COVID- 19 School Plan

C.B.S. High School,

Kickham St.,

Clonmel.

Covid 19 Safe Return to Work Protocols

Context

We are all confronted with a situation that was unprecedented on March 12th 2020. The COVID-19 pandemic has impacted severely on every part of our society and our economy. In the face of this, the biggest challenge we have encountered in decades, Irish people have almost universally stepped up to the plate and adhered to the strict guidelines put in place by the Government, following the advice of the National Public Health Emergency Response Team (NPHET).

This *safe return to work protocol* is designed to support the staff, management and Board of Management of the CBS High School to put measures in place that will prevent the spread of COVID-19 in our school.

The protocol incorporates current advice about measures to reduce the spread of COVID-19 in the community issued by the National Public Health Emergency Team (NPHET). As the advice issued by NPHET continues to evolve, this protocol and the measures management and staff need to address may also change. Therefore, it should be noted that the attached details are non-exhaustive and are also subject to change. It is not designed to prohibit the introduction of further specific measures, as long as they enhance the measures set out in this protocol. In addition, further supports for management and staff will be developed and provided where appropriate. This is a living document and will be adapted as we move through the national roadmap and the education roadmap. These protocols will be reviewed during phases where national medical advice / government decisions will be considered in relation to adjustments for phase two and beyond.

Working together to suppress COVID-19 in the workplace

Strong communication and a shared collaborative approach between management and staff is key to protecting against the spread of COVID-19 in the workplace. It is also essential to achieve success and maximum buy-in. Staff and management will have regular engagement about COVID-19 and preventative measures in the workplace.

Adherence to this protocol will only be achieved if staff and management have a shared responsibility to implement the measures contained in this protocol in their place of work.

A collaborative approach to the implementation of the protocol is essential to achieve success and maximum buy-in. Each workplace will appoint at least one lead worker representative

The prompt identification and isolation of potentially infectious individuals is a crucial step in protecting the worker involved, their colleagues, customers or others at the workplace.

School management will:
- Keep a log of contact / group work / entry of staff to facilitate contact tracing.

- Inform workers and others of the purpose of the log.
- Display information on signs and symptoms of COVID-19 (As shown below)

- Provide up to date information on the Public Health advice issued by the HSE and Gov.ie.
- Provide instruction for workers to follow if they develop signs and symptoms of COVID-19 during work.

Staff members will:

- Make themselves aware of the signs and 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 signs or symptoms.
- Report to management immediately if they develop any symptoms of Covid 19.

Develop, Consult, Communicate and Implement Workplace Changes or Policies

As information about the virus is evolving, public health advice is being updated on a regular basis, and it is important for employers and workers to recognise that flexibility will be required on the part of employers and workers in meeting the measures to reduce the spread.

School management will agree through negotiation with workers/Trade Unions any temporary restructuring of work patterns that may be required to implement the COVID-19 prevention measures in the workplace. In so doing, any existing sectoral agreements must be considered.

Implementing the COVID-19 Prevention and Control Measures to minimise risk to Staff members

Before returning to work, the following pre-return to work steps will be put in place and completed by both employers and workers.

School Management will:

- Establish and issue a pre-return to work form for workers to complete in advance of the return to work. This form should seek confirmation that the worker, to the best of their knowledge, has no symptoms of COVID-19 and also confirm that the worker is not self-isolating or awaiting the results of a COVID-19 test.
- If a worker answers Yes to any of the following, they are strongly advised to follow the medical advice they receive or seek medical advice before returning to work.

  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? Yes/No,
  2. Have you been diagnosed with confirmed or suspected COVID-19 infection in the last 14 days? Yes/No,
  3. Are you a close contact of a person who is a confirmed or suspected case of COVID-19 in the past 14 days (i.e. less than 2m for more than 15 minutes accumulative in 1 day)? Yes/No,
  4. Have you been advised by a doctor to self-isolate at this time? Yes/No,
  5. Have you been advised by a doctor to cocoon at this time? Yes/No.

- Provide an induction training for all workers through circulation of this protocol.
- Further specific training where requested will be provided to staff members where possible / appropriate.
- Ensure that management checks such as, a walkabout of the exterior, visual checks of fire safety equipment including operation of fire doors and legionella management (flushing water systems that will be used) is undertaken prior to opening the school.

