

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



August 2021.

Table of Contents:

- 1) Introduction
- 2) What is a School COVID-19 Response Plan?
- 3) Heywood Community School COVID-19 Policy
- 4) Planning and Preparing for Return to School
 - 4.1) Induction Training
 - 4.2) Procedure for Returning to Work (RTW)
 - 4.3) Lead Worker Representative (LWR)
 - 4.4) Display signage
 - 4.5) Changes to school layout
 - 4.6) Update Safety and Risk Assessment
 - 4.7) Access to the School and Contact Log
- 5) Control Measures – To prevent Introduction and Spread of COVID-19 in Schools
 - 5.1) Know the Symptoms of COVID-19
 - 5.2) Respiratory Hygiene
 - 5.3) Hand Hygiene
 - 5.4) Physical Distancing
 - 5.5) Ventilation
 - 5.6) Use of PPE in School
- 6) Impact of COVID-19 on certain school activities
- 7) Hygiene and Cleaning in Heywood Community School
- 8) Dealing with a suspected case
- 9) Staff Duties
- 10) Absence Management
- 11) Employee Assistance and Wellbeing Programme
- 12) Programme for the Return to School/The New School Day.
- 13) Appendix 1: Pre- Return to Work Questionnaire
- 14) Appendix 2: Heywood Community School COVID-19 Risk Assessment
- 15) Appendix 3: Heywood Community School Contact Tracing Log
- 16) Appendix 4: Checklist for dealing with a suspected case of COVID-19 in Heywood Community School.
- 17) Appendix A-F: Covid-19 Leave/Declaration Forms.

Introduction

A revision of the COVID-19 Response Plan for the safe and sustainable operation of Post Primary Schools is necessary to ensure that it is in compliance with the Government's Resilience and Recovery 2021/2022: The Path ahead and the 'Work Safely Protocol' which has been developed by the Department of Enterprise, Trade and Employment and the Department of Health with guidance documents provided by the Health and Safety Authority (HSA). **Please note Key Changes Highlighted in Red.**

The purpose of this document is to provide clear and helpful guidance for the safe operation 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: 17/8/2021.

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: 17/8/2021.

4. Reviewing the safe operation of schools.

Before reopening our school for the 2021/22 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 be updated on any changes to the control measures in place as outlined in the COVID-19 Response Plan.

All new 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 (Google Form)** and submit before returning to work Existing staff can complete a new form or confirm that the details in their original RTW remain unchanged following the summer period. **See attached Appendix 1.** Please note additional questions on the form. 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 0042/2021 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) have been 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:

- 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.

- **We intend to return lockers to all students for the school year 2021/2022 however, locker visits will be restricted to specific times. (See Provisional shape of the school day).**
- **The school gym will be reconfigured as an assembly area in the morning for First Year students 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 to follow the HSE advice if they are a close contact of a suspected/confirmed case of COVID-19.**
- **Staff and students are advised that if they have travelled outside of Ireland: they should consult and follow the latest Government advice in relation to foreign travel.**
- 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 foam wash and following with 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 of coronavirus (which includes the Delta Variant).

Common symptoms include:

- ✓ High temperature (38 degrees Celsius or over)
- ✓ A new cough (any kind not just dry)
- ✓ Shortness of breath or breathing difficulties
- ✓ Loss or change of smell and taste- you cannot smell or taste anything/or taste different to normal
- ✓ Fatigue
- ✓ Aches and Pains

Other uncommon symptoms of Coronavirus include:

- Sore Throat
- Headaches
- Runny or stuffy noses
- Feeling sick or vomiting
- Diarrhoea

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

- Staff and students that have symptoms are not to attend school, to phone their doctor and to follow HSE guidance on self-isolation;
- Staff and students to self-isolate or restrict their movements at home if they display any signs or symptoms of COVID-19 and contact their family doctor to arrange a test.
- Staff and students should follow HSE advice if they are a close contact of a suspected/confirmed case of Covid
 - If staff/students have travelled outside of Ireland; in such instances staff are advised to consult and follow latest Government advice in relation to foreign travel.
- Staff and students that develop symptoms at school to bring this to the attention of the Principal/Deputy Principals promptly;
- Staff and students know the protocol for managing a suspected case of COVID-19 in school.
- Staff and students to cooperate with any public health officials and the school for contact tracing purposes and follow any public health advice in the event of a case or outbreak in the school;
- Everyone entering the school building needs to perform hand hygiene with a hand sanitiser.

