**Scoil Chrochan Naofa**

**Covid-19 School Response Plan**

*Board of Management*

This document has been prepared on the basis of current public health advice and will continue to be updated as further public health advice is received.

**Introduction**

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

The Covid-19 Response Plan details the policies and practices necessary for a school to meet the Government’s ‘Return to Work Safely Protocol’, the Department of Education and Skills plan for school reopening and to prevent the spread of Covid-19 in the school environment. The plan incorporates current advice about measures to reduce the spread of Covid-19 in the community issued by the National Public Health Emergency Team (NPHET).

It is important that the resumption of school based teaching and learning and the reopening of school facilities comply with the protocol to minimise the risk to students, staff and others. As the advice issued by NPHET continues to evolve, this protocol and the measures management and staff need to address may also change.

The response plan will support the sustainable reopening of our school where the overriding objective is to protect the health of staff and pupils while promoting the educational and development needs of the children in the school.

In line with the Return to Work Safely Protocol, the key to a safe and continued return to work, and re-opening of our school requires strong communication and a shared collaborative approach between the Board of management, staff, pupils and parents.

This document aims to provide details of:

**1. COVID-19 School Policy**

**2. Planning and Preparing for Return to School**

**3. Return to work safely and Lead Worker Representative(s)**

**4. Safety Statement and Risk Assessment**

**5. General advice to prevent the spread of the virus**

**6. Procedure for Returning to Work (RTW)**

**7. Control Measures**

**8. Dealing with a suspected case of Covid-19**

**9. Staff Duties**

**10. Covid related absence management**

**11. Employee Assistance and Wellbeing Programme**

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

Every effort is made to ensure the accuracy of the information provided in this document. However, should errors or omissions be identified, please notify us so that appropriate measures can be taken to rectify same.**Note: The plan is a live working document and may be reviewed and amended to take into account new guidance from**[www.Gov.ie](http://www.gov.ie)[www.dbei.ie](http://www.dbei.ie)  [www.hse.ie](http://www.hse.ie)[www.hpsc.ie](http://www.hpsc.ie)[www.hsa.ie](http://www.hsa.ie)[www.education.ie](http://www.education.ie)

**1. Scoil Chrochan Naofa COVID-19 Policy**

This COVID-19 policy outlines our commitment as a school to implement the plan and help prevent the spread of the virus. The policy will be signed and dated by the Principal and Chairperson of the Board of Management and brought to the attention of staff, pupils, parents and others.

**COVID 19 Policy Statement**

Scoil Chrochan Naofa is committed to providing a safe and healthy workplace for all our staff and a safe learning environment for all our pupils. To ensure that, we have developed the following COVID19 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 pupils 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, worker representatives who are easily identifiable to carry out the role

               outlined in this plan

* Inform all staff and pupils of essential hygiene and respiratory etiquette and physical distancing requirements
* Adapt the school to facilitate physical distancing as appropriate in line with the guidance and direction of the Department of Education and Skills
* Keep a contact log to help with contact tracing
* Ensure staff and pupils engage with the induction / familiarisation briefing provided by The Department of Education and Skills
* Implement the agreed procedures to be followed in the event of someone showing symptoms of COVID-19 while at school
* Provide instructions for staff and pupils to follow if they develop signs and symptoms of

              COVID-19 during school time

* Implement cleaning in line with Department of Education and Skills 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, Ms Jacinta O Shea

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Principal)

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Chairperson)

**2. Planning and Preparing for Return to School**

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

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

**School Buildings**

Before reopening the school in the new school year, the following have been completed

* Water systems have been flushed at outlets following low usage to prevent Legionella disease
* School equipment and mechanical ventilation has been checked for signs of deterioration or damage
* Hot water has been installed in all the taps.
* The senior boys’ bathroom has been upgraded.
* Handwashing stations in all classrooms.
* Sanitiser units at all exits and entries to school and classrooms.
* Corridor divider between both classrooms has been installed.
* New isolation room constructed.