- Put in place the necessary controls to prevent / minimise the spread of COVID-19 in the workplace.

- Ensure safe access and egress and arrange all appropriate points of entry/exit to the school during this time.
- Make hand sanitizer available at each point of **entry/exit**.
- Ensure waste collection arrangements are in place to coincide with an increased cleaning regime.

- Arrange that appropriate COVID- 19 posters are displayed throughout the school. Each classroom has signs displayed with general notices around the school. Signage is also

displayed at each entry /exit point reminding students/staff/ visitors etc of the Covid 19 protocols.

- Adopt advice where it is recommended that the consumption of food is avoided in the main but if it is necessary where food and drink is consumed or stored, particular attention needs to be paid to hygiene. Sharing of utensils or cups should be prohibited and social distancing must be maintained when consuming food or drink.

- Provide social distancing screens for the main administration office as shown.

- Inform staff that they must remain behind the perspex panels in the office. No staff member is permitted beyond this point.

- Ensure that all areas, such as classrooms and social spaces, accessed by teacher and/or students are cleaned and locked after use.
- Ensure that all door handles are cleaned using appropriate cleaning products.

Staff will:

- Complete and return the pre-return to work form before they return to work. Comply with all Covid 19 protocols within the school premises.
- Inform their employer if there are any other circumstances relating to COVID-19, not included in the form, which may need to be disclosed to allow their safe return to work.
- Self-isolate at home and contact their GP promptly for further advice if they have any / develop any COVID-19 symptoms.
- Stay out of work until all symptoms have cleared following self-isolation.
- Participate in any induction training provided by the employer on their return to the workplace.
- If in the higher risk demographic an alternative meeting arrangement will be explored such as video conferencing.
- Sign in and out having arranged a time of entry with the designated person and only access the locations outlined on the timetable during the designated time slot.
- Where possible, staff should use their own equipment. Where equipment must be shared e.g. printers /computers/ photocopiers staff will ensure that they disinfect after use.

- Caretakers/cleaners must only undertake approved/risk-assessed activities (following consultation with school management) and keep the designated contact person informed of their location and tasks etc.

- Follow all GDPR guidelines in respect of bringing coursework/materials home e.g. ensure documentation is kept secure and put away when not in use, do not

discuss confidential or sensitive information in public and take care to use your device in a safe location etc.

- Ensure that they carry their mobile phone with them while in the school to maintain contact should the need arise.

Dealing with a Suspected Case of COVID-19 in the Workplace

While a staff member or student should not attend work/school if displaying any symptoms of COVID-19, the following steps outline how employers should put in place a response plan in advance and also deal with a suspected case that may arise during the course of work/study.

School Management will:

- Include a defined response structure that identifies the team(s) responsible for responding to a suspected case in the COVID-19 response plan.
- Appoint an appropriate manager(s) for dealing with suspected cases. This manager will be the Principal or one of the Deputy Principals.
- Identify a designated isolation area in advance. The designated area and the route to the designated area should be easily accessible and as far as is reasonable and practicable, should be accessible by people with disabilities. This isolation area will be the Parents Room.
- Consider the possibility of one or more persons displaying signs of COVID 19 and have additional isolation areas available or another contingency plan for dealing with same. The secondary isolation area for this purpose will be the Communications Room.
- Ensure the designated area has the ability to isolate the person behind a closed door. Where a closed-door area is not possible, the employer must provide an area away from other staff/students.
- Provide as is reasonably practicable:
  - ✔ Ventilation, i.e. via a window
  - ✔ Tissues, hand sanitiser, disinfectant and/or wipes
  - ✔ PPE- gloves, masks

If a staff member/student displays symptoms of COVID-19 during work, school management team must:
- Isolate that person and have a procedure in place to accompany the individual to the designated isolation area, 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. PPE supplies are available in this area and should be used.
- Should a student display symptoms in class the teacher should fill out the white illness form and get a student in the class to bring it to the office. A member of the management team will then come and remove the student from the class and bring them to the isolation area.