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).

There is a requirement for access to hand washing facilities after activities that are likely to soil hands, for example playing outside or after sporting activities. Foam cleansing dispensers and handwashing facilities will be available to use before the use of hand sanitiser.

Use of hand hygiene facilities will be managed so as to avoid congregation of people waiting to use wash hand basins and hand sanitisers All sanitisers should carry a PCS 9xxx, PCS 1xxxxx, IE.BPA 7XXXX or an EU-000XXX-XX registration number on the label.

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:

- When entering and exiting vehicles
- When entering and exiting school buildings.
- 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. 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 during break times.

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. The Revised HPSC guidelines recommend medical grade masks of the standard EN14683 for all SNA'S and Special Education teachers.**
- Correct use of face coverings will be explained during induction training. First Year students will be presented with a power point showing all the key protocols and practices to be implemented. **Senior students have created 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.**
- **Portable CO2 Monitors will be used in classrooms to measure CO2 levels and should provide a useful general indication that areas/rooms may not be adequately ventilated. CO2 concentrations above 1400-1500 ppm are likely to be indicative of poor ventilation.**
- 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

School staff should be encouraged to download the HSE COVID-19 tracker app to assist Public Health for contract tracing purposes both in and out of the school setting.

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 Boardroom/Sick bay.
- 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:

- Not return to or attend school if they have symptoms of COVID-19 under any circumstances.
 - Follow HSE guidelines if deemed a close contact.
 - if they live with someone who has symptoms of the virus
 - If they have travelled outside of Ireland; in such instances staff are advised to consult and follow latest Government advice in relation to foreign travel.
 - 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.
 - Cooperate with any public health personnel and their school for contact tracing purposes and follow any public health advice given in the event of a case or outbreak in their school
 - Undergo any COVID-19 testing that may be required as part of mass or serial testing as advised by Public Health.
-
- 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.
 - **New Staff 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.
 - 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 0042/2021 recently issued to Teachers and SNA's and Application/Declaration forms: See attached Appendices A-F.**

11. Employee Assistance and Wellbeing Programme

Information updated in this section: www.gov.ie

The Department recognises the need for school staff wellbeing and collective self-care. Support for school staff wellbeing will be provided by Department Support Services including the PDST and CSL, as well as by the HSE's Health Promotion Team. An Occupational Health Strategy is in place as a supportive resource for individual staff members in schools. The aim of the Occupational Health Strategy is to promote the health and wellbeing of employees in the workplace, with a strong focus on prevention. The Occupational Health Strategy comprises the Employee Assistance Service and the Occupational Health Service. The Employee Assistance Service (EAS) is provided by Spectrum.Life under the logo of 'Wellbeing Together: Folláinne Le Chéile'.

The EAS is a self-referral service where employees have access to a dedicated free-phone confidential helpline 1800 411 057 available 24 hours a day, 365 days a year providing advice on a range of issues such as wellbeing, legal, financial, mediation, management support etc. The service is also available via SMS, WhatsApp, e-mail, live chat and call back request. All points of contact for the service are qualified, accredited and experienced mental health professionals.

Where required, short-term counselling is available to employees and their families (over the age of 18 years and living at home).

The EAS also provides advice and support to managers and delivers interventions to help them deal with health and wellbeing issues in the workplace.

