allowing for some flexibility when needed. It must be applied in a practical way to recognise that the learning environment cannot be dominated by a potentially counterproductive focus on this issue. Care should be taken to avoid generating tension or potential conflict and some flexibility in the implementation of measures may be required at time.

It is also recognised that it is not always possible for staff to maintain physical distance from students and it is not appropriate that they would always be expected to do so where this could have a detrimental impact on the student.

However where possible staff should maintain a minimum of 1 m distance and where possible 2m. They should also take measures to avoid close contact at face to face level such as remaining standing rather than sitting beside/crouching down.

Physical distancing falls into two categories:

- Increasing separation
- Decreasing interaction

6.5.1: Increasing separation

Given that each school setting is different in terms of (i) location; (ii) physical layout (iii) available space within the school; and (iv) student numbers; schools themselves are best placed to decide on the appropriate reconfigurations / operational changes necessary to maintain physical distancing.

In recognition that a ‘one size fits all’ approach would not be appropriate as schools themselves are best placed to decide on the appropriate configuration for their school, the Department has developed a Framework to maintain Physical Distancing in the Classroom in Post Primary



Schools with a full return of all Students for the 2020/21 School Year. The Framework sets out a suite of available measures that must be implemented at individual school level to the greatest possible extent.

The suite of measures set out in the Framework are:

- Reconfigure class spaces to maximise physical distancing;
- Utilising and reconfiguring all available space in the school in order to maximise physical distancing;
- Review Timetables;
- Reconfiguring Classes;
- Consider Use of Live Streaming within the School; and
- Accessing available spaces within the local community

[A link to the “Framework to maintain Physical Distancing in the Classroom in Post Primary Schools with a full return of all Students for the 2020/21 School Year” is provided here.,](#)

[You can see a link to illustrated classroom layouts to maintain social distancing here.](#)

[Decreasing interaction](#)

6.5.2: Decreasing interaction

- The extent to which decreasing interaction is possible in a post primary school will depend on the school setting and a common-sense approach is required recognising the limits to which this can be achieved between students.
- In post primary schools physical distancing of 2m where possible or at least 1m should be maintained between desks or between individual students or staff.
- As far as possible and practical, students would remain in the classroom and teachers would move between rooms.
- As far as possible and practical students would be assigned to a main class cohort which would remain in the classroom for most subjects, with teachers moving between rooms.
- Where possible and practical double classes should be planned to minimise movement during the day.



- Where students have an elective subject they would move quickly into the new class and would be seated with members of their class cohort, observing as much physical distance as possible.
- Hand washing and/or sanitising would be required when moving between classes by teachers and students.
- Physical distancing between the teacher and class would be observed.
- Where movement of class groups between rooms is required it should be planned to minimise interaction with other class groups.
- Limit interaction on arrival and departure and in hallways and other shared areas.
- Social physical contact (hand to hand greetings, hugs) should be discouraged.
- Where students need to move about within the classroom to perform activities (access to a shared resource) it should be organized to the greatest degree possible to minimise congregation at the shared resource.
- Staff and students should avoid sharing of personal items.
- Where teaching and learning involves use of keyboards or tablets, the contact surface of the device should be cleaned regularly and hand hygiene encouraged.

6.5.3: Physical Distancing outside of the classroom and within the school

School drop off/collection

- Arrangements for dropping off/collecting students should be arranged to maintain physical distancing of 2m where possible.
- Walking/cycling to school should be encouraged as much as possible.
- Aim of any arrangements is to avoid congregation of people at the school gates where physical distancing requirements may not be respected.
- Staggered drop off/pick up times should be arranged where feasible.
- If schools have additional access points, consideration may be given to whether they can be used to reduce congestion.
- Students should head straight to their designated learning space/classroom.

Staff



- A distance of 2m is recommended for physical distancing by staff. This is particularly relevant to distancing between adults when they are not engaged in teaching such as the staff room and arriving to work.
- If 2m cannot be maintained in staff groups, as much as distance as is possible and guidance on face covering should be observed.
- At post primary level consideration could be given to formation of staff “pods” or teams who work together and take breaks together.
- Staff meetings should be held remotely or in small groups or in large spaces to facilitate physical distancing.
- Implement no hand shaking policy.
- Minimise gathering at the beginning or end of the school day.

Canteen

- Ensure physical distancing is applied in canteen facilities
- Stagger canteen use and extend serving times where possible to align with class groupings.
- Implement a queue management system.
- Make sure students clean their hands before and after entering the canteen area.

Corridors and Stairwells

- Briefly passing someone in a hall is very unlikely to contribute significantly to the spread of infection if people do not have physical contact and avoid informal group discussions.

7.0: Use of PPE in Schools

Ramsgrange Community School will ensure that any PPE requirements for staff, as required under the Roadmap, public health advice and COVID-19 Response Plan, is readily available for staff (including school bus escorts). On the use of face masks by staff, the school will consider the specific circumstances where the use of medical face masks, to EU Standard EN 14683, may be more appropriate for staff (for example where staff by necessity need to be in



close and continued proximity with students with intimate care needs such as SNAs or School Bus Escorts).

This will be updated in line with advice from the HPSC (Health Protection Surveillance Centre)

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

The use of a face covering will conceal facial expression and can make communication difficult and as such may not be practical in a school setting. However the wearing of a visor as an alternative to a facial covering 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. (Guidance for post primary schools on PPE, consumables and equipment 07-08-2020)

7.1: Face Coverings Please see school website - 'Clarification on the use of face coverings in post primary schools' posted 21/09/2020.

The Interim Guidance for the use of face-coverings in childcare and educational settings provided by the HPSC on 6th August 2020 makes the following recommendations for use of face-coverings in childcare and educational settings. Clarin College will ensure that these recommendations are followed.

“It is recommended that teachers, staff and students attending secondary schools wear a face-covering when a physical distance of 2 meters from other staff or students cannot be maintained”

“In certain situations the use of clear visors should be considered, for example staff interacting with students with hearing difficulties or learning difficulties”

“Cloth face coverings should not be worn by any of the following groups:

- Primary school or pre-school children
- Any person with difficulty breathing
- Any person who is unconscious or incapacitated
- Any person who is unable to remove the face-covering without assistance



- Any person who has special needs and who may feel upset or very uncomfortable wearing the face covering, for example persons with intellectual or developmental disabilities, mental health conditions, sensory concerns or tactile sensitivity”

Ramsgrange Community School will ensure that additional disposable face coverings are available for students, teachers, and staff in case a back-up face covering is needed during the day.