**Signage**

The school has displayed signage outlining the signs and symptoms of COVID – 19 and to support good hand and respiratory hygiene. In line with this Scoil Chrochan Naofa have put in place appropriate posters throughout the school.

In relation to social distancing Scoil Chrochan Naofa have put in place signage to facilitate traffic management throughout the school.

**Procedure for Returning to Work (RTW)**

To return to the workplace, staff must complete a Return to Work (RTW) form, which is available electronically.

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

Staff will also complete the Induction Training that has been developed by the Department in consultation with stakeholders.

**3. Return to work safely and Lead Worker Representatives**

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

The Return to Work Safely protocol provides for an agreed procedure between management and staff to appoint Lead Worker Representatives to carry out specific roles.

**Note: The process for appointment of Lead Worker representatives in schools will be agreed centrally between the Department of Education and Skills and the education partners. That process, once agreed, will be circulated to all schools in advance of the reopening of schools.**

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

* Work collaboratively with the employer to ensure, so far as is reasonably practicable, the safety, health, and welfare of employees in relation to COVID-19.
* Promote good hygiene practices such as washing hands regularly and maintaining good respiratory etiquette along with maintaining social distancing in accordance with public health advice.
* Assist with the implementation of measures to suppress COVID-19 in the workplace.
* Monitor adherence to measures put in place to prevent the spread of COVID-19.
* Consult with colleagues on matters relating to COVID-19 in the workplace.
* Make representations on behalf of their colleagues on matters relating to COVID-19 in the workplace.

If a staff member has any concerns or observations in relation to the Covid-19 Response Plan and control measures or the adherence to such control measures by staff, parents/guardians, contractors or visitors, he/she should contact the lead worker(s) who will engage with the Principal/BOM.

|  |  |
| --- | --- |
| Names of Lead Worker representative | Contact details |
| Jacinta O Shea | caherdanielschool@gmail.com |

All staff, parents/guardians, contractors and visitors have a responsibility both as individuals and collectively to have due regard for their own health and safety and that of others and to assist with the implementation of the Covid-19 Response Plan and associated control measures.

**4. Safety Statement and Risk Assessment**

COVID-19 represents a hazard in the context of health and safety in the school environment. Risk assessments to identify the control measures required to mitigate the risk of COVID-19 and will be available on our website shortly.www.caherdanielschool.ie

Scoil Chrochan Naofa has reviewed and will continue to update their emergency procedures involving, fire safety, first aid, accidents and dangerous occurrences considering any new risks that arise due to the school’s COVID-19 Response Plan. Any changes to the schools existing emergency procedures will be documented.

Scoil Chrochan Naofa has also reviewed and will continue to update their existing risk assessments to consider any new risks that arise due to the school’sCOVID-19 Response Plan. Any changes to the school’s current risk assessments will also be documented.

**5. General advice to prevent the spread of the virus**

In order to prevent the spread of 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

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

This can be achieved through the following measures:

* Promote awareness of COVID-19 and its symptoms amongst staff, pupils, parents, and visitors.
* Advise staff and parents of pupils who have symptoms of COVID-19 or other acute infectious diseases not to attend school, to phone their GP and follow the HSE guidance on self-isolation.
* Advise staff and parents of pupils who have been identified by the HSE as a contact of a person with COVID19 not to attend schools and to follow the HSE advice on restriction of movement.
* Ensure that staff and pupils know what to do if they develop symptoms at school.
* Everyone entering the school building should be required to perform hand hygiene with hand sanitiser.
* Visitors to school during the day should be by prior arrangement only, should be received at the front hall and their movement in the school be limited.

Staff, pupils, and visitors should at all times adhere to the up to date advice and instructions of the public health authorities in relation to protecting oneself and others against the risk posed by the Covid-19 virus.

Updated advice from the HSE is available on its website – <https://www2.hse.ie/coronavirus/>

The Department of Education and Skills will ensure all updated advice is circulated to schools. Scoil Chrochan Naofa will arrange for this advice to be circulated to staff, pupils and visitors in a timely manner.