- Provide a mask for the person presenting with symptoms if one is available. The staff member/student should wear the mask if in a common area with other people or while exiting the premises.
- In the case of a student, contact must be made with a parent/guardian.
- Assess whether the unwell individual can immediately be directed to go home 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 staff member/student 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.
- Facilitate transport home or to hospital for medical assessment. Public transport of any kind should not be used.
- 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.

Hand Hygiene

Regular hand washing with soap and water is effective for the removal of COVID-19.

School Management will:

- Ensure that appropriate hygiene facilities are in place to accommodate workers adhering to hand hygiene measures.

Staff will:

- Ensure they are familiar with and follow hand hygiene guidance and advice.
- Wash their hands with soap and water or with an alcohol-based hand rub regularly and in particular:
    1. after coughing and sneezing
    2. before and after eating
    3. before and after preparing food
    4. if in contact with someone who is displaying any COVID-19 symptoms
    5. before and after being on public transport (if using it)
    6. before and after being in a crowd
    7. when arriving and leaving the workplace/other sites
    8. before having a cigarette or vaping

9.   when hands are dirty
10. after toilet use

- Avoid touching their eyes, mouth, or nose
- Have access to facilities to support hand hygiene
- Not share objects that touch their mouth, for example, bottles or cups
- Use your own pens for signing in

RESPIRATORY HYGIENE

In addition to hand hygiene, good respiratory hygiene and etiquette is also necessary.

School Management will:

- Provide tissues as well as bins/bags for their disposal
- Empty bins at regular intervals

Staff will:

- Adopt good respiratory hygiene and cough etiquette
- Ensure they are familiar with and follow respiratory hygiene guidance

PHYSICAL DISTANCING

Physical distancing is recommended to reduce the spread of infection. The current recommended distance to be maintained between people to minimise risk of transmission is 2 metres

OFFICE SPACE
2 metres / 6.5 feet apart

School Management will:

- Provide for physical distancing across all work activities and this may be achieved in a number of ways:
    1. implement a no hand shaking policy,
    2. where office work is essential, free office capacity must be used as much as is reasonably practicable and work organised in such a way

that multiple occupancy of office premises is avoided and/or physical distances maintained,

3. conduct meetings as much as possible using online remote means. Where face to face meetings are absolutely necessary, the length of the meeting and the numbers attending should be kept to a minimum and participants must maintain physical distancing at all times,

Staff will:

- observe appropriate physical distancing at all times in work

CLEANING

Cleaning of work areas must be conducted at regular intervals and arrangements for September 2020 have been guided by and dependent on Department of Education advice and resources.

School Management will:

- Implement regular cleaning of frequently touched surfaces. If disinfection of an area is required it must be performed in addition to cleaning, never as a substitute for cleaning.
- Ensure contact/touch surfaces such as table tops, work equipment, door handles and handrails are visibly clean at all times and are cleaned at least twice daily.
- Implement modified cleaning intervals for rooms and work areas. This applies especially for washroom facilities and communal spaces. Cleaning should be performed at least once per day and whenever facilities are visibly dirty.
- Provide workers with essential cleaning materials to keep their own workspace clean (for example wipes/disinfection products, paper towels and waste bins/bags).
- Increase the number of waste collection points and ensure these are emptied regularly throughout and at the end of each day.

Staff will

- Ensure that <u>single use</u> material / suitable paper towels (along with suitable cleaning products) are used for the cleaning of each individual area / surface and immediately disposed of.
- Update management as necessary and at the earliest opportunity if and where issues arise regarding adjustments that may be necessary.

Use of PPE – Personal Protective Equipment

While correctly using PPE can help prevent some exposures, it should not take the place of other preventative measures as outlined above. Examples of PPE include gloves, goggles, respiratory protection. Use of PPE may already be required in many workplaces to address occupational health and safety risks, for example, exposure to hazardous chemicals such as

asbestos. In the context of COVID-19 risk, employers should check the HPSC website regularly for updates regarding use of recommended PPE.

- Full hygiene compliance as set out above should be applied and maintained in all circumstances.
- PPE must be selected based on the hazard to the worker.
- Employers must provide PPE and protective clothing to workers in accordance with identified COVID-19 exposure risks and in line with Public Health Advice.
- Gloves are generally not required for infection prevention and control purposes. Where gloves are necessary, they must not be considered a substitute for hand hygiene and hands must be cleaned whenever gloves are removed. Gloves should not create an additional occupational hazard (such as gloves getting caught in rotating parts). Limitations on wearing time and workers' individual susceptibilities (allergies, etc.) may also be considered.
- PPE needs to be consistently and properly worn when required. In addition, it must be regularly inspected, cleaned, maintained and replaced as necessary.