7.2: Gloves

The use of disposable gloves in the school by students or staff is not generally appropriate but may be necessary for matters such as cleaning or intimate care settings. Routine use does not protect the wearer and may expose others to risk from contaminated gloves.

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

8.0: Impact of COVID-19 on certain school activities

The Department will work with stakeholders to provide more detailed advice on school activities in advance of school reopening. Please see guidance for Practical Subject on www.gov.ie

8.1: Choir/Music Performance

- Choir practices/performance and music practices/performance involving wind instruments may pose a higher level of risk and special consideration should be given to how they are held ensuring that the room is well-ventilated and the distance between performers is maintained.

8.2: Sport Activities

- Schools should refer to the [HPSC guidance on Return to Sport](#).



8.3: Shared Equipment – for latest guidance please see Guidance for Practical Subject on www.gov.ie

- Art – Where possible students should be encouraged to have their own individual art and equipment supplies.
- Electronics – Shared electronic devices such as tablets, touch screens, keyboards should be cleaned between use and consideration could be given to the use of wipeable covers for electronics to facilitate cleaning.
- Musical Equipment/Instruments – To the greatest extent possible, instruments should not be shared between students and if sharing is required, the instruments should be cleaned between use. Wind instruments should be cleaned and disinfected between use.
- Library Policy – Where practical students should have their own books. Textbooks that are shared should be covered in a wipeable plastic covering that can be wiped with a suitable household cleaning agent between uses. Students should be encouraged to perform hand hygiene after using any shared item.
- Shared Sports Equipment – Minimise equipment sharing and clean shared equipment between uses by different people.

9.0: Hygiene and Cleaning in Schools

The Department of Education will provide additional funding to schools to support the enhanced cleaning required to minimise the risks of COVID-19. Details of the funding supports will be provided to schools by way of circular and will be updated as required. The funding will be provided to schools in advance of reopening.

The specific advice in relation to school cleaning is set out in the HPSC advice and will be covered in the induction training. This advice sets out the cleaning regime required to support schools to prevent COVID-19 infections and the enhanced cleaning required in the event of a suspected cases of COVID-19. Schools are asked to carefully read and understand the cleaning advice and to apply that to all areas of the school as appropriate. Schools are reminded to take particular care of the hygiene arrangements for wash hand and toilet facilities.

- In summary, each school setting should be cleaned at least once per day. Additional cleaning if available should be focused on frequently touched surfaces – door handles, hand rails, chairs/arm rests, communal eating areas, sink and toilet facilities.



- If students are moving between classrooms consideration may be given to appropriate cleaning products being provided to enable them to wipe down their desk, chair and surface before leaving the room.
- All staff will have access to cleaning products and will be required to maintain cleanliness of their own work area. Under no circumstances should these cleaning materials be removed from the building.
- 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 offices and other areas within the school facility.
- Shower facilities shall not be available for use by staff or students due to the increased risk associated with communal shower facilities and areas. This shall be reviewed in line with government guidance.
- Staff must use and clean their own equipment and utensils (cup, cutlery, plate etc.)

9.1: Cleaning/Disinfecting rooms where a student/staff member with suspected COVID-19 was present

- The rooms should be cleaned as soon as practicable possible.
- Once the room is vacated the room should not be reused until it has been thoroughly cleaned and disinfected and all surfaces are dry.
- Disinfection only works on things that are clean. Therefore, when disinfection is required it is always in addition to cleaning.
- Person/s assigned to cleaning should avoid touching their face while they are cleaning and household gloves and a plastic apron.
- Clean the environment and furniture using disposable cleaning cloths and a household detergent followed by disinfection with a chlorine based product (household bleach).
- Pay special attention to frequently touched surfaces, the back of chairs, couches, door handles and any surfaces that are visibly soiled with body fluids.
- Once the room has been cleaned and disinfected and all surfaces are dry, the room can be reused.



10.0: Dealing with a Suspected Case of COVID-19

Staff or students should not attend school if displaying any symptoms of COVID-19. The following outlines how a school should deal with a suspected case that may arise in a school setting.

A designated isolation area should be identified within the school building. The possibility of having more than one person displaying signs of COVID-19 should be considered and a contingency plan for dealing with additional cases put in place. The designated isolation area should be behind a closed door and away from other staff and students.

If a staff member/student displays symptoms of COVID-19 while at school the following are the procedures to be implemented:

- If the person with the suspected case is a student, 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;
- The isolation area does not have to be a room but if it is not a room it should be 2m away from others in the room;
- Remember that the virus is spread by droplets and is not airborne so physical separation is enough to reduce the risk of spread to others even if they are in the same room;
- If it is not possible to maintain a distance of 2m a staff member caring for a student should wear a face covering or mask. Gloves should not be used as the virus does not pass through skin;
- 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 their doctor and 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 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;
- Arrange for appropriate cleaning of the isolation area and work areas involved – (details at Section 7)

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 and student confidentiality is essential at all times.

11.0: 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.

The cooperation and assistance of all staff is essential to reduce the risk of spread of COVID19 and to protect health and safety as far as possible within the school. All staff have a key role to play.



In this regard and 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.
- 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. Coordinate practices 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.
- Self-isolate at home and contact their GP promptly for further advice if they display any symptoms of COVID-19.
- Not return to or attend school if they have symptoms of COVID-19 under any circumstances.
- Adhere to the procedure outlined above if they develop any symptoms of COVID-19 whilst within the school facility.
- Keep themselves informed of the updated advice of the public health authorities and comply with same.

12.0: COVID-19 related absence management

The management of a COVID-19 related absence will be managed in line with agreed procedures with the Department of Education.

13.0: Employee Assistance and Wellbeing Programme

The Department recognises the need for school staff wellbeing and collective self-care. Support for school staff wellbeing will be provided by Department Support Services including the PDST and CSL, as well as by the HSE's Health Promotion Team. An Occupational Health



Strategy is in place as a supportive resource for individual staff members in schools. The aim of the Occupational Health Strategy is to promote the health and wellbeing of employees in the workplace, with a strong focus on prevention. The Occupational Health Strategy comprises the Employee Assistance Service and the Occupational Health Service. The Employee Assistance Service (EAS) is provided by Spectrum.Life under the logo of 'Wellbeing Together: Folláinne Le Chéile'.