A bespoke wellbeing portal and app is available which offers access to podcasts, blogs, live chats and videos on topics around wellbeing and mental health, family life, exercise and nutrition. E-Learning programmes across mental health, sleep and a range of wellbeing topics are also available. In addition online cognitive behavioural therapy is provided. As part of the services provided by Spectrum.Life, a Mental Health Promotion Manager is available to develop and deliver evidence based mental health and wellbeing initiatives to reduce stigma and improve mental health literacy and to increase engagement with the service. Spectrum.Life also provides a series of webinars and presentations to promote wellbeing in school

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

Programme for the Return to School (25/08/2021- 03/09/2021)

Wednesday 25/08	Thursday 26/08	Friday 27/08	Monday 30/08	Tuesday 31/08	Wednesday 01/09	Thurs 02/09	Friday 03/09
<i>Full Staff Day</i>	<i>Full Staff Day</i>	First Year Induction	Third Year and Sixth Year Induction	Second Year & Fifth Year Induction	Full Timetable for all students except TY Students	TY Induction & full timetable for all students	Full Timetable for all students

The Provisional shape of the school day below will continue in Heywood Community School for the commencement of 2021/2022.

Arrival to School:

8.00am-8.40am	Students go to their Base Classroom. First locker visit in class pods.
8.50am-9.00am	Roll call and announcements with Year Head/Tutor.

Year Group	Base Class Room
First Year	Assigned seats in Gym. Lockers in Meeting Room adjacent to the Gym.
Second Year	Rooms 1-6. Lockers adjacent to Staffroom.
Third Year	Social Area (adjacent to room 27, 28, 29 and 31 (3rd Year Lockers)), rooms 19, 20, 23, 24 and 31.
Transition Year	Study Hall Upstairs, Rooms 33, 36 and 37. Lockers in Study Hall.
Fifth Year	Rooms 7, 8, 9, 10, 11, 12 and 13. Lockers in adjacent Social Area.
Sixth Year	Sixth Year Social Area and Rooms 14, 15, 18, 19, 22, and 56 (The Ryan Centre). Lockers in Sixth Year Social Area.

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)
11.00am- 11.20am	Break for Fourth, Fifth and Sixth Year students.
11.20am	Period 3
12.20pm	Period 4
12.40pm-1.10pm 1.10pm	Lunch for First, Second and Third Year students (Canteen/Gym/benches outside only) Second Locker Visit for First Years 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 Final Locker visit for Second, Third and TY students. 5 minutes between <u>2.10pm-2.30pm.</u>
2.50pm	Period 6 Final Locker visit for Fifth and Sixth Year Students: 5 minutes between <u>3.10pm-3.20pm</u> First Years: <u>3.40pm-3.50pm.</u>
3.50pm <u>Exit</u>	Students leave the building using 4 exit routes. <ul style="list-style-type: none"> Students exiting rooms 1-6 exit at the rear door of the 6th block. Students exiting from Home Economics/Art rooms exit at the door beside staffroom. Students exiting rooms 7-13 and 14- 24 exit at the sliding door at Mr. Malone's office. Students exiting science lab upstairs and from rooms 31-37 will exit at the 'priest's door'.

- Teachers will have base classrooms and students will move from class to class as normal.
- Masks 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 each classroom.
- Teachers will oversee the sanitation of desks, backs of chairs and equipment by all students at the end of class. Teachers will manage the ventilation of the classroom during and after class where possible.
- 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.
- **We intend to return lockers to all students for the school year 2021/2022 however, locker visits will be restricted to specific times as above.**
- **Students may continue to wear their HCS school tracksuit/PE gear 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.**

Heywood Community School

Ballinakill, Co. Laois. Roll No: 91427C



Appendix 1: Pre-Return to Work Questionnaire COVID-19

Revised Document- August 2021

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: _____

		Yes	No
1.	Do you have symptoms of cough, fever, high temperature, difficulty breathing, loss or change in your sense of smell or taste 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.	Are you awaiting the results of a COVID-19 test?		
4.	In the past 14 days, have you been in contact with a person who is a confirmed or suspected case of COVID-19?		
5.	Have you been advised by a doctor to self-isolate at this time?		
6.	Have you been advised to restrict your movements at this time?		
7.	Have you been categorised as 'Very High Risk' or 'High Risk' by the Occupational Health Service (OHS)		
8.	Please give details below of any other circumstances relating to Covid-19, not included in the above, which may need to be considered to allow your safe return to work eg. Returning from travel abroad.		

