



Hansfield

Educate Together National School
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Covid-19 School Response Plan

Introduction

This Covid-19 Response Plan details the measures that have been taken to prevent the spread of C-19 in Hansfield Educate Together NS.

Our school's Covid-19 Response Plan details the policies and practices necessary for our 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 C-19 in the school environment. The plan incorporates current advice about measures to reduce the spread of C-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 that our school's BOM and staff have taken, may also change.

Our school's C-19 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 school requires strong communication and a shared collaborative approach between the Board of Management, staff, pupils and parents.

This document aims to provide details of:

1. Hansfield ETNS C-19 Policy & statement.
2. Planning and Preparing for Return to School.
3. Return to work safely and Lead Worker Representative(s).
4. Safety Statement and Risk Assessment.
5. General advice to prevent the spread of the virus.
6. Procedure for Returning to Work.
7. Control Measures.
8. Dealing with a suspected case of Covid-19.
9. Staff Duties.
10. C-19 related absence management.
11. Employee Assistance and Wellbeing Programme
12. Logistics Plan.
13. HSE required document.

The assistance and cooperation of all staff, pupils, parents/guardians, contractors and visitors is critical to the success of our 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 them.

Note: The plan is a live working 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

1. Hansfield ETNS C-19 Policy

The C-19 Policy outlines our commitment as a school to implement the C-19 Response Plan to help prevent the spread of the virus in our school environment. The policy will be signed and dated by the Principal and Chairperson of the Board of Management, posted on our school's website and brought to the attention of staff, pupils, parents and others.

C-19 Policy Statement

Hansfield ETNS is committed to providing a safe and healthy workplace for all our staff and a safe learning environment for all our pupils. To ensure this, we have developed the following COVID19 Response Plan. The BOM and all school staff are responsible for the implementation of the plan and only with a combined effort will the spread of the virus be contained. We will:

- Continue to monitor our **C-19 Response Plan** and amend our plan in consultation with Staff, BOM and parents.
- Provide up-to-date information to our staff, pupils and parents on the Public Health advice issued by the HSE and Gov.ie
- Display information on the signs and symptoms of C-19 and correct hand-washing techniques.
- Appoint a volunteer **Lead Worker Representative** and an **Assistant Lead Worker representative** who will ensure the safety of staff members (and pupils by association) by monitoring the implementation of our school's **C-19 Response Plan** collaboratively with the BOM.
- Inform all staff and pupils of essential hygiene and respiratory etiquette and physical distancing requirements.
- adapt the school to facilitate physical distancing as appropriate in line with the guidance and direction of the Department of Education and Skills.
- Keep a contact log to help with contact tracing.
- Ensure staff and pupils engage with the induction / familiarisation briefing provided by the Department of Education and Skills.

- Implement the agreed procedures to be followed in the event of a pupil or member of staff showing symptoms of C-19 while at school.
- Provide instructions for staff and pupils to follow if they develop signs and symptoms of C-19 during school time.
- Implement a cleaning regime in line with Department of Education and Skills advice.

All school staff will be consulted on an ongoing basis and feedback is encouraged about any concerns, issues or suggestions through our Lead Worker Representative Annie Leddy and our Assistant Lead Worker representative Christine Boyle.

Signed: _____ (Chairperson BOM) Date: _____

Signed: _____ (School Principal) Date: _____

2. Planning and Preparing for Return to School

The Board of Management aims to facilitate the resumption of school-based teaching and learning and the return to the workplace of staff. The return to work must be done safely and in strict adherence to the advice and instructions of public health authorities and the Government.

Details for the reopening of the school facility and the applicable controls are outlined in this document.

School Buildings

Before re-opening our school in the new school year we will check the following:

- Check if the water system needs flushing at outlets following low usage to prevent Legionella disease.
- Check school equipment and mechanical ventilation for signs of deterioration or damage before being used again.
- Check that bin collections and other essential services contracts have been resumed.

Signage

Our school will display signage outlining the signs and symptoms of C-19 and to support good hand and respiratory hygiene which we will source from:

<https://www.hpsc.ie/a-z/respiratory/coronavirus/novelcoronavirus/posters/>

Our school will display these in prominent areas such as offices, corridors, staffroom area, classrooms and toilets.

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 on our school's website or from the School Principal.

A copy is attached also at [Appendix 1](#).

A RTW form should only be completed at least 3 days prior to any proposed date of return to the workplace.

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.

Induction Training for staff has been developed by the DES in consultation with stakeholders and made available for all schools and staff.