Under the EAS, employees have a dedicated free-phone confidential helpline 1800 411 057 available 24 hours a day, 365 days a year providing advice on a range of issues such as wellbeing, legal, financial, mediation, management support etc. Where required, short-term counselling is available to employees and their families (over the age of 18 years and living at home). A bespoke wellbeing portal and app which offers access to podcasts and blogs on topics around wellbeing and mental health, family life, exercise and nutrition is also available. In addition, online cognitive behavioural therapy is provided. As part of the services provided by Spectrum. Life a Mental Health Promotion Manager is available to develop and deliver evidence based mental health and wellbeing initiatives to reduce stigma and improve mental health literacy and to increase engagement with the service. They will also be providing a series of webinars and presentations to promote staff wellbeing in schools as schools reopen and during the upcoming school year.

14.0 COVID-19 PRIVACY NOTICE

This privacy notice is an addendum to RCS's main Privacy Notice and it explains how RCS (as Data Controller) may use your personal data, specifically in relation to the COVID-19 (coronavirus) pandemic.

We are Ramsgrange Community School, Ramsgrange, New Ross, Co. Wexford – Y34YY17. We provide secondary level education

At this time, we seek to collect and process special category personal data in response to the recent outbreak of Coronavirus, which is in addition to the data that would ordinarily be collected from you by our school. This additional personal data being collected includes whether you, as a data subject, have experienced, or are experiencing, Covid-19 symptoms, are



in any of the high-risk categories which are most vulnerable to become infected and/or seriously ill, have been advised by a doctor to isolate or cocoon, or have been in close contact with someone who has diagnosis of suspected, or confirmed, Covid-19. It may also include additional information such as recent foreign travel, if this is required or advised by the Government and/or national or international health organisations. The purpose of collecting this data is to ensure the safety and well-being of our employees, learners and the general public and to comply with Government guidelines and legislation regarding employees returning to work etc. The information sought from you is limited to what is proportionate and necessary, taking into account the latest guidance issued by the Government and health professionals, in order to manage and contain the virus.

The General Data Protection Regulation requires specific legal conditions to be met to ensure that the processing of personal data is lawful. The conditions relevant to RCS processing of the data in question are:

- Article 6 (1) (c) – processing is necessary for compliance with a legal obligation to which the controller is subject.
- Article 6(1)(d) – processing is necessary in order to protect the vital interests of the data subject or another natural person.
- Recital 46 adds that “some processing may serve both important grounds of public interest and the vital interests of the data subject as for instance when processing is necessary for humanitarian purposes, including for monitoring epidemics and their spread”.
- Article 6(1)(e) – is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.

Additionally, the processing of special categories of personal data, which includes data concerning a person’s health, are prohibited unless specific further conditions can be met. These further conditions relevant to RCS’s processing of the data in question are:

- Article 9(2)(b) – processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law in so far as it is authorised by



Union or Member State law or a collective agreement pursuant to Member State law providing for appropriate safeguards for the fundamental rights and the interests of the data subject.

- Article 9(2)(i) – processing is necessary for reasons of public interest in the area of public health, such as protecting against serious cross-border threats to health or ensuring high standards of quality and safety of health care.

In this current pandemic, we may share your information with other public authorities and emergency services; when necessary in a proportionate and secure manner. Contact with you to obtain consent before sharing will not be required where consent is not the legal basis for processing such data, as set out above. Please be assured that protection of personal data remains a priority at this time. We will only share your personal information where the law allows, and we always aim to share the minimum data necessary to achieve the purpose required. The information will not be shared outside the EEA. Further, the information will only be used for the purposes mentioned in this Privacy Notice and RCS's Data Protection Policy. Therefore, health information provided by you in relation to the outbreak of Covid-19/Coronavirus will not be used for any other purpose. Such health information will also only be retained for limited specific times. That is, we will only keep your information for as long as it is necessary, taking into account Government advice and the ongoing risk presented by Covid-19/Coronavirus. When the information is no longer needed for this purpose, it will be securely deleted.

We do not engage in automated decision making/profiling.

You have rights with respect to your personal data, which remain intact during the coronavirus pandemic. For further information, please see our Data Protection Policy available on the school website.



15.0: Contact Tracing Log

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



16.0 Checklist for School Management

This checklist supports planning and preparation, control measures and induction needed to support a safe return to school for students, staff, parents and others.

For completion by the agreed person with overall responsibility of managing the implementation of the COVID-19 Response plan. This is likely to be the principal (with supports as agreed with the Department).

	Planning and Systems	Yes	No
1	Is there a system in place to keep up to date with the latest advice from Government and DES, to ensure that advice is made available in a timely manner to staff and students and to adjust your plans and procedures in line with that advice?		
2	Have you appointed staff member/s to the LWR position (detailed at Section 3 above) in accordance with the agreed protocol?		
3	Have you advised staff as to has been appointed to the position of LWR?		
4	Have you prepared a school COVID-19 response plan and made it available to staff and students? Department of Education guidance and templates provided		
5	Have you a system in place to provide staff and students with information and guidance on the measures that have been put in place to help prevent the spread of the virus and what is expected of them?		
6	Have you displayed the COVID-19 posters in suitable locations highlighting the signs and symptoms of COVID-19?		
7	Have you told staff and students of the purpose of the COVID-19 contact log?		
8	Have you a COVID-19 contact log in place to support HSE tracing efforts if required?		
9	Have you informed staff on the measures that have been put in place to help prevent the spread of the virus and what is expected of them, and provided		



	a system for them to raise issues or concerns and to have them responded to?		
10	Have you reviewed and updated risk assessments in line with Department advice to take account of any controls to help prevent the spread of COVID-19?		
11	Have you updated emergency plans, in particular to take account of the COVID response plan?		
	Staff	Yes	No
12	Have you made available to each staff member a COVID-19 return-to-work form to be completed and returned 3 days before they return to the workplace?		
13	Are you aware of staff members who are at very high risk under the HSE guidance on people most at risk (HSE guidance on people most at-risk) and advised them of the Department of Education's agreed arrangements for management of those staff?		
14	Have you advised staff and students they must stay at home if sick or if they have any symptoms of COVID-19?		
15	Have you told staff and students what to do and what to expect if they start to develop symptoms of COVID-19 while in school, including where the isolation area is?		
16	Have you advised staff of the availability of the supports of the occupational health and wellbeing programme through Spectrum Life?		
	Training and Induction	Yes	No
17	Have you advised staff and students to view the Department of Education's training materials which are available online?		
18	Have you taken the necessary steps to update your school induction / familiarization training to include all information relating to COVID-19?		
19	Have first aiders, if available, been given updated training on infection prevention and control re hand hygiene and use of PPE as appropriate? (It is intended that training will be provided as part of the DES online training programme).		



