

COVID-19 Response Plan for the Safe and Sustainable Reopening of Heywood Community School.



August 2020.

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1. Introduction

The purpose of this document is to provide clear and helpful guidance for the safe reopening of Heywood Community School through the prevention, early detection and control of COVID-19. It provides key messages to minimise the risk of COVID-19 for staff, students, families and the wider community while recognising the importance of education for the health and wellbeing of students and society as a whole.

2. COVID-19 Response Plan

A COVID-19 Response Plan is designed to support the staff and Board of Management of Heywood Community School in putting measures in place that aim to prevent the spread of COVID-19 in the school environment

This COVID-19 Response Plan details the policies and practices necessary for our school to meet the Government's '*Return to Work Safely Protocol*' i.e. the Department of Education's plan for school reopening that will aim to prevent the introduction and spread of COVID-19 in the school environment.

This 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 the 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.

Heywood Community School 91427C



1. COVID-19 Policy Statement

Heywood 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 **Fr. Dan Carroll**

A handwritten signature in blue ink, reading 'Dan Carroll', written over a horizontal line.

Chairperson, Board of Management

Date: 13/8/2020.

Signed **Mr. Philip Bowe**

Principal/Secretary to the Board of Management

A handwritten signature in blue ink, reading 'Philip Bowe', written over a horizontal line.

Date: 13/8/2020.

4. Planning and Preparing for Return to School

Before reopening our school for the 2020/21 school year, processes have been implemented to include the following:

- All changes have been made in keeping with Government plans and public health advice.
- All developments are being communicated to staff, students, parents and via the 'Return to School' tab on school website www.heywood.ie, text messages, email or postal correspondence.
- Two Lead Worker representatives have been appointed. (*details at Section 4.3*);
- Covid-19 posters and other signage will be on display around the school to prevent introduction and spread of COVID-19 (*details at Section 4.4*);
- Necessary changes to the school layout will be implemented to support the redesign of classrooms to support physical distancing (*details at Section 4.5 and 12*); □ All classrooms will be cleaned and sanitised.
- A Covid-19 health and safety risk assessment has been updated (*details at Section 4.6*);
- School access has been restricted and a contact tracing log is maintained on a daily basis (*details at 4.7 and Appendix 3*)
- The school buildings have been reviewed to check the following:
 - The water system;
 - Ventilation;
 - All essential services.

4.1 Induction Training

All staff will complete COVID-19 Induction Training prior to returning to the school building. The training will deal with 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;
- Understanding of the COVID-19 Response Plan.

4.2 Procedure for Returning to Work (RTW)

All Staff must complete a **Return to Work (RTW) form** and returned **3 days** before returning to work. **See attached Appendix 1.** Details of the **Induction Training** for completion by staff will follow on return of the above form to facilitate the staff member's return to the school facility.

Some school staff in the '**very high risk**' group may be unable to return to school.

See Circular CL 0049/20 Coronavirus (COVID-19): Arrangements for Teachers and Special Needs Assistants employed in recognised Primary and Post Primary Schools.

4.3 Lead Worker Representative.

Two Lead Worker Representatives (LWR) will be appointed from the teaching and non-teaching staff.

In summary, the role of the LWR is to:

- Represent all staff in the workplace;
- Keep up to date with the latest COVID-19 public health advice;
- Work collaboratively with school management;
- Consult with school management on the control measures required;
- Promote good hygiene practices;
- Assist school management with the implementation of measures to suppress COVID19 in the workplace;
- Monitor adherence to measures put in place to prevent the spread of COVID-19
- Carry out regular reviews of safety measures;
- Report any issues of concern immediately to school management;
- Consult with the school management on the school's COVID-19 Response Plan;
- Assess the handling of any COVID-19 incident with school management;
- Consult with colleagues on matters relating to COVID-19 in the workplace and make representations to school management on their behalf.

Names of Lead Worker Representative/s:
Ms. Joyce Byrne (Teaching staff Representative)
Ms. Lorraine Whelan (Non-Teaching Staff Representative)

4.4 Signage

Appropriate signage produced by the Department of Education will be displayed in prominent areas around the school. **Posters will display age appropriate key health messages – hand washing, sneeze and cough etiquette and the wearing of face masks.**

4.5 Making Changes to School Layout.

Some changes to the school layout have been carried out as follows:

- First Year and Fifth Year social areas including TY meeting room will be used as an area for surplus students for different classes throughout the school day.
- The system of social areas for each year group will be discontinued temporarily.
- Students will not be assigned an individual locker.
- The school gym will be reconfigured as an assembly area in the morning for students arriving early to school and also as a canteen and study area.