3. Return to work safely and Lead Worker Representative

Responsibility for the development and implementation of the **C-19 Response Plan** and the associated control measures lies primarily with the Board of Management and School Leadership.

The Return to Work Safely protocol provides for an agreed procedure between management and staff to appoint a Lead Worker Representative and an Assistant Lead Worker Representative to carry out a specific role.

The role of the worker representative is to ensure that C-19 measures are adhered to in the workplace as follows:

- Work collaboratively with the employer to ensure, in so far as is reasonably practicable, the safety, health and welfare of employees in relation to C-19.
- Promote good hygiene practices such as washing hands regularly and maintaining good respiratory etiquette along with maintaining social distancing in accordance with public health advice.
- Assist with the implementation of measures to suppress C-19 in the workplace.
- Monitor adherence to measures put in place to prevent the spread of C-19.
- Consult with colleagues on matters relating to C-19 in the workplace.
- Make representations 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 **C-19 Response Plan** and control measures or the adherence to such control measures by staff, parents/guardians, contractors or visitors, he/she should contact the lead worker(s) who will engage with the Principal/BOM.

Lead Worker representative:

Annie Leddy (annieleddyteacher@gmail.com)

Assistant Lead Worker representative:

Christine Boyle (christineboyleteacher@gmail.com)

All staff, parents/guardians, 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 C-19 Response Plan and associated control measures.

4. Safety Statement and Risk Assessment

C-19 represents a hazard in the context of health and safety in the school environment. A risk assessment document that identifies the control measures required to mitigate the risk of C-19 in our school setting is attached at [Appendix 2](#).

Our school will review our emergency procedures involving fire safety, first aid, accidents and dangerous occurrences in order to consider any new risks that arise due to the school's C-19 Response Plan.

Any changes to our school's existing emergency procedures will be documented.

Any changes to our school's current risk assessments will also be documented.

5. General advice to prevent the spread of the virus

In order to prevent the spread of C-19 it is important to know and recognise the symptoms. They are:

- ✓ High temperature - fever
- ✓ Cough
- ✓ Shortness of breath or breathing difficulties
- ✓ Flu-like symptoms
- ✓ Sudden loss of smell, of taste or distortion of taste

The best way to prevent the spread of C-19 in our school is to minimise the risk of introduction of the disease into the school setting in the first place.

This will be achieved through the following measures:

- Promote awareness of C-19 and its symptoms amongst staff, pupils, parents and visitors.
- Advise staff and parents of pupils who have symptoms of C-19 or other acute infectious diseases not to attend school, to phone their GP and follow the HSE guidance on self-isolation.
- Advise staff and parents of pupils who have been identified by the HSE as "Close Contact" of a person with C-19 not to attend school and to follow the HSE advice on restriction of movement.
- Ensure that staff and pupils know what to do if they develop symptoms at school.
- Everyone entering the school building will be required to perform hand hygiene with hand sanitiser.
- Visitors to school during the day will be by prior arrangement with our school's principal and will be received by our receptionist or Secretary in the Reception Foyer.

Staff, pupils and visitors will adhere to the up-to-date advice and instructions of the public health authorities in relation to protecting themselves and others against the risk posed by the C-19 virus.

Updated advice from the HSE is available on its website - <https://www.hse.ie/coronavirus/>

The Department of Education and Skills (DES) has given an assurance that all updated advice will be circulated to schools. Hansfield ETNS will arrange for this advice to be circulated to staff, pupils and visitors in a timely manner.

The DES has been working closely with the HSE and the Health Protection Surveillance Centre (HPSC) to develop health advice which has been tailored to the needs of schools in order to support schools in planning initially for their reopening at the end of August and more importantly, their remaining open.

The BOM of Hansfield ETNS has considered the advice and recommendations outlined in the HSE C-19 document for schools - Schools Pathway - a public health approach.

Managing the risk of spread of COVID-19

Wash your hands frequently

- Regular hand washing with soap and water is effective for the removal of COVID-19.
- Hot water is available in all classrooms, toilets and staffroom.
- Effective handwashing technique can be viewed using the following link to the HSE website:

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

Hand Hygiene and Hand Sanitisers

Hand hygiene can also be achieved by the use of a hand sanitisers (when hands are clean).

Hand sanitisers are more readily deployed in school settings to avoid disruption to teaching and learning and to avoid congestion of staff and pupils waiting to use hand washing facilities. These are located at entry/exit points to our school, in each classroom and in the staff room.