20	If you have mechanical ventilation does it need cleaning or maintenance before the school reopens?		
21	Does your water system need flushing at outlets following low usage to prevent Legionnaire's Disease?		
22	Have you visually checked, or had an appropriate person check, all equipment in the school for signs of deterioration or damage before being used again		
23	Have you arranged for the school including all equipment, desks, benches, doors and frequently touched surfaces points, been thoroughly cleaned before reopening?		
Control Measures in place - Hand / respiratory hygiene		Yes	No
24	Have you accessed supplies of hand sanitizers and any necessary PPE equipment in line with the HPSC health guidance relating to the reopening of schools, from the national framework provided by the Department?		
25	Are there hand washing/hand sanitising stations in place to accommodate staff, students and visitors adhering to hand hygiene measures in accordance with Department guidance?		
26	Have arrangements been made for staff and students to have regular access to hand- washing/hand sanitising facilities as appropriate?		
27	Are hand sanitisers easily available and accessible for all staff, students and visitors – e.g. in each classroom and at entry and exit points to school buildings?		
28	Have you made arrangements to ensure hand hygiene facilities are regularly checked and well-stocked?		
29	Does the alcohol-based hand sanitiser have at least 60% ethanol or 70% isopropanol as the active ingredient?		
30	Have you informed staff and students about the importance of hand washing?		



31	Have you arranged for staff and students to view how to wash their hands (with soap and water for at least 20 seconds) and dry them correctly through the use of the HSE video resource?		
32	Have you shown staff and students how to use hand sanitiser correctly and where hand- sanitising stations are located?		
33	Have you displayed posters on how to wash hands correctly in appropriate locations?		
34	Have you told staff and students when they need to wash their hands or use hand sanitiser? This includes: <ul style="list-style-type: none"> • before and after eating and preparing food • after coughing or sneezing • after using the toilet • where hands are dirty • before and after wearing gloves • before and after being on public transport • before leaving home • when arriving/leaving the school /other sites • after each class • after touching potentially contaminated surfaces • if in contact with someone displaying any COVID-19 symptoms 		
35	Have you told staff and students of the importance of good respiratory measures to limit the spread of the virus, including? <ul style="list-style-type: none"> • avoid touching the face, eyes, nose and mouth • cover coughs and sneezes with an elbow or a tissue • dispose of tissues in a covered bin 		
Control Measures – Physical Distancing		Yes	No
36	Have you identified all available school space to be used to maximise physical distancing?		
37	Have you reviewed the templates provided by the Department of Education which show options for revised layout of school rooms to meet physical distancing requirements?		
38	Have you arranged to revise the layout of the rooms and furniture as per the Department guidelines?		



39	Have you arranged in each room that the teacher's desk should be at least 1m (and where possible 2m) away from student desks?		
40	Have you arranged in each room that students would be, at least 1m and (where possible 2m) away from each other?		
41	Have you where possible and practicable assigned students to main class cohorts to minimise the risk of infection from COVID-19?		
42	Have you arranged the timetable to facilitate double classes where possible and practicable?		
43	Have you advised staff and students that when students are moving to an elective subject they would, where practicable be seated with members of their main class cohort?		
44	Have you made arrangements to limit interaction on arrival and departure from school and in other shared areas?		
45	Have you encouraged walking or cycling to school as much as possible?		
46	Have you made arrangements, in so far as possible, to open additional access points to school to reduce congestion?		
47	Can you provide a one system for entering and exiting the school, where practical?		
48	Have you arranged for staff meetings to be held remotely or in small groups or in large spaces to facilitate physical distancing?		
49	Have you taken steps to minimise rotation of staff between classes where possible?		
50	Have you a system to regularly remind staff and students to maintain physical distancing?		
51	Have you advised staff and students not to shake hands and to avoid any physical contact?		
52	Have you stopped all non-essential travel for school activities?		
Control Measures – Visitors to Schools		Yes	No
53	Have you identified the activities that involve interacting with essential visitors to schools, made arrangements to minimise the number of such		



	visitors and put in place measures to prevent physical contact, as far as possible?		
54	Are there arrangements in place to inform essential visitors to schools of the measures to help prevent the spread of infection?		
55	Have you a system in place for all visitors who do need to come to the school to make appointment, arrange to contact a central point and to record their visit using the contact tracing log?		

17.0: Checklist for dealing with a suspected case of COVID-19

Each main class cohort should be considered a separate group for the purpose of managing suspected cases. Each teacher/staff member will be required to manage a suspected case in line with the protocol and training.

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.

	Isolation Area	Yes	No
1	Have you identified a place that can be used as an isolation area, preferably with a door that can close?		
2	The isolation area does not have to be a separate room but if it is not a room it should be 2m away from others in the room.		
3	Is the isolation area accessible, including to staff and students with disabilities?		
4	Is the route to the isolation area accessible?		
5	Have you a contingency plan for dealing with more than one suspected case of COVID-19?		
6	Are the following available in the isolation area(s)? <ul style="list-style-type: none"> • Tissues • Hand Sanitiser • Disinfectant/wipes • Gloves/masks • Waste Bags 		



	• Bins		
	Isolating a Person	Yes	No
7	Are procedures in place to accompany the infected person to the isolation area, along the isolation route with physical distancing from them?		
8	Are staff familiar with this procedure?		
9	Have others been advised to maintain a distance of at least 2m from the affected person at all times? (it is intended that this will be dealt with as part of DES online training)		
10	Is there a disposable mask to wear for the affected person while in the common area and when exiting the building?		
	Arranging for the affected person to leave the School	Yes	No
11	Staff – have you established by asking them if the staff members feel well enough to travel home?		
12	Student – have you immediately contacted their parents/guardians and arranged for them to collect their student? Under no circumstances can a student use public or school transport to travel home if they are a suspected case of COVID-19.		
13	The affected person should be advised to avoid touching other people, surfaces and objects.		
14	The affected person should be advised to cover their mouth and nose with disposable tissue(s) when they cough or sneeze, and to put the tissue in the bin.		
15	Has transport home or to an assessment centre been arranged if the affected person has been directed to go there by their GP?		
16	Has the affected person been advised not to go to their GP's surgery or any pharmacy or hospital?		
17	Has the affected person been advised they must not use public transport?		
18	Has the affected person been advised to continue wearing the face mask until they reach home?		
	Follow up	Yes	No



19	Have you carried out an assessment of the incident to identify any follow-up actions needed?		
20	Have you advised the LWR of the incident in accordance with the agreed protocol?		
21	Are you available to provide advice and assistance if contacted by the HSE?		
	Cleaning	Yes	No
22	Have you taken the isolation area out-of-use until cleaned and disinfected?		
23	Have you made arrangements to clean and disinfect any classroom space where the staff or students were located?		
24	Have you arranged for cleaning and disinfection of the isolation area and any other areas involved, as soon as practical after the affected person has left the building?		
25	Have the cleaners been trained in dealing with contaminated areas and supplied with the appropriate PPE? (It is intended to provide online training for cleaning staff. Appropriate PPE will be available to schools through the national procurement process which schools can access in line with the guidance which will be provided shortly).		