- All classrooms have been reconfigured to maintain social distancing of 1 metre between students and 2 metres between teacher and students.
- All classrooms have been equipped with single desks.
- The staff room has been redesigned to maintain a social distance of 2 metres between staff members

4.6. Health and Safety Risk Assessment.

COVID-19 represents a hazard in the context of health and safety in the school environment. A risk assessment to identify the control measures required to mitigate the risk of COVID-19 in Heywood Community School is attached at **Appendix 2.**

4.7 Access to School and Contact Log

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. Parents therefore can no longer ‘drop off’ lunches, P.E. gear and bags etc. to school reception during the school day in the interest of public health for all.

A detailed sign in/sign out log of those entering the school facilities is in operation. **See attached Appendix 3.**

5. Control Measures - To prevent Introduction and Spread of COVID-19 in Schools

It is the responsibility of the school community to do everything practical to avoid the introduction of COVID-19 into the school.

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. Parents, students and visitors have an equal obligation to comply with the measures in place.

How to Minimise the Risk of Introduction of COVID-19 into schools: Promote awareness of COVID-19 symptoms (*details at Section 5.1*);

- Staff and students are advised that if they have symptoms, not to attend school, to phone their doctor and to follow HSE guidance on self-isolation;
- Staff and students are advised 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;
- Staff and students are advised that if they develop symptoms at school to bring this to the attention of the principal (or deputy principal if the principal is unavailable) promptly;
- There is a protocol for managing a suspected case of COVID-19 in school (*See Section 8*);
- Everyone entering the school building must perform hand hygiene with a hand sanitiser;
- Visitors to the school during the day should enter following prior arrangement with the principal and follow procedures;
- Physical distancing of 2 metres must be maintained between staff and visitors where possible.

5.1) 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

5.2) Respiratory Hygiene

All members of the school community should follow good respiratory hygiene.

5.3) Hand Hygiene

Hand hygiene can be achieved by hand washing or use of a hand sanitiser (when hands look clean).

Use of hand hygiene facilities will be managed so as to avoid congregation of people waiting to use wash hand basins and hand sanitisers.

Hand sanitiser dispensers will be available more readily at exit and entry points of schools and classrooms.

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

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

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

Evidence of effectiveness is best for alcohol based hand rubs but non-alcohol based hand rubs will be employed in Science labs and Home Economics rooms.

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.

Funding has been provided by the Department of Education to source hand-sanitisers and other necessary PPE supplies for use in the school.

5.4) Physical Distancing

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

Increasing separation

The following measures are in place to increase separation

- Classrooms have been reconfigured with single desks to maintain a distance of 1 metre between students and 2 metres between teachers.
- **First Year Social Area has been converted as a surplus area to cater for surplus students from different classes during the day. Whiteboards and Projectors have been installed in the canteen, and in TY meeting room. Teachers with surplus students can use these areas for teaching and learning**
- Assemblies for each year group have been temporarily postponed. Base classes will be used for class group assemblies with year head/tutors.
- Live streaming of classes where possible with some junior and senior cycle classes.
- Gym has been reconfigured as assembly area/canteen area for students.
- Staff room has been reconfigured with single desks and Perspex for each teacher.

Decreasing interaction

- One hour classes minimise interaction. Students follow one -way system and move quickly and physical distancing will be encouraged.
- Students will use two entrance points in the morning and 4 exit points in the evening. Students who arrive early (8.00am-8.40am) will assemble in the gym and sit at desks 1m apart. All students will sit in their assigned seats in their base classes for assembly from 8.40a.m.
- Break and lunch times will be staggered for senior and junior students **(See Section 12)**
- Social physical contact (hand to hand greetings, hugs) will be discouraged.
- Student movement within the classroom will be minimised as much as possible.
- Staff and students will avoid sharing of personal items.
- Contact surfaces of shared devices and equipment will be cleaned regularly and hand hygiene encouraged.