**Managing the risk of spread of COVID-19**

**Wash your hands frequently**

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

Follow the HSE guidelines on handwashing:

For advice from HSE on how to wash your hands the following link will be helpful:

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

**Hand Hygiene and Hand Sanitisers**

Hand hygiene can also be achieved using hand sanitisers (when hands are clean).

They will be available at entry and exit points and in each classroom.

**Physical Distancing will be achieved in two ways:**

***Increasing Separation*.** This will be achieved by re-configuring the classrooms to maximise physical distancing. Each classroom will be referred to as a bubble and we will ensure that there is as little contact as possible between children in different bubbles. Within the bubbles, children will be organised into pods. A pod is a group of children (normally 6 or less) who will sit together and who will stay in their pod while in the bubble, or classroom.

***Decreasing Interaction***. This will be achieved by decreasing the potential for children from different bubbles to interact. There will be marked routes for various bubbles to enter and exit the school and to access their classrooms. Bubbles will have different mid-morning and lunch-time access to the playground.

While all children will be welcome back to school, we would remind parents that, where children are displaying colds, coughs or flu like symptoms, they should not be sent to school. Children who display such symptoms in school will be isolated and parents asked to collect them from the school.

Children who have travelled from countries not on the Green List should not attend school during the 14-day self-isolation period

Further information on COVID-19 symptoms in children is available at: -

<https://www2.hse.ie/conditions/coronavirus/if-your-child-has-symptoms.html>

Teachers will make children aware of the proper hygiene procedures regarding hand washing and etiquette related to sneezing, coughing or spitting. We would be grateful if you could also emphasise safe behaviour in this regard to your children at home as part of the preparation for returning to school.

Our aim remains to re-open the school in an orderly safe manner, while reassuring the children and making them feel comfortable, safe and relaxed with their friends in the new school environment. This will be achieved by all of us working towards this common goal.

These changes have been designed in line with public health advice issued by the Health Protection Surveillance Centre and Department of Education guidelines.

**Morning**

Pupils who come by bus will go straight to their classrooms, **children from juniors to second must** **enter through the emergency door at the back of the school.Children from 3rd to 6th will enter through front door as normal. There is no need for pupils to remove their shoes indoors this year.**

**Pupils should be dropped to school between 9.20 and 9.40am, If pupils arrive earlier than 9.20,we would** **ask that they remain in the car with their parents until 9.20am**.Principal will be in yard to direct pupils to their entrances. **Parents are asked to drop and go and under no circumstances to enter the school yard**. Junior infant parents may accompany their child to the top of the steps.

Hand sanitiser stations will be available at all entrances to classrooms. Pupils will be instructed to wash hands before school starts. There will be warm water in the taps and a new hand washing station in each classroom. Teachers will supervise this. The senior boys’ bathroom has been upgraded.

**Class Bubbles**

Children from junior infants to second class are not requested to maintain physical distance, it is not a prerequisite in the junior room.

Each classroom will be recognised as a class bubble and pods containing no more than 6 will be formed in the senior class bubble. The pods will more than likely be formed from class groupings. The aim of this system within the school, is that each class grouping mix only with their own class from arrival at school in the morning until departure at the end of the school day. The pods within those class bubbles is an additional measure to limit the extent of close contact within the class bubble. As far as possible each pod will be at least 1 metre distance from the next pod. All unnecessary furniture will be removed from these classrooms to make as much space as possible.

**Breaktime**

Pupils will only be allowed play and mix with pupils from their own classrooms. The junior classroom and senior classroom will have to play in designated areas of the yard.

We may have staggered break times some days.

**Hometime**

12.30: Junior Infants (Up until Friday 18th of September)

2.00pm: Senior infants

2.50pm: Bus pupils from the senior room

2.55pm: Bus pupils from the junior room

3.00 pm All other pupils

We would ask that parents collect their children promptly and all times maintain social distance at the school gates.