18.0: Checklist Lead Worker Representative

Checklist of questions in line with the protocol at Appendix 3 as agreed between the Department and management bodies Meeting with LWRs Wednesdays at 12.15pm.

	Checklist of quality assurance	Yes	No
1	Have you been s/elected by your colleagues on the staff and have you agreed with your school principal to act as a Lead Worker Representative for your school, in accordance with the process for lead worker representative/s in schools that has been agreed centrally and is to be implemented locally).		
2	Have you been provided with information and training in relation to the role of Lead Worker Representative? (Training for this role is currently being explored with the HSA).		
3	Are you keeping up to date with the latest COVID-19 advice from Government?		
4	Are you aware of the signs and symptoms of COVID-19?		
5	Do you know how the virus is spread?		
6	Do you know how to help prevent the spread of COVID-19?		
7	Have you watched and do you understand the online training provided by the Department of Education and have you been given induction training before returning to school?		
8	Have you been made aware of the control measures your school has put in place to minimise the risk of you and others being exposed to COVID-19?		
9	Are you helping in keeping your fellow workers up to date with the latest COVID-19 advice from Government?		
10	Have you completed the COVID-19 return-to-work form and given it to your school? (DES template Return-to-Work form available)		
11	Are you aware of the control measures your school has put in place to minimise the risk of you and others being exposed to COVID-19? (Checklist for School Management available)		



12	On behalf of the employer did your school principal consult with you when putting control measures in place? Control measures have been agreed centrally between the Department and education partners and will be revised as necessary. Consultation at school level should take place on any specific local arrangements necessary to implement the protocol		
13	Have you a means of regular communication with the principal and where applicable any other person with overall responsibility for the school COVID-19 plan?		
14	Are you co-operating with your school to make sure these control measures are maintained?		
15	Have you familiarised yourself with the cleaning requirements needed to help prevent cross contamination? (Checklist for Cleaning and Disinfection available)		
16	Have you been asked to walk around and check that the control measures are in place and are being maintained?		
17	Are you reporting immediately to the person with overall responsibility for the school COVID-19 plan any problems, areas of non-compliance or defects that you see?		
18	Are you keeping a record of any problems, areas of non-compliance or defects and what action was taken to remedy the issue?		
19	Are you familiar with what to do in the event of someone developing the symptoms of COVID-19 while at school?		
20	Are you co-operating with your school in identifying an isolation area and a safe route to that area? (Checklist for dealing with suspected case of COVID-19 available)		
21	Are you helping in the monitoring and keeping under review the management of someone developing symptoms of COVID-19 while at school?		
22	Once the affected person has left the school, are you helping in assessing what follow-up action is needed?		



23	Are you helping in maintaining the staff and student contact log?		
24	Have you been made aware of any changes to the emergency plans or first aid procedures for your school?		
25	Are you making yourself available to fellow staff to listen to any COVID-19 control concerns or suggestions they may have?		
26	Are you raising those control concerns or suggestions with your school Principal and feeding back the response to the staff member/s who raised the issue?		
27	Are you aware of the availability of the Spectrum Life Wellbeing Together Programme?		
28	Have you been provided by the Principal/ school management with the supports to which you are entitled in your role as Lead Worker Representative?		
29	If you are a teacher, have you been provided with the 2 hours per week of protected time off class contact hours, as provided for in the protocol?		
30	If you are an SNA, have you been provided with 66 of the “72 hours”, as provided for in the protocol?		
31	If you are a school secretary or a caretaker have your duties been re-prioritised by school management to afford you sufficient time to carry out your duties as LWR within the scope of your normal contracted hours, as provide for in the protocol?		



19.0: Checklist for Cleaning

	Checklist of quality assurance	Yes	No
1	Have you a system in place for checking and keeping up to date with the latest public health advice from Government and the Department of Education, to ensure that advice is made available in a timely manner to staff and students and to adjust your cleaning procedures in line with that advice?		
2	Have you reviewed the HPSC health advice for the safe reopening of schools, in particular Section 5.6 Environmental Hygiene?		
3	Have you explained the need for the enhanced cleaning regime to staff and students?		
4	Are you aware that cleaning is best achieved using a general purpose detergent and warm water, clean cloths, mops and the mechanical action of wiping and cleaning, following by rinsing and drying?		
5	Have you sufficient cleaning materials in place to support the enhanced cleaning regime?		
6	Have you provided training for cleaning staff on the enhanced cleaning regime? (DES intends to provide online training for cleaning staff)		
7	Have you made arrangements for the regular and safe emptying of bins?		
8	Are you familiar with the cleaning options for school settings set out in the HPSC health advice for schools for surfaces, toilets, cleaning equipment, PPE and waste management?		
9	Are you aware that each school setting should be cleaned once per day?		
10	Have you in place a system for regular cleaning of the following frequently touched surfaces? <ul style="list-style-type: none"> • Door handles, • Hand rails • Chairs/arm rests • Communal eating areas • Sinks • Toilets facilities 		
11	Have you provided cleaning materials to staff and students so that they can clean their own desk or immediate workspace?		



12	Have you advised staff that they are responsible for cleaning personal items that have been brought to work and are likely to be handled at work or during breaks? E.g. mobile phone laptop and to avoid leaving them down on communal surfaces or they will need to clean the surface after the personal item is removed.		
13	Have you advised staff and students to avoid sharing items such as cups, bottles, cutlery, pens		
14	Have you put in place a written cleaning schedule to be made available to cleaning staff including: <ul style="list-style-type: none"> • Items and areas to be cleaned • Frequency of cleaning • Cleaning materials to be used • Equipment to be used and method of operation 		
15	Details of how to clean following a suspected case of COVID-19 are at Section 7 of the Plan above (can be added here again if considered useful)		
16	If disinfection of contaminated surfaces is required, is a system in place to do this following cleaning?		
17	If cleaning staff have been instructed to wear gloves when cleaning are they aware of the need to wash their hands thoroughly with soap and water, both before and after wearing gloves?		
18	Have you a system in place for the disposal of cleaning cloths and used wipes in a rubbish bag? Current HSE guidance recommends waste such as cleaning waste, tissues etc. from a person suspected of having COVID-19 should be double bagged and stored in a secure area for 72 hours before being presented for general waste collection.		
19	Have you ensured there is a system in place to make sure reusable cleaning equipment including mop heads and non-disposable cloths are clean before re-use?		
20	Have you ensured there is a system in place to ensure that equipment such as buckets are emptied and cleaned with a fresh solution of disinfectant before re-use?		