Physical Distancing outside of the classroom and within the school

School drop off/collection.

- From 8.00am-8.40am, students go to their base areas and make their way to socially distanced seating.
- Students are reminded to socially distance at all times when on Mask breaks and during break times. First Year students exit school at 3.45pm.

Staff

- A distance of 2m is recommended.
- Each teacher will have the use of a desk in the staffroom fitted with Perspex screens. Teachers are responsible for cleaning and sanitising the desk and clearing of all belongings for the cleaning of the staffroom at the end of the day.
- Face covering will be worn by all staff.
- Staff meetings may be held remotely or in large spaces to facilitate physical distancing.

Canteen

- Physical distancing will be applied in canteen facilities and in the gym during break times.
- Break times will be staggered. (See Section 12).
- A queue management system will be in operation.
- Students will sanitise their hands before and after entering the canteen/gym.

Corridors and Stairwells

Physical contact and informal group discussions will be avoided on corridors and stairways.

5.5) Use of PPE in Schools

- Teachers, staff and students will wear a face mask at all times. **Visors should not be worn unless there is a confirmed medical condition, Students or staff who have difficulty wearing a mask should inform the principal with medical confirmation of the same.**
- Correct use of face coverings will be explained during induction training. Each class will be presented with a power point showing all the key protocols and practices to be implemented. **Senior students will create a video to allow tutors to reinforce each of these key measures. This video will be available for parents to view on the school website.**
- Face coverings should be stored in a sealed labelled zip lock bag and washed every day using soap and hot water.

Gloves

- Gloves may be necessary for 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.

5.6) Ventilation.

- Windows should be open as fully as possible when classrooms are not in use (e.g. during break-times or lunch-times (assuming not in use) and also at the end of each school day and partially open when classrooms are in use. It is worth noting that windows do not need to be open as wide in windy/colder weather in order to achieve the same level of airflow into the classroom. This will assist in managing comfort levels in classrooms during periods of colder weather.
- Rooms should be well ventilated before occupancy each day. This can be achieved by ensuring that at the end of the school day each evening, the windows in each room should be opened (as wide as practical and safe while also considering security issues) **for at least 15 minutes to ventilate the room fully.**
- Windows should also be open at **break times and at lunchtimes for at least 15 minutes where possible.**
- Achieving fresh air via a **number of windows partially opened as required** rather than one window fully open can help to maximise the use of window driven natural ventilation distribution across the room without causing discomfort.
- **Rooms with adequate fresh air should not be stuffy or have condensation on the window glass.**
- **Appropriate ventilation of staffrooms, offices and other areas used primarily by staff, and in the context that some of these areas are used by different groups of staff at different times. This is in addition to the use of face coverings and adequate cleaning.**
- **Toilets, Sports hall, canteen and overflow room which are used by different groups of pupils should be ventilated regularly.**

6. Impact of COVID-19 on certain school activities

Choir/Music/Art/Electronics/Sport equipment

Students should use their own equipment for all the above activities. Shared equipment must be cleaned after use and hand hygiene practices observed.

Sport Activities

Schools should refer to the HPSC guidance on Return to Sport.

<https://www.gov.ie/en/publication/07253-return-to-sport-protocols/>

7. Hygiene and Cleaning in Schools

- The Department of Education has provided additional funding.

- The specific advice in relation to school cleaning will be covered in the induction training.
- The school will be cleaned at **least once per day**. Students and teachers will be supplied with cleaning products and will be required to clean down their own work areas and equipment. Additional cleaning will be focused on frequently touched surfaces – door handles, hand rails, communal eating areas, sink and toilet facilities.
- Waste disposal bags from offices and other areas within the school facility will be disposed regularly.
- Shower facilities shall not be available for use by staff or pupils.
- Staff must use and clean their own equipment and utensils (cup, cutlery, plate etc.). Staff should sanitise their hands before using any equipment in kitchen e.g. Microwave etc.

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

- The room will be cleaned as soon as practicably possible.
- Once the room is vacated the room will not be reused until the room has been thoroughly cleaned and disinfected.
- If a pupil or staff member is diagnosed with COVID-19 spent time in a communal area like a canteen, Gym or if they used the toilet or bathroom facilities, then the areas will be cleaned with household detergent followed by a disinfectant (as outlined in the HPSC interim health advice) as soon as is practically possible.