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)

Hazard	Is the hazard present? Y/N	What is the risk?	Risk rating: High, Medium, Low	Controls (When all controls are in place risk will be reduced)	Is this control in place?	Actions to do to reduce/eliminate control *Have rating applies to outstanding control, retained 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

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 A — Application for Special Leave with Pay

(1) COVID-19 diagnosis or (2) advised to self-isolate

The Application Form should be fully completed and submitted to the employer as soon as possible. The completed Application Form must be accompanied by HSE/medical certification to support the absence, including the date of fitness to return to work (where this date is available). Where HSE/medical certification is unavailable, the employer may accept a copy of the relevant HSE text message notification/confirmation to the employee. For COVID-19 diagnosis, medical evidence of the positive test, including the test date must also be included with the completed Application Form.

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 advice, I wish to apply for special leave with pay, for the reason indicated below (tick relevant box).

- I am awaiting a medical assessment to determine if a COVID-19 test is required. ☐
- I am awaiting a COVID-19 test and the test result
- I have been notified of a negative COVID-19 test result and await a second COVID-19 test.

- I have been diagnosed with COVID-19.

Start Date (DD/MM/YYYY):

Estimated End Date (DD/MM/YYYY)•

Declaration

I wish to apply for Special Leave with Pay in accordance with the terms and conditions of Circular 0042/2021 titled 'Coronavirus (COVID-19): Arrangements for Teachers and Special Needs Assistants employed in Recognised Primary and Post Primary Schools'.

The completed Application Form is accompanied by medical/HSE certification or confirmation.

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

Signature of Employee. _____ Date: _____

Part 3 — Employer Record

HSE/Medical Certification or Confirmation provided
(or copy of text message screenshot, where appropriate)

For COVID-19 diagnosis: Medical evidence of COVID-19 positive test result,
including test date provided

Recorded on OLCS/relevant ETB system under 'COVID-19: Self-isolation' or 'COVID-19: Diagnosis' (as appropriate)

Signature* _____ Date* _____
(Employer)

Application Form/Supporting Documentation should NOT be submitted to the Department of Education. 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/ador/ador.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/The-Department/Data-Protection/>. Details of this policy are also available in hard copy

Heywood Community School

91427C



Appendix B — Employer Declaration Form (for non-ETB schools) COVID-19 Diagnosis: Absence beyond 28 days

The Employer Declaration Form must be completed where an employee is absent in excess of 28 days, so that the absence can be recorded by the Department on the On Line Claims System (OLCS). The completed Declaration Form should be e-mailed by the employer as soon as possible to: teachersna@education.gov.ie

Part 1 — Employee Details

Teacher/SNA's Name:

Contact No:

Home

Address:

E-mail Address

PPSN.

School Name:

Roll No:

Part 2 — Employer Declaration

1. The above named employee is currently absent from work for the period, as detailed below.

Commencement date of 'COVID-19: Diagnosis' Leave: _____ (recorded on OLCS)

Last date of 'COVID-19: Diagnosis' Leave (day 28)* _____ (recorded on OLCS)

2. The employee was referred to the OHS on: _____ (insert date)

3. I hereby instruct the Department to record the period below on the OLCS, whilst the OHS Health Assessment Report is awaited.

Date (day 29 of absence) _____

Estimated End Date: _____ (pending OHS assessment outcome)

Signature: _____ Date : _____
(Employer)

Supporting Documentation should NOT be submitted to the Department of Education. They should be retained in the school 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 the personal data provided by the employer is to record the leave category 'COVID-19: Diagnosis' on the OLCS. The Privacy Notice outlining further information in relation to this application form can be found at: <https://www.education.ie/en/TheDepartment/Data-Protection/qdpr/qdpr.html>. Full details of the Department's Data Protection policy setting out how we will use personal data as well as information regarding the rights of the data subject are available at <https://www.education.ie/en/The-Department/Data-Protection/>. Details of this policy are also available in hard copy from Teacher/SNA Terms & Conditions, Department of Education, Cornamaddy, Athlone, Co. Westmeath, N37)(659, upon request.