20.0: Coming To and From School

As per Government regulations, all students travelling on school transport will be required to **wear a facemask, sit next to sibling(s)** or remain seated next to the same individual for the remainder of the term.

20.1: Morning

Bus companies will be communicated in advance of re-opening on the following:

- Buses will be required to park in an unloading bay in the mornings – On arrival to the school students will be required to remain on the bus until students in front of them have safely entered the school building.

20.2: Evening

In order to maintain physical distancing as the students get on their buses after school, there will be markings on the footpath outside the school.

20.3 Walking or Cycling

All schools are encouraging students to walk or cycle to school if they can do so. Parents/guardians are required to observe and respect all social distancing protocols in relation to any contact with the school. This includes maintaining a two-metre distance to other families when dropping off or collecting their children from the school and any contact with the school.

- Electric bicycles are not allowed on the school campus.

20.4: Arriving at School

When students arrive at school, they should proceed directly to their classroom which will be assigned to them in their timetable which is available in VSware and will be printed for them on their first day in school. Students should not congregate in groups close to one another. Assigned entrances and exits will be given to all year groups when they return.



Students will be asked to adhere to queue management protocols in the mornings when entering the school building. Physical distancing signage will be used to indicate 2m distancing in corridors.

20.5: Dropoff and Collection of Students

The school authority encourages parents and students to use the main entrance. To minimise traffic congestion, we are asking that students who are driven to school by car, be dropped and collected in the main traffic flow reception area in the school.

20.6: School Transport advice from Bus Éireann

The following advice has been issued by Bus Éireann:

- A student is not to use school transport if they are displaying symptoms
- Students are to maintain physical distancing while waiting for transport
- Students are asked to sit in pre-assigned seating and next to a sibling or child from their class group (this should be the same child at all times)
- Students are requested to use hand sanitiser onboard the bus
- Students should observe respiratory etiquette at all times while waiting for and while they are on board the bus.
- To disembark the bus one by one in an orderly fashion
- With the exception of those children who for medical or special educational needs reasons are not in a position to wear a face mask or face covering, all other students travelling on the post-primary scheme are required to wear face coverings while waiting for the bus and once onboard transport.

21.0: Visiting the School / Appointments

- School personnel will not be in a position to meet parents on a one to one basis during this Academic year (As per Guideline, July 2020) unless it is essential and by prior appointment. All such requests and appointments must be made through the school office 051-389211 or email office@ramsgrangecommunityschool.ie



- All invited visitors to the school will be asked to wear face coverings and complete contact tracing recording sheets at the main office.

22.0: Face Covers/Mask

- Further clarifications as issued by The Minister for Education on Friday, August 7th, stipulate that all students and teachers will be required to wear face coverings where a physical distance of 2m cannot be maintained. In this regard, students will be required to wear masks in all circumstances where a distance of 2m cannot be maintained.
- These facemasks are to be considered part of the school uniform and consequently must be brought to school each day. If a student does not present with the correct cover, they will be invited to return home.
 - All cloth facemasks must be sterilised with boiling water every evening.

6.0: Locker Management

Students do not have access to lockers at present. This will be reviewed regularly.

23.0: Easy Payments Plus – Online Payment System

RCS no longer can accept cash. All parents will be actively encouraged to use the online payment platform to facilitate payments and collection of monies. If you need assistance in this regard, please contact the office 051-389211 or email office@ramsgrangecommunityschool.ie

24.0: Uniform

[Full school uniform](#) must be worn at all times. This includes black/navy shoes only. The student must wear the school face mask/cover. (waiting further PE guidance).

- If possible, we would encourage people to steam or wash their child's uniform. This is an **advisory recommendation**.

25.1: Physical Education

We are waiting further guidance on PE, changing rooms etc.



26.0: Personal Hygiene

- Students will be encouraged and expected to follow health advice regarding hand sanitation, respiratory etiquette, etc. Requirements in this regard will be clearly communicated to all students from the beginning of the year.
- Hand sanitiser dispensers will be deployed in every teaching space, assembly areas and entry points of the school campus. All students will be required to use hand sanitiser when entering the campus in the morning and when entering every teaching space throughout the school day.
- Wash hand basins, hot running water, liquid soap and hand drying facilities are provided in all toilets and kitchens.
- It would be advisable for all students where possible to shower on your return from school to support the minimisation of risk to your family unit.

27.0: Canteen

Procedures and details will be explained on your child's first day back at school. We are evaluating systems where students will be able to order lunch in advance – scanner only. These will be delivered to class rooms prior to little break.

If the service is not respected, we will be forced to withdraw the service.

28.0 Cleaning Routines

Student classrooms will have appropriate cleaning products provided to enable students to wipe down their desk, chair and surface on entry and before leaving the room. (A specific protocol will be developed in this regard).

29.1: Standard Operating Procedure for Cleaning Student Desk

29.1.1: Rationale

Section 7 'Hygiene and Cleaning in School' of the main DES document 'COVID-19 Response Plan for the safe and sustainable re-opening of Post Primary Schools' states:



'If students are moving between classrooms, consideration may be given to appropriate cleaning products being provided to enable them to wipe down their desk, chair and surface before leaving the room'.

29.1.2: Materials Required

The following method is recommended:

- Each classroom is given a sanitising station comprising:
 - Suitable clearly labelled disinfectant spray
 - Suitable paper wipes
 - Both contained in a clearly labelled 'Sanitising Station' box/area/station
 - NOTE: Paper wipes + spray is generally more economical than using disinfectant wet wipes and also better in terms of disposal etc
 - Each classroom has a dedicated disposal bag for the used paper wipes
 - The bin liner/bag and allow students to deposit the used paper wipes easily

29.1.3: Procedure

- One student distributes one paper wipe to each student in the room - including themselves.
- The class teacher will spray individual desks with viricidal spray and invite students to wipe the same with cleaning paper roll. The teacher applies a viricidal spray to the centre of each desk and the top of each chair where it is usually handled.
- Each student wipes their desk and chair.
- A final student moves through the room with the designated bin, and each student deposits the used paper wipe into it.
- All students then sanitise their hands using their personal bottle of hand sanitiser they carry with them or the sanitiser provided in the classroom
- NOTE:
 - Prior to implementing this procedure, it is advisable to ascertain if there are any students who are unwilling or anxious to participate due to being in any high-risk category etc.