8. Dealing with a Suspected Case of COVID-19

Staff or pupils should not attend school if displaying any symptoms of COVID-19.

- If a staff member/pupil displays symptoms of COVID-19 while at school, the following procedures will be implemented:
- A designated area (Year Head Office) will be identified as a main isolation area.
Additional cases will be isolated in the new isolation area on the main corridor.
- If the person with the suspected case is a student, the parents/guardians will be contacted immediately;
- The student will be isolated in the isolation room keeping 2 metres apart from teacher/staff member.
- Staff member and student will wear a face covering/mask.
- Students will remain in the isolation room under supervision until collected by parents.
- If a student is too unwell to go home or advice is required, staff member will contact 999 or 112.

- An assessment of the incident will be completed and isolation area will be cleaned and disinfected.

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 will be followed and staff and pupil confidentiality is essential at all times.

9. 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 COVID-19 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 at least 3 days before return to work.
- Must inform the principal if there are any other circumstances relating to COVID19, 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 practices.
- 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 COVID-19.
- Not return to or attend school if they have symptoms of COVID-19 under any circumstances.
- If they develop any symptoms of COVID-19 whilst within the school facility, they should adhere to the procedure outlined above.
- Keep informed of the updated advice of the public health authorities and comply with same.
- **Maintain seating plans of all of their classes to assist with contract tracing if a positive case arises in the school.**

10. 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. Please see circular 0049/2020 recently issued to Teachers and SNA's and application/declaration forms: **See attached Appendices 5, 6 and 7.**

11. Employee Assistance and Wellbeing Programme

The Department recognises the need for school staff wellbeing and collective selfcare. 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 staff 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'.

Supports include a comprehensive communications campaign, delivering universal messages of safety and wellbeing to all

- **Webpage (gov.ie/backtoschool)** with access to all information relating to the reopening of schools, including information about wellbeing, with links to specific resources, guidance and support
- **Wellbeing Webinars for primary/special/post-primary schools** - supporting wellbeing as schools reopen
- **Wellbeing Toolkits for Teachers** with a range of easily downloadable, user-friendly
 - materialsAccess to a range of support/resources and professional learning opportunities from: Teacher Education Support Services including the **Professional Development Service for Teachers (PDST), Junior Cycle for Teachers (JCT), Centre for School Leadership (CSL) and National Induction Programme for Teachers (NIPT).**
- Extra guidance to support student wellbeing recognising the particular importance for this support in the context of the Covid-19 pandemic challenges;
- e-mental health services, including on-line counselling, provided by the HSE/HSEfunded service providers including *spunout.ie, Jigsaw, MyMind, Childline and Turn2Me*

12. Programme for the Return to School (25/08- 04/09)

Tuesday 25/08	Wednes day 26/08	Thursda y 27/08	Friday 28/08	Monday 31/08	Tuesday 01/09	Wednesday 02/09	Thursda y 03/09	Friday 04/09
<i>Full Staff Day.</i>	<i>Full staff Day.</i>	Sixth Year & Third Year Induction	First Year Induction	Second Year &Fifth Year Induction	Full Timetable for First, Second & Third Years.	Full Timetable for all students except TY	TY Induction & full timetable for all students	Full Timetable for all students

The New School Day in Heywood Community School.

Arrival to School:

8.00am-8.40am	All Students go to their base area in the morning on arrival and take their assigned seat.
8.40am-8.55am	Assembly with Year Head/Tutor

Year Group	Base Class Room
First Year	Rooms 1-6
Second Year	Rooms 20, 22, 23, 24, 31, 33, 36 and 37
Third Year	Gym, Canteen/TY Meeting Room
Transition Year	First Year Social Area and Fifth Year Social Area
Fifth Year	Rooms 7, 8, 9, 10, 11, 12 and 13.
Sixth Year	Sixth Year Social Area and Rooms 14, 15, 18, 19 and 21

Attendance to Class

9.00am	Period 1
10.00am	Period 2
10.30am- 10.50am 10.50am	Break for First, Second and Third Year students Return to period 2 (First, Second and Third Year students) Use Nearest Exit
11.00am- 11.20am	Break for Fourth, Fifth and Sixth Year students.