Under no circumstances should parents enter either the school grounds or building. Should you wish to speak to a member of staff, please telephone or email the school. A contact log of all visitors will be maintained in the school. Please do not contact staff on their personal mobiles in relation to school matters, please use school telephone, school email or class teacher email. If pupils have to be collected early, please inform the school in advance to facilitate this, as the sign out book and contact log will have to be signed. Remember to wear a mask when entering the school building.

**Cleaning**

In accordance with the DES guidelines, the school will be thoroughly cleaned at least once per day. Particular attention will be focused on frequently touched surfaces – door handles, handrails, chairs/arm rests, communal eating areas, sink and toilet facilities.

**Practice Respiratory Hygiene**

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

By following good respiratory hygiene, you protect the people around you from viruses such as cold, flu and Covid19.

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

**Do**

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

**Do Not**

* Touch your eyes, nose or mouth if your hands are not clean
* Share objects that touch your mouth – for example, bottles, cups, cutlery, etc
* Share objects in the classroom – pens, books, rulers etc.

**People at very high risk (extremely vulnerable):**

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

The list of people in very high-risk groups include people who:

* are over 70 years of age - even if you are fit and well
* have had an organ transplant
* are undergoing active chemotherapy for cancer
* are having radical radiotherapy for lung cancer
* have cancers of the blood or bone marrow such as leukaemia, lymphoma or myeloma who are at any stage of treatment
* are having immunotherapy or other continuing antibody treatments for cancer
* are having other targeted cancer treatments which can affect the immune system, such as protein kinase inhibitors or PARP inhibitors
* have had bone marrow or stem cell transplants in the last 6 months, or who are still taking immunosuppression drugs
* severe respiratory conditions including cystic fibrosis, severe asthma, pulmonary fibrosis, lung fibrosis, interstitial lung disease and severe COPD
* have a condition that means you have an extremely high risk of getting infections (such as SCID, homozygous sickle cell)
* are taking medicine that makes you much more likely to get infections (such as high doses of steroids or immunosuppression therapies)
* have a serious heart condition and you are pregnant.

The advice for this group is available from the HSE. Staff who are in this group should self-declare on the Return to Work form if they believe that they are at a very high risk. Details of the leave arrangements that will apply will be updated by the Department of Education and Skills.

If the Board/Principal is unsure whether staff fall into the very high-risk category, advice will be sought from the Occupational Health Service.

**6. Control Measures**

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

These control measures are outlined in this document.

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

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

Staff, in particular, should note that they have a legal obligation under Section 13 of the Safety, Health and Welfare at Work Act 2005 to comply with health and safety requirements and to take reasonable care for the health and safety of themselves, their colleagues and other parties within the workplace.

The following control measures have been put in place:

**i. Return to Work Form**

Staff will be required to complete a RTW form at least 3 days prior to any return to the school facility (see section 2 above). The purpose of the RTW form is to get confirmation from staff that, to the best of his/her knowledge, he/she has no symptoms of Covid-19 and is not self-isolating or cocooning or awaiting the results of a Covid-19 test.

**ii. Induction Training**

All staff will undertake and complete Covid-19 Induction Training prior to returning to the school building. The aim of such training is to ensure that staff have full knowledge and understanding of the following:

* Latest up to-date advice and guidance on public health
* Covid-19 symptoms
* What to do if a staff member or pupil develops symptoms of Covid-19 while at school
* Outline of the Covid-19 response plan

Staff will be kept fully informed of the control measures in place in the school and their duties and responsibilities in preventing the spread of Covid-19 and with any changes to the control measures or guidance available from the public health authorities.

If a staff member is unsure about any aspect of the Covid-19 Response Plan, the associated control measures, or his/her duties, he/she should immediately seek guidance from the Principal.

**iii. Hygiene and Respiratory Etiquette**

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

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

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

All students and staff will be asked to have their own tissues for personal use.

Teachers will remind students regularly about good respiratory and hand hygiene.