Avoid touching eyes, nose and mouth

Hands touch many surfaces and can pick up viruses. Once contaminated, hands can transfer the virus to your eyes, nose or mouth.

Physical distancing

Physical distancing is recommended to reduce the spread of infection in the workplace. Guidance on the physical distancing requirements will be informed by public health advice for schools and can also be viewed at the link above.

Practice respiratory hygiene

Everyone using our building will be encouraged to follow good respiratory hygiene. This means covering their mouth and nose with a tissue or their bent elbow when they cough or sneeze. Then dispose of the used tissue immediately into one of the specially purchased pedal bins which are located in every classroom and in the staff room.

By following good respiratory hygiene, we will protect the people around us from viruses such as cold, flu and C-19.

Good hygiene practices and washing our hands properly and regularly can help stop the spread of the virus. It is, therefore, crucial that all staff and pupils in our school are encouraged to adhere to this advice and adopt the following practices as strictly as possible.

Do

- Wash your hands properly and often.
- Cover your mouth and nose with a tissue or your sleeve when you cough and sneeze.
- Put used tissues into a bin and wash your hands.
- Clean and disinfect frequently touched objects and surfaces.

Do Not

- Touch your eyes, nose or mouth if your hands are not clean.
- Share objects that touch your mouth - for example, bottles, cups, cutlery, etc.

People at very high risk (extremely vulnerable):

Current public health guidelines have identified groups who are defined as being at very high risk. The HSE has set out these groups, which include people who:

- Are over 70 years of age - even if they're 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.
- 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. Staff who are in this group should self-declare on the Return to Work form if they believe that they are at very high risk. Details of the leave arrangements that will apply are available from the Department of Education and Skills.

If the Board/Principal is unsure whether or not staff fall into the very high-risk category, advice will be sought from the Occupational Health Service - Spectrum Life.

6. Control Measures

A range of essential control measures have been implemented to reduce the risk of the spread of C-19 virus and to protect the safety, health and welfare of staff, pupils, parents/guardians and visitors as far as possible within the school. These control measures are outlined in this document.

The control measures shall continue to be reviewed and updated as required on an ongoing basis.

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

Staff, in particular, 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.

The following control measures have been put in place:

- **Return to Work Form**

Staff will be required to complete a RTW form ([See Appendix 1](#)) at least 3 days prior to any return to the school facility. The purpose of the RTW form is to get confirmation from staff that, to the best of his/her knowledge, he/she has no symptoms of C-19 and is not self-isolating or cocooning or awaiting the results of a C-19 test.

- **Induction Training**

All staff will undertake and complete C-19 Induction Training prior to returning to the school building.

Specific training is available on the DES website for teachers, cleaners, Lead Worker Representatives, bus escorts and SNA's. There is also a section available on Wellbeing, a directory of other CPD available and online resources.

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.
- C-19 symptoms.
- C-19 School Response Plan.
- What to do if a staff member or pupil develops symptoms of C-19 while in the school building

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 C-19 and 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 **C-19 Response Plan**, the associated control measures, or his/her duties, he/she should immediately seek guidance from the Principal.

- **Hygiene and Respiratory Etiquette**

It is crucial that all staff, pupils, parents/guardians, contractors and visitors are familiar with, and adopt, good hand and respiratory hygiene practices.

Guidance documentation and Information posters will be available at various locations within the school facility. Information posters will be prominently displayed at appropriate locations within the school facility including offices, corridors, staffroom area, classrooms and toilet areas. These are intended to inform but also remind everyone about the importance of hygiene in preventing the spread of C-19 virus and protecting health and safety.

Handwashing facilities and/or hand sanitisers will be available at multiple locations within the school facility and are available in each classroom.

- **Use of Personal Protective Equipment (PPE)**

PPE will not be required to be worn within the school facility according to current occupational and public health guidance. However, for a limited number of staff, PPE will need to be used occasionally or constantly due to the nature of certain work activities or work areas.

Such include roles where:

- Performing intimate care
- Where a suspected case of C-19 is identified while the school is in operation

Appropriate PPE will be available for dealing with suspected C-19 cases, intimate care needs and for first aid. This will be updated as appropriate in line with advice from the HPSC.

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

The use of a face covering will conceal facial expression and can therefore make communication between pupils and their teacher difficult and as such may not be practical in a school setting. Teachers may consider wearing a visor as an alternative to a facial covering.