11.20am	Period 3
12.20pm	Period 4
12.45pm-1.15pm 1.15pm	Lunch for First, Second and Third Year students (Canteen/Gym/benches outside only) Return to class (First, Second and Third Year Students)
1.20pm-1.50pm	Lunch for Fourth, Fifth and Sixth Year students. (Canteen/Gym/benches outside only)
1.50pm	Period 5
2.50pm	Period 6
3.45pm Exit – First Years. 3.50pm <u>Exit</u>	Students leave the building using 4 exit routes. Students can also use the exits below during break times. First Year Students can exit at 3.45pm at the end of the day. <ul style="list-style-type: none"> • Students exiting rooms 7-13 and 14- 24 and lab 26 exit at the sliding door at Mr. Malone’s office. (Exit 1). • Rooms 1-6 -students exit at the rear door of the 6th block. (Exit 2) • Students exiting from Home Economics/Art room, Room 47 and SEN Rooms- Exit at the door beside staffroom kitchen (Exit 3). • Rooms 27, 29-37, 42, 43 and science labs upstairs- exit at the ‘priest’s door’ (Exit 4)

- Teachers will have base classrooms and students will move from class to class as normal.
- Masks/Visors will be worn in class and on the corridors by teachers and students. Teachers will oversee the wearing of masks by all students.
- Teachers will supervise the use of hand sanitiser on entering and leaving each classroom.
- Teachers will oversee the sanitation of desks, backs of chairs and equipment by all students at the end of class. **Students must sanitise their desk before taking their seat for the first class and after their first class. In all other classes they must sanitise their desk and chair after each class as directed by their teacher. Teachers will manage the ventilation of the classroom during and after class where possible. Windows and doors should be opened in all base classrooms from 8.30am**
- **Mask breaks were necessary at the start of the year to allow students to get used to wearing masks indoors. These breaks are currently being discontinued starting with Leaving Certificate students from Monday 13th of October.**
- Some students may be asked at the start of each class to attend a supervised area (First/Fifth year Social area/TY meeting room) for surplus students. During this time, students may need to continue to engage with their class via blended learning or other

work assigned by their teacher. (Students will be informed by their teacher if there is a need to bring in their laptop in advance).

- Junior cycle students will sit close to students from their base class in practical/optional subject classes where possible.
- **First years have been assigned lockers according to class groups. Students have access to their lockers according to an assigned time as per class group in the morning, the class before their junior break and during last class of the day. Sixth Years have also the use of lockers since the 2nd of November.** As the use of lockers are temporarily discontinued for other year groups, students should download e-books on their laptops and submit assignments via google classroom to minimise the weight in schoolbag where possible. Parents/students are advised to only carry books required for the 6 periods on each day. **Bag racks will also not be in use. Students will have to keep their bags with them for most of the day.**
- Students may wear their HCS school tracksuit instead of their uniform on **the day they have P.E scheduled on their timetable. Shorts can only be worn in P.E. class. Tracksuit bottoms required in the classroom.**
Students are asked not to walk on the lawn in front of the school on the way to cars in the evening. They must use the tarmac. A walk way will be in place in the next couple of weeks.

This is a live working document and will be subject to change as we continue to move through the roadmap of reopening our school. Additional changes will be highlighted in red to avoid confusion. The document can be viewed under ‘The Return to School’ tab on the school website www.heywood.ie

Heywood Community School

Ballinakill, Co. Laois. Roll No: 91427C



Appendix 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: _____

Name of School: Heywood Community School

Name of Principal: Mr. Philip Bowe

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, 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: _____

4.6 Health and Safety Risk Assessment

Risk Assessment

COVID-19 Risk Template (List identifies COVID-19 as the hazard and outlines control measures required to deal with this risk)

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 completed
COVID-19	N	Illness	H	School Covid19 Response Plan in place in line with Department of Education guidance and the Return to Work Safety Protocol and public health advice	Yes	Examples of Actions 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 Other school specific checklist	Mr. Philip Bowe, Principal.	<i>Philip Bowe</i> 12/9/20

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: Mr. Philip Bowe, Principal, Heywood Community School Date: 11/08/2020

Appendix 3

Heywood Community School Ballinakill, Co. Laois. Roll No: 91427C Contact Tracing Log



Name of School	Heywood Community School		School Contact Person	Mr. Philip Bowe Principal.
Address of School	Ballinakill, Co. Laois		For Queries only: Phone No	0578733333
			Email	admin@heywood.ie
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

	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 selfisolate 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 selfisolating, 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: _____

Appendix 4 Checklist for dealing with a suspected case of COVID-19 in Heywood Community School.