- It is a requirement that all students adhere to these protocols as this is part of our collective responsibility to maintain a COVID free and safe environment for all.

Additional cleaning materials and equipment will be available in every teaching space. Any student found to be interfering with or misusing these safety products and equipment will be subject to immediate sanction.

30.0 Physical Distancing

1. **Students and staff** will adhere to all traffic flow signs by adhering our one-way system.
2. Every effort has been made to ensure 1m Physical distancing between students in classroom layouts (in line with the Department of Education Roadmap (July 2020)).
3. Queuing systems have been implemented in specific areas throughout the campus. Students are asked to comply with queuing systems that have been put in place. These will be communicated in detail to students on their return.
4. To ensure safety for all, visors have been provided to all staff.
5. Standard Operating Procedures (SOPs) have been provided to all staff, teachers will guide the students on these specific SOPs.

31.0: Students Personal PPE equipment

- In addition to our PPE stocks, it is advisable for students to carry their own personal hand sanitiser and anti-viral cleaning wipes which are available in most shops and pharmacists.

32.0: Standardised Operating Procedures for Classroom Management

A standard operating procedure is a written instruction describing how a routine task is to be carried out; when, where and by whom.

32.1: Classroom

- Leave doors and windows open to ventilate the rooms sufficiently.
- Ensure all attendance rolls taken are accurate.



- Floor markings will address table locations to support physical distancing of 1 metre.
- The teacher and SNA will endeavour to keep a minimum of 1 metre from students.
- Teachers will encourage students to share their completed assignments on Office 365/Sharepoint/One Note to minimise viral spread.
- At the end of class, the teacher will invite students to leave row by row in a controlled manner.
- All class seating plans must be uploaded to VSware to support contact tracing.
- All students and staff must have all their own supplies; there will be no sharing/borrowing of books, copies, pens, etc. within the classroom.

33.0 Structure of School Day

8.45am – Warning bell

8.50am – Period 1

9.50am – Period 2

10.30am – 10.50am – Break for 1st yrs, 6th Years, LCA2s and 3rd Years

10.50am – 11.10am – remainder of Period 2 for 1st, 6th, 3rd and LCA2 – break for rest.

11.10am - Period 3

12.10pm - Period 4

1.10pm – Lunch (outside zones)

2pm – Period 5

3pm – Period 6

4pm – end of day Monday to Thursday.

1.10pm finish on Friday



34.0: School Calendar

Calendar 2020/2021 is enclosed below:

Ramsgrange Community School						
2020/2021						
August						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
September						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
October						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
November						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
December						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
27						
January						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
February						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						
March						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
April						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
May						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
June						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26

Please note there may be additional dates

Staff Meeting 2 hours
CPD 2 hours
Subject Planning 2 hours
PTM Meetings (provisional dates)
Open Night (change of format)
Staff return to school



35:0 Contact Details

Please ensure that we have up to date contact details on file for you. We have also asked parents to ensure that we have up to date contact details (home address, phone numbers, email address and emergency contact numbers). Now more than ever, this is of paramount importance!

36.0: Code of Behaviour

All parents and students must sign the Code of Behaviour (COB) in the student diary. These are exceptional times, and on occasion, they require extraordinary measures. Our COB will be amended to reflect the changes outlined above and/or other public health advice issued in the coming weeks and months. Any breach of the health and safety systems will be dealt with in a robust manner to protect all stakeholders, and the communities the school serves.

37.0: Student Journal

The Student Journal has proven to be an invaluable communication tool between home and school. The Journal is intended as an aid to students to support them in their studies. Pages are also set aside for communication between parents and teachers. Parents are required to bring their child's School Journal with them when attending the Parent-Teacher Meeting.

38.0: Parent-Teacher Meeting

Further advice is due from the Department of Education and Skills in relation to Parent-Teacher Meetings. We will update parents once we receive this guidance.

39.0 School Parking

The school car park is for staff use only. Post-primary students are prohibited from parking in the school grounds. Students who drive to school by car must make their own arrangements for parking. (church car park). There are multiple cycle park spots available for students who wish to secure their bicycle while they attend school.

40.0: Booklist

All booklists are available on the school website.



41.0: Water Fountains

Students and staff will have no access to water fountains due to hygiene restrictions.

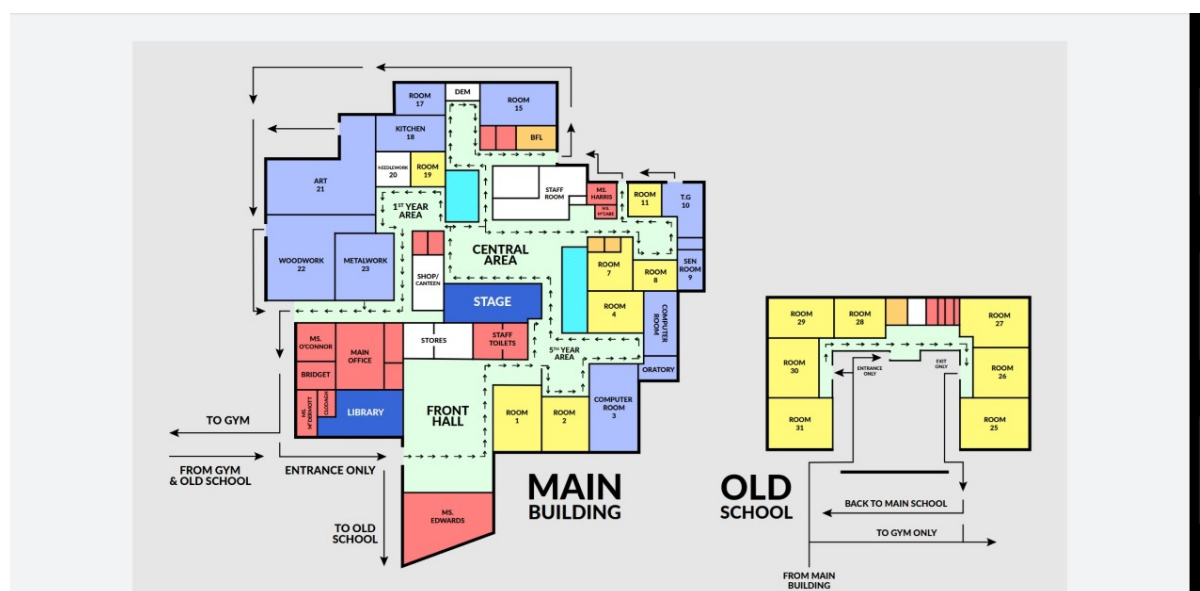
42.0: Drop off Box

We are investigating the health and safety implications of this option, in the interim, it is important that all students come to school fully equipped with their school materials and lunch.