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, staff may have to wear face covering and a visor. No matter what the case, staff will explain to their pupils beforehand why they are taking any precautions and there is no reason to be offended or afraid.

- **Wearing of Gloves:**

The use of disposable gloves in the school setting by pupils or staff is not appropriate. It 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.

- **Cleaning**

The existing cleaning arrangements in our school are already at a very high standard. All classrooms, toilets and staff room are cleaned on a daily basis and stairwells twice per week. However, to comply with recommendations from the HSE in order to be C-19 clean, the regime will be altered to be more detailed.

The required regime will be given to all 4 cleaners. Each will be asked to view the video available on the DES website specifically outlining the cleaning standards required while the C-19 pandemic continues paying particular attention to cleaning frequently & communally-touched surfaces, replenishing dispensers, storage and disposal of wipes, distinguishing between cleaning and disinfecting, cleaning their cleaning equipment, wearing protective equipment and verifying daily the work that they have carried out.

Regular and thorough cleaning of communal areas and frequently touched surfaces shall be conducted, in particular, toilets, lifts, door handles and kitchens. Cleaning will be performed daily and whenever facilities or surfaces are visibly dirty.

All staff will be provided with cleaning products and will be required to maintain cleanliness of their own work area. Cleaning products are for use in the school building only and should not be taken from the building.

Staff should thoroughly clean and disinfect their work area before and after use each day.

Used waste disposal bags from offices and other areas within the school facility will be collected daily.

Shower facilities shall not be available for use by staff or pupils due to the increased risk associated with communal shower facilities and areas. This will be reviewed in line with government guidance.

Staff must use and clean their own equipment and eating utensils.

- **Access to the school building /contact log**

Access to the school facility will be in line with agreed school procedures.

Arrangement for necessary visitors such as contractors and parents/guardians will be restricted to essential purposes and limited to those who have obtained prior approval from the Principal.

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 and Bubbles will be maintained. The school will also maintain a log of staff and students contacts. In addition, visitors will be requested to sign the Visitors' Contact log located in the Reception foyer. (See Appendix 4).

- **First Aid/emergency procedure**

The standard First Aid/Emergency procedure shall continue to apply in Hansfield ETNS.

In the case of an emergency or serious incident, the emergency services will be contacted immediately. 112/999. HETNS has an SOS phone number for staff to call when immediate assistance is required. All staff members have this number entered on their phones.

7. Dealing with a suspected case of Covid-19

Staff or pupils should not attend school if displaying any symptoms of C-19. The following outlines how Hansfield ETNS will deal with a suspected case that may arise during the school day.

A ventilated **ISOLATION ROOM** has been designated in our school. It is located close to an external door for ease of "pick up" by parents. It has been equipped with all the necessary C-19 accoutrements - a number of easily-wiped plastic chairs all 2M apart, face coverings, wipes, sanitiser dispenser, battery-operated fogging machine, pedal bin, paper towels, footwear coverings and full clothes covering. The possibility of having more than one person displaying signs of C-19 will 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 pupils.

If a staff member/pupil displays symptoms of C-19 while at work/during the school day in Hansfield ETNS, the following are the procedures that will be implemented:

- If the person with the suspected case is a pupil, the class teacher calls the **SOS number** asap.
- Office staff will contact the child's parents asap (essential to have 3 contacts within 10 mins of the school) and request the support teacher to take over the class teaching.

- The class teacher will ask the child to don a face mask (available in classroom) and then accompany the pupil to the Isolation Room asap keeping 2M apart and ensuring the same for anyone they pass along the way.
- Both will don face coverings and sit 2M apart.
- Class teacher will facilitate the child presenting with symptoms remaining in isolation if they cannot immediately go home and also facilitate them calling their GP.
- 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 used tissue in the pedal bin provided.
- Though not essential, the teacher may also don footwear covering, and full clothes covering.
- When parents arrive, the class teacher will outline the symptoms and how exactly the child informed the teacher. Parents will be requested to keep the school updated and will be assured that staff members will guarantee confidentiality.
- Parents are advised to self-isolate at home and contact the GP immediately to seek advice. They will be advised NOT to use public transport to reach their home.
- If the child is too unwell to go home or advice is required, we will contact 999/112 and inform the emergency services that the sick person is a C-19 suspect.
- Class teacher will disinfect the Isolation area following the departure of the child using the spray or wipes available. Disinfecting will begin at the furthest part of the room from the door and from top to bottom. Alternatively, wearing a specific mask, the class teacher can use the fogging machine.
- Once the room has been disinfected, the Class teacher doffs their PPE gear and places it in the pedal bin located beside the exit door.
- Class teacher provides the Principal with details of the event by text/voice message and it is entered in the log.
- Principal will carry out an assessment of the incident which will form part of determining follow-up actions for future incidents.
- 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 C-19 is made. The instructions of the HSE will be followed. Staff confidentiality will be assumed at all times.