Staff members will be required to manage a suspected case in line with the protocol and training.

Ms. Mary Harrington, Deputy Principal will be responsible for ensuring that all aspects of the protocol to deal with suspected cases have been adhered to.

Isolation Area

- The Year Head office will be used as an isolation area.
- If there is more than one suspected case of COVID-19 additional spaces will be available in the boardroom.
- The following will be available in the isolation areas
 - Tissues
 - Hand sanitiser
 - Disinfectant/wipes
 - Gloves/Masks
 - Waste Bags
 - Bins

Isolating a Person

- The infected person will be accompanied to the isolation area, along the isolation route with physical distancing maintained.
- Staff/students will 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 the Department's online training)*
- Additional disposable masks will be available for the affected person while in the common area and when exiting the building

Arranging for the affected person to leave the school

- Staff – if the staff members feel well enough they will travel home.
- Student – Parents/guardians will be contacted without delay to collect the student. Under no circumstances can the student use public or school transport to travel home if they are a suspected case of COVID-19.
- The affected person will be advised to avoid touching other people, surfaces and objects.
- The affected person will 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.
- The affected person will be advised to attend their GP.

Follow up

- An assessment of the incident to identify any follow-up actions will be carried out.
- Assistance and advice will be provided to the HSE if required.

Cleaning

- The isolation area will be out-of-use until cleaned and disinfected.
- Arrangements will be made to clean and disinfect any classroom space where the staff or pupils were located.
- The isolation area(s) will be thoroughly cleaned and disinfected as soon as the infected person leaves.

All Cleaners will be trained in dealing with contaminated areas and supplied with the appropriate PPE? *(It is intended to provide online training for cleaning staff).*

Appendix 5: Application for Special Leave with Pay



Recommendation to self-isolate or Covid-19 diagnosis

The Application Form should be fully completed and submitted to the employer as soon as possible. The completed form must be accompanied by HSE/medical certification to include estimated date of fitness to return to work.

Part 1 - Employee Details

Employee's Name: _____ Contact No: _____

Home Address: _____

E-mail Address: _____

PPSN: _____

School Name: _____ Roll No: _____

Part 2 – Details of Special Leave with Pay (based on HSE/medical certification)

Covid-19 diagnosis ☐ Recommendation to self-isolate: ☐ (tick relevant box)

Start Date (DD/MM/YYYY): _____ Estimated End Date (DD/MM/YYYY): _____

Declaration

I wish to apply for Special Leave with Pay in accordance with Circular 0049/2020 titled 'Coronavirus (COVID-19): Arrangements for Teachers and Special Needs Assistants employed in Recognised Primary and Post Primary Schools'.

The completed application is accompanied by medical/HSE certification.

I confirm that the information provided in the application is true and accurate.

Signature of Employee: _____ Date: _____

Part 3 – Employer Approval

Signature: _____ Date: _____ (Employer)

Application Form/Supporting Documentation should NOT be submitted to the Department of Education and Skills. They should be retained in the school/ETB with any other relevant documentation for record and audit purposes with the relevant personnel records.

Data Protection Privacy Statement

The main purpose for which the Department requires you to provide this personal data to your employer is to enable your Special Leave with Pay to be processed. Your employer will retain your application form and accompanying documents in accordance with their Data Protection policy. Further information in relation to this policy is available on request from your employer. The Privacy Notice outlining further information in relation to this application form can be found at: <https://www.education.ie/en/The-Department/Data-Protection/gdpr/gdpr.html> Full details of the Department's Data Protection policy setting out how we will use your personal data as well as information regarding your rights as a data subject are available at <https://www.education.ie/en/TheDepartment/Data-Protection/>. Details of this policy are also available in hard copy from Teacher/SNA Terms & Conditions, Department of Education & Skills, Cornamaddy, Athlone, Co. Westmeath.