Staff Role

Staff should follow the public health advice and guidance, as well as any specific direction from management. They should also adopt good hygiene practices, such as frequent hand washing, respiratory etiquette and physical distancing to protect themselves and their work colleagues against infection and should seek professional healthcare advice if unwell. If a worker has any symptoms of COVID-19, they should not attend work. Workers should also avoid contacting their face and in particular their eyes, nose and mouth. Where necessary, workers should wash their hands immediately before touching their face.

As noted above, the key to effective implementation of the infection prevention and control measures as well as occupational health and safety measures in the workplace is having a strong communication and shared collaborative approach between employers and workers.

Customer Facing Roles

Many of the measures noted above for workers can and should equally be applied for work activity that involves direct customer or visitor contacts

Management will:

- Ensure that parents / guardians are not permitted to enter the building without an appointment and when they do enter will wear a face covering

- Arrange that collection of any items by students / parents is arranged where materials are dropped in the car park an appropriate distance away from the person who has arrange its collection by appointment
- Arrange that all deliveries are dropped off where possible outside the door of the school

Ratified by Board of Management: _____

Review date: 25/8/20

Appendix 1

C.B.S. High School

Pre-Return to Work Form

August 2020

Please **delete** as appropriate, sign and return to School Management

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?   Yes/No,

Have you been diagnosed with confirmed or suspected
COVID-19 infection in the last 14 days?   Yes/No,

Are you a close contact of a person who is a confirmed or
suspected case of COVID-19 in the past 14 days (i.e. less
than 2m for more than 15 minutes accumulative in 1 day)?   Yes/No,

Have you been advised by a doctor to self-isolate at this time?   Yes/No,

Have you been advised by a doctor to cocoon at this time?   Yes/No.

Name: (Block Capitals)   _____

Signature: _____

Date: _____

Appendix 2

Advice for Employers and Workers

- **The Health and Safety Authority Workplace Contact Unit** at wcu@hsa.ie and

  Tel: 1890 289 389.

- **The Health Service Executive**, HSElive at **Tel**: 1850
  241850 https://www.hse.ie/eng/hselive/

- **Department of Business, Enterprise and Innovation Business** Support Call
  Centre - for information on the government supports available to
  businesses and enterprises affected by COVID-19 - https://dbei.gov.ie/en/. The
  Call Centre can be contacted at **Tel**: 01 631 2002 and **Email**:
  infobusinesssupport@dbei.gov.ie

- **Workplace Relations Commission (WRC):**
  https://www.workplacerelations.ie/en/news-
  media/workplace_relations_notices/covid-19-updat
  e.html Information and Customer Service **Tel:** 059
  9178 990

- **National Standards Authority of Ireland (NSAI):** https://www.nsai.ie/

  Tel: 01 807 3800

Information on Public Health and Occupational Health and Safety

- Health & Safety Authority: www.hsa.ie

- Health Service Executive:
  https://www2.hse.ie/coronavirus/?source=banner-www

- Health Protection Surveillance Centre (HPSC**):**
  https://www.hpsc.ie/a-z/respiratory/coronavirus/novelcoronavirus/

- European Commission:
  https://oshwiki.eu/wiki/COVID-19:_Back_to_the_workplace_-

- EU OSHA:
  https://osha.europa.eu/en/highlights/covid-19-back-workplace-safe-and-healthy- conditions

- World Health Organization (WHO):
  https://www.who.int/health-topics/coronavirus

- World Health Organisation (WHO) Getting Your Workplace Ready guide:
  https://www.who.int/docs/default-source/coronaviruse/getting-workplace-ready-for- covid-19.pdf

- European Centre for Disease Prevention and Control (ECDC):
  https://www.ecdc.europa.eu/en/novel-coronavirus-china

- International Labour Organisation (ILO):
  https://www.ilo.org/global/topics/safety-and-health-at-work/events-training/events-meetings/world-day-safety-health-at-work/WCMS_742463/lang--en/index.htm