Heywood Community School

91427C



Appendix C — Employer Approval Form (for non-ETB schools) Extension of COVID-19 Special Leave with Pay

This Employer Approval Form must be completed where an employer has approved the leave category 'COVID-19: Diagnosis Extension' in respect of an employee, upon receipt of the OHS Health Assessment Report so that the absence can be recorded by the Department on the On Line Claims System (OLCS). The completed Employer Approval Form should be e-mailed by the employer as soon as possible to: teachersna@education.gov.ie.

Part 1 — Employee Details

Teacher/SNA's Name: _____

Contact No: _____

Home Address: _____

E-mail _____

Address: _____

PPSN: _____

School Name
: _____

Roll No.: _____

Part 2 — Employer Approval

1. The employee was in the workplace ¹ (outside the home) during any of the 14 calendar days, prior to commencing self-isolation for COVID-19 diagnosis. The workplace attendance was agreed by me in advance.
2. The employee has provided me with satisfactory medical evidence of the COVID-19 test date and the positive test result.
3. I have received the OHS Health Assessment Report in respect of this employee which states the following:
 - (a) the employee is medically unfit to resume work
 - (b) the employee's absence relates primarily to ongoing COVID-19 illness (c) the employee is accessing appropriate medical care

OHS Health Assessment Report reference number: _____

I have approved the extension of leave category 'COVID-19: Diagnosis' for the period, as detailed below.

Date From: _____

Estimated End Date (provided in OHS Health Assessment Report) • _____

I hereby instruct the Department to record this period of leave on the OLCS

Signature: _____ Date: _____
(Employer)

Supporting Documentation should NOT be submitted to the Department of Education. They should be retained in the school 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 the personal data provided by the employer is to record the leave category 'COVID-19: Diagnosis Extension' on the OLCS. 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/qdpr/qdpr.html>. Full details of the Department's Data Protection policy setting out how we will use personal data as well as information regarding the rights of the data subject are available at <https://www.education.ie/en/The-Department/Data-Protection/>. Details of this policy are also available in hard copy from Teacher/SNA Terms & Conditions,

Department of Education, Cornamadd , Athlone Co. Westmeath N37 upon request.



Appendix D — 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 Declaration Form must be accompanied by HSE/medical certification, including the date of fitness to return to work (where this date is available). Where HSE/medical certification is unavailable, the employer may accept a copy of the relevant HSE text message notification/confirmation.

Part 1 - Employee Details

Employee's Name:

Contact No:

Home Address:

E-mail

Address:

PPSN:

School Name:

Roll No:

Part 2 — Declaration

I cannot attend the workplace as I have been medically advised to restrict my movements, for the reason indicated below (tick relevant box). The completed Declaration Form is accompanied by medical/HSE certification (where available), or appropriate documentation in the case of essential travel overseas.

- I am a close contact of a confirmed COVID-19 case. a
- I live with a person who has COVID-19 symptoms.

- I am providing care to a 'person' (e.g. child or someone who needs care) who is a confirmed COVID-19 case. ☐
- I have COVID-19 symptoms but do not meet the criteria for a COVID-19 test. However, I must restrict my movements until I am 48 hours symptom free. ☐
- I have been notified of a negative COVID-19 test result and must self-isolate until I am 48 hours symptom free. ☐

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

38

I am available for work in accordance with the terms and conditions of Circular 0042/2021 titled 'Coronavirus (COVID-19): Arrangements for Teachers and Special Needs Assistants employed in Recognised Primary and Post Primary Schools'.