Heywood Community School

Ballinakill, Co. Laois. Roll No: 91427C



Appendix 6: Declaration Form

Restricted Movement Group

The Declaration Form must be completed by the employee who has been HSE/medically advised to restrict his/her movements. The completed form must be accompanied by HSE/medical certification, to include date of fitness to return to work.

Part 1 - Employee Details

Employee's Name: _____ Contact No: _____

Home Address: _____

E-mail Address: _____

PPSN: _____

School Name: _____ Roll No: _____

Part 2 – Declaration

I have been medically advised to restrict my movements and cannot attend the workplace.

Start Date (DD/MM/YYYY): _____ End Date (DD/MM/YYYY): _____

The completed application is accompanied by medical/HSE certification.

In accordance with Circular 0049/2020 titled 'Coronavirus (COVID-19): Arrangements for Teachers and Special Needs Assistants employed in Recognised Primary and Post Primary Schools', I am available for work in accordance with the terms of this Circular.

I confirm that the information provided in the application is true and accurate.

Signature of Employee: _____ Date: _____

Part 3 – Employer Record

HSE/Medical Confirmation provided ☐

Signature: _____ Date: _____
(Employer)

Application Form/Supporting Documentation should NOT be submitted to the Department of Education and Skills. They should be retained in the school/ETB with any other relevant documentation for record and audit purposes with the relevant personnel records.

The main purpose for which the Department requires you to provide this personal data to your employer is to enable your Special Leave with Pay to be processed. Your employer will retain your application form and accompanying documents in accordance with their Data Protection policy. Further information in relation to this policy is available on request from your employer.

The Privacy Notice outlining further information in relation to this application form can be found at:

<https://www.education.ie/en/TheDepartment/Data-Protection/gdpr/gdpr.html>

Full details of the Department's Data Protection policy setting out how we will use your personal data as well as information regarding your rights as a data subject are available at <https://www.education.ie/en/TheDepartment/Data-Protection/>.

Details of this policy are also available in hard copy from Teacher/SNA Terms & Conditions, Department of Education & Skills, Cornamaddy, Athlone, Co. Westmeath, N37 X659, upon request.

Heywood Community School

Ballinakill, Co. Laois. Roll No: 91427C



Appendix 7: Declaration Form

Very High Risk Group/High Risk Group (advised to cocoon by the OHS)

The Declaration Form must be completed by the employee where the Occupational Health Service (OHS) Risk

Assessment Report has stated that he/she is at a very high risk or high risk of serious illness from contracting COVID-19 and is advised to cocoon. The completed form accompanied by the OHS 'COVID-19 Risk Assessment Report' must be submitted to the employer as soon as possible.

Part 1 - Employee Details

Employee's Name: _____ Contact No: _____

Home Address: _____

E-mail Address: _____

PPSN: _____

School Name: _____ Roll No: _____

Part 2 – Declaration

Based on the attached OHS COVID-19 Risk Assessment Report, I am advised to cocoon.

In accordance with Circular 0049/2020 titled '*Coronavirus (COVID-19): Arrangements for Teachers and Special Needs Assistants employed in Recognised Primary and Post Primary Schools*', I am available for work in accordance with the terms of this Circular.

Signature of Employee: _____ Date: _____

Part 3 – Employer Record

OHS Covid-19 Risk Assessment Report provided ☐

Signature: _____ Date: _____
_____ (Employer)

Application Form/Supporting Documentation should NOT be submitted to the Department of Education and Skills. They should be retained in the school/ETB with any other relevant documentation for record and audit purposes with the relevant personnel records.

Data Protection Privacy Statement

The main purpose for which the Department requires you to provide this personal data to your employer is to enable your Special Leave with Pay to be processed. Your employer will retain your application form and accompanying documents in accordance with their Data Protection policy. Further information in relation to this policy is available on request from your employer.

The Privacy Notice outlining further information in relation to this application form can be found at: <https://www.education.ie/en/The-Department/DataProtection/gdpr/gdpr.html> Full details of the Department's Data Protection policy setting out how we will use your personal data as well as information regarding your rights as a data subject are available at <https://www.education.ie/en/TheDepartment/Data-Protection/>. Details of this policy are also available in hard copy from Teacher/SNA Terms & Conditions, Department of Education & Skills, Cornamaddy, Athlone, Co. Westmeath, N37 X659, upon request.