27.0: High-Risk Category

Any parent who has concerns for their son/daughter and feel they may fall into a high-risk category and believe that a return to school may be challenging, please contact me at rachel.oconnor@ramsgrangecommunityschool.ie so we can start to plan for supporting their safe return to school.

43.0: School Layout



43.1: Ground Floor



44.0: School Planning Day Closure

Once the National Council for Curriculum and Assessment (NCCA) have updated their modified subject specifications (syllabus or programme of learning), The school will be required to close for one day to support a professional development event for our staff to upskill on these updates. The Department of Education and Skills asked the NCCA to take into account last year's closure and adjust each subject's programme of learning to afford greater fairness to our students. We will advise in future correspondence when this day will occur.

45.0: Sudden School Closure or Year Groups Advised to Stay at Home

In the unforeseen event, that the school cannot provide safe supervision of students because there is unavailable staff, the Principal may be forced in certain circumstances to ask certain year groups to remain at home. **We just want to set parents' expectations that if this sudden announcement occurs, it does not mean the school has a sudden COVID-19 related issue. It just implies the school cannot source enough teachers to provide adequate supervision for a safe environment.**

46.0: SNU and Students with Additional Needs

The school is developing a range of standard operating procedures for our Special Needs Assistants and Special Education Teachers; we will communicate those measures in due course once these safety protocols are established. In the interim, if you have any concerns, please contact our SENCOs Aisling Foley, Orlaigh Kent or Laura Miskella.



47.0: Assessment Update



An Roinn Oideachais
agus Scileanna
Department of
Education and Skills

Assessment Arrangements

For Junior Cycle and Leaving Certificate
Examinations 2021



The Minister for Education has provided an update for incoming third year and sixth year students who will be taking state examinations in summer 2021.

The documentation sets out the adjusted assessment arrangements for these post-primary students. These arrangements are designed to take account of the disrupted learning experienced by these students during the 2019/20 school year.

The adjustments have been arrived at through discussions between the Department, the State Examinations Commission (SEC) and the National Council for Curriculum and Assessment (NCCA) and key stakeholders.

As schools have significant autonomy in determining how to sequence and pace learning for students in their schools, no centrally prescribed adjustment of the curriculum and courses of study would be effective for students taking the certification examinations in summer 2021.

Consequently, the most appropriate way to reflect and take account of the challenges for students that have occurred in 2019/20 and may occur in 2020/21 is to incorporate adjustments to the certification examinations in 2021. The adjustments put in place will play to student strengths by leaving intact the familiar overall structure of the examinations while incorporating additional choice. The assessment arrangements provide clarity, certainty and reassurance to students, their parents/guardians, teachers and schools in advance of the start of the 2020/2021 school year.



These document can be found [here](#).

48.0 Staff Room:

The staff room will be available for staff.

The following additional measures will need to be taken:

1. Hot water and touchpoints cleaned regularly, and all staff asked to clean before and after use with the wipes supplied.
2. The fridge may be used for the storage of milk. However, everything must be cleaned out each day except for the milk,
3. All staff **must** bring their own cups, plates, knives etc. and the dishwasher will be disconnected. Consequently, staff **must** take home their own items each day.
4. If having staff lunch on return to school, use disposable plates and cutlery.
5. All microwaves will be removed.

49.0: Use of Toilets

- Students are encouraged to use the toilets during break times. This also assists in ensuring that all toilets can be cleaned when students are in class. If your child has a medical condition which requires regular toilet breaks, please inform your child's Year Head by email.
- If a student needs to use the toilet during class time, they should request permission from their teacher who will record this on VSware. This is necessary so that all persons movements throughout the school can be tracked to facilitate contact tracing should the need arise. No more than one person will be permitted to leave a class at any one time.
- Students using the facilities must adhere to physical distancing as much as is reasonably possible.
- No more than three people should be in the toilet area at any one time.
- Students must follow the soap and hand washing pictorial guides provided displayed in the toilet blocks.
- They must always wash their hands thoroughly for at least 20 seconds after using the bathroom.



- In addition, students should sanitise their hands using the sanitising station located nearest to the toilet.
- All litter must be placed in the bins provided.

50.0: Corridors

- One-way movement systems will apply in different areas of the school. These will be clearly marked by signage. All school staff and students must adhere to these.
- Additional supervision will be utilised on the corridors to help with the student movement in compliance with the guidelines.
- Students must adhere to 2m distance and must move with brevity while on the corridors

51.0: Practical Activities

- With the exception of 1st years engaged in their taster programme, there will be no practical classes for a period of one month. This may be extended until practical subject teachers have developed routines which sanitise students areas effectively and efficiently.

52.1: Procedure for Practical Subjects

The school will follow guidelines published on 25th August 2020 – click on the following link to access these guidelines - <https://www.gov.ie/en/publication/7acad-reopening-our-post-primary-schools/>

53.0: After-School Study

- After school study will not take place initially on return to school.
- This will be reviewed after a few weeks, and appropriate decisions and actions will then be taken.

54.0: Extra-Curricular Activities

- All after school activities, i.e. sport, drama etc. will not take place on return to school.
- This will be reviewed after a few weeks, and appropriate decisions and actions will then be taken.



55.0: Useful Online Resources

1. [How To Wash Your Hands Properly](#)
2. [Learn about hand hygiene and preventing the spread of coronavirus \(COVID-19\)](#)
3. [Face Coverings TV Jun 2020](#)
4. [Listen to an audio version of the COVID-19 information booklet on Soundcloud](#)
5. [COVID-19 translated resources](#)
6. [Gov.ie](#)
7. [Department of Education & Skills](#)

56.0: Homework

- There will be **minimal homework** issued for non-exam years the first two weeks of school to afford students time to adapt to the new school routines.

57.0: COVID-19 Spread Minimisation Control Teams:

To decrease contact interaction, we have developed the following course of actions

- When students move out of assigned classrooms (this will often occur, because of subject options, break times and subject streaming in English at senior cycle, Irish and Maths in the junior and senior cycles). The students will move quickly into the new classroom and will be seated with members of their class cohort and control team, observing as much physical distance as possible.
- Junior classes are based in rooms.
- TYs and LCAs are class room based.
- Rest of year groups are grouped in particular buildings.

END.