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

Signature of Employee: Date: _____

Part 3 — Employer Record

HSE/Medical Certification or Confirmation (or copy of text message screenshot, where appropriate) or appropriate documentation in the case of essential travel overseas provided

Alternative working arrangements approved (tick relevant box)

Yes No

Recorded on OLCS/relevant ETB system under 'COVID-19: Restricted Movement'

Signature: _____ Date: _____ (Employer)

Application Form/Supporting Documentation should NOT be submitted to the Department of Education. 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 Declaration Form to be processed. Your employer will retain your Declaration 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 Declaration Form can be found at: [https://www.education.ie/en/The-Department/Data-](https://www.education.ie/en/The-Department/Data-Protection/qdpr/qdpr.html)

[Protection/qdpr/qdpr.html](https://www.education.ie/en/The-Department/Data-Protection/qdpr/qdpr.html) Full details of the Departments 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/The-](https://www.education.ie/en/The-Department/Data-Protection/qdpr/qdpr.html)

Heywood Community School

91427C



Appendix E — Declaration Form — Very High Risk Group

The Declaration Form must be completed by the employee where the Occupational Health Service (OHS) 'COVID-19 Health Risk Categorisation Report' has stated that he/she is at a very high risk of serious illness from contracting COVID-19. The completed Declaration Form accompanied by the OHS 'COVID-19 Health Risk Categorisation 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 Health Risk Categorisation Report', I am at a very high risk of serious illness from contracting COVID-19.

I am available for work in accordance with the terms and conditions of Circular 0042/2021 titled 'Coronavirus (COVID-19): Arrangements for Teachers and Special Needs Assistants employed in Recognised Primary and Post Primary Schools'.

Signature of Employee : _____ Date: _____ Part 3

— Employer Record

OHS 'COVID-19 Health Risk Categorisation Report' provided Cl

OHS 'COVID-19 Health Risk Categorisation Report' reference number: _____

Alternative working arrangements approved (tick relevant box) ayes a No
Recorded on OLCS/relevant ETB system under 'COVID-19: Very High Risk Group'

Signature: _____ Date: _____ (Employer)

Application Form/Supporting Documentation should NOT be submitted to the Department of Education. 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 Declaration Form to be processed. Your employer will retain your Declaration 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 Declaration Form can be found at: [https://www.education.ie/en/The-Department/Data-](https://www.education.ie/en/The-Department/Data-Protection/qdpr/qdpr.html)

[Protection/qdpr/qdpr.html](https://www.education.ie/en/The-Department/Data-Protection/qdpr/qdpr.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/The-Department/Data-Protection/>. Details of this policy are also available in hard copy from Teacher/SNA Terms & Conditions Section, Department of Education, Cornamaddy, Athlone, Co. Westmeath, N37)(659, upon request.



Appendix F — Declaration Form For Pregnant Employees Working in a Special Education Setting

The Declaration Form must be completed by the pregnant employee currently working in a special education setting who cannot be re-assigned within a special school. The Declaration Form should be fully completed and 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: I _____

Part 2 — Declaration

I declare I meet the criteria listed below: (please tick to confirm).

I am at or over 14 weeks gestation

I have submitted a COVID-19 Risk Assessment Questionnaire to the OHS and have been categorised as High Risk by the OHS ☐

OHS 'COVID-19 Health Risk Categorisation Report' reference number:

I work in a special school

There are three or more employees in a single room, throughout the working day

Social distancing between the employees in the special education setting is not consistently possible

Maternity Leave Commencement Date (DD/MM/YYYY)*: _____

Declaration

I am available for work in accordance with the terms and conditions of Circular 0042/2021 titled 'Coronavirus (COVID-19): Arrangements for Teachers and Special Needs Assistants employed in Recognised Primary and Post Primary Schools'.

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

Signature of Employee: _____ Date: _____

Part 3 — Employer Record

Criteria listed at Part 2 above has been met

COVID-19 Health Risk Categorisation Report provided

Workplace pregnancy risk assessment has been carried out

I can demonstrate that re-assignment within a special education setting is not possible

Alternative working arrangements approved (tick relevant box) Yes No

Recorded on OLCS/relevant ETB system under 'COVID-19: Very High Risk Group'

Signature: _____ Date: _____
(Employer)

Application Form/Supporting Documentation should NOT be submitted to the Department of Education. 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 Declaration Form to be processed. Your employer will retain your Declaration 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/qdpr/qdpr.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 Section, Department of Education, Cornamaddy, Athlone, Co Westmeath, N37)(659, upon request.