8. 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. In order to facilitate a safe return to work, these duties include, but are not limited to, the following:

- Adhere to the School's C-19 Response Plan and the control measures outlined. The cooperation and assistance of all staff is essential to reduce the risk of spread of C-19 and to protect health and safety as far as possible within the school. All staff have a key role to play.
- Coordinate 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 C-19.
- Not return to or attend school if they have symptoms of C-19 under any circumstances.
- If they develop any symptoms of C-19 while in the school building, they should adhere to the procedure outlined above.
- Complete the RTW form before they return to work.
- Read our School's Logistics Plan and make any suggestions that they may have. ([Appendix 3](#))
- Inform the Principal if there are any other circumstances relating to C-19, not included in the form, which may need to be disclosed to facilitate their safe return to the workplace.
- Complete C-19 Induction Training and any other training required prior to their return to school.
- Be aware of, and adhere to, good hygiene and respiratory etiquette practices.
- Keep informed of the updated advice of the public health authorities and comply with same.

9. C-19 related absence management

The management of a Covid-19 related absences will be managed in line with agreed procedures with DES/Tusla/NEWB. Each class teacher will mark pupils "present" or "absent" on our In-school admin software Aladdin as we have done previously. The "absence" will be recorded as "other" and "C-19" until directed to do otherwise by Tusla/NEWB.

Staff C-19 related absences will be recorded as "C-19" in our school's daily log and their substitutes will be entered on OLCS under the specific dropdown menu "C-19".

Other staff absences will continue to be recorded as before.

10. Employee Assistance and Wellbeing Programme

DES employed staff will avail of the services provided by their union where applicable and by "Spectrum Life Wellbeing Together Programme" for specialised support.

Appendix 1

Hansfield Educate Together NS

Staff 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 school.

Staff member's Name: _____

Name of Principal: _____ Date: _____

	Questions	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 or awaiting results of a COVID-19 test.
- Please note: The school's BoM 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: _____

Members of Staff – Checklist.

This HSA checklist has been adapted to help staff in our school to prepare for returning to their workplace in a way that minimises the risk of spreading C-19.

It is essential that all members of staff are aware of their own personal and the whole-staff responsibility in maintaining a safe work environment - Work together for everyone's safety.

No.	Control	Yes / No	Action needed
1.	Do you feel healthy and fit enough to return to work in the school?		
2.	Are you keeping up to date with the latest COVID-19 advice from Government?		
3.	Are you aware of the signs and symptoms of COVID-19 ?		
4.	Do you know how the virus is spread ?		
5.	Have you completed the "Back to School Questionnaire for Staff Members" and e-mailed it to your Principal?		
6.	Have you informed your Principal if you fall into any of the at-risk categories ?		
7.	Have you been given an induction before returning to work and made aware of the control measures the BoM has put in place to minimise the risk of you and others being exposed to C-19?		
9.	Do you understand the part that you will play in making sure that these control measures are maintained?		
10.	Do you know who your C-19 H&S staff reps are, what their role is and how to contact them?		
11.	Do you know that you should contact your C-19 H&S reps if you have any concerns about avoidable exposure to C-19, control measures not been maintained by others in your working environment or if you have any suggestions that could assist in minimizing the spread of the virus?		

12.	Do you know what your responsibility is in relation to physical distancing, good hand hygiene and respiratory etiquette?		
13.	Do you know how to wash your hands properly, why you should and where the nearest washing station to your work station is?		
14.	<p>Do you know when to wash your hands:</p> <ul style="list-style-type: none"> • before and after eating and preparing food • after coughing or sneezing • after using the toilet • before smoking or vaping • when hands are dirty • before and after wearing gloves • before and after being on public transport • before leaving home • when arriving/leaving the workplace/other sites • after changing tasks • after touching potentially contaminated surfaces • if in contact with someone displaying any C-19 symptoms 		

Appendix 3. Logistics Plan - see separate doc

Appendix 4. Contact tracing log - see separate doc

Appendix 5. HSE contact tracing in HETNS doc - see separate doc

Appendix 6. HETNS Policy Statement - See separate doc.