The sharing of sports/games/art equipment amongst students will be kept to a minimum. Any items shared will be sanitised after each use.

**iv. Use of Personal Protective Equipment (PPE)**

**Face masks/shields are recommended for staff and students of secondary age (13 and above) when unable to adhere to the 2m social distancing guidelines**

For a limited number of staff, PPE will need to be used constantly due to the nature of certain work activities or work areas.

Such include roles where:

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

Appropriate PPE will be available for dealing with suspected COVID-19 cases, intimate care needs and for first aid.

This will be updated as appropriate in line with advice from the HPSC.

Where staff provide healthcare to children with medical needs in the school environment, they should apply standard precautions as per usual practice. Gloves will be worn by staff who administer medication

The use of a face covering will conceal facial expression and can make communication difficult and as such may not be practical in a school setting. However the wearing of a visor as an alternative to a facial covering may be considered where there is a concern that physical distancing cannot be maintained, there will be prolonged close contact and/or that exposure to fluid/respiratory droplets is likely.

Each staff member will be provided with a visor and a face mask or they may use their own if they so wish.

Each teacher and SNA desk will also be fitted with a movable protective screen.

**Wearing of Gloves:**

The use of disposable gloves in the school setting by pupils or staff is not appropriate (except when administering medication/emptying the dishwasher). It does not protect the wearer and may expose others to risk from contaminated gloves. Routine use of disposable gloves is not a substitute for hand hygiene.

**v. Student materials and uniform.**

All materials needed for school will be provided to students on the first day. These will include all stationery and schoolbooks. These items are for the student’s personal use only and cannot be shared. Items must remain in storage box under students’ desk.

School uniforms MUST be kept clean. It may be necessary to wash the students uniform during the week to ensure that essential hygiene is maintained.

**vi. Cleaning**

Arrangements for more regular and thorough cleaning of areas and surfaces within the school have been made.

Regular and thorough cleaning of communal areas and frequently touched surfaces shall be conducted especially toilets, door handles, light switches and kitchens. Cleaning will be performed regularly and whenever facilities or surfaces are visibly dirty.

All staff will have access to cleaning products and will be required to maintain cleanliness of their own work area. Under no circumstances should these cleaning materials be removed from the building.

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

There will be a regular collection of used waste disposal bags from offices and other areas within the school facility.

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

Staff will wear gloves when emptying the dishwasher.

**vii. Access to the school building /contact log**

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

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

The prompt identification and isolation of potentially infectious individuals is a crucial step in restricting the spread of the virus and protecting the health and safety of the individuals themselves and other staff, contractors, and visitors at the workplace. A detailed sign in/sign out log of those entering the school facilities will be maintained. The school will maintain a log of staff and students contacts. In addition, see visitor contact log at Appendix 3.

**viii. First Aid/emergency procedure**

The standard First Aid/Emergency procedure shall continue to apply in Scoil / Coláiste Eoin. The first aid kit will now contain masks, visors, and gloves for use by the first aid responder.

In an emergency or in case of a serious incident, call for an ambulance or the fire brigade on 112/999

Contact the principal or nearest first aider giving details of location and type of medical incident.

**7. Dealing with a suspected case of Covid-19**

***Staff or pupils should not attend school if displaying any symptoms of Covid-19.*** In the event of a staff member or student developing symptoms while at school, they should inform the school management team as soon as possible.

The following outlines how Scoil Chrochan Naofa will deal with a suspected case that may arise during the course of work.

Scoil Chrochan Naofa has identified a designated isolation area. The area is behind closed glass doors and away from staff and pupils.

If a staff member/pupil displays symptoms of Covid-19 while attending school the following are the procedures to be implemented:

* If the person with the suspected case is a student, the parents/guardians will be contacted immediately.
* A staff member from the students classroom will isolate the person and follow the procedure in place to accompany the individual to the designated isolation area via the isolation route, keeping at least 2 metres away from the symptomatic person and also making sure that others maintain a distance of at least 2 metres from the symptomatic person at all times.The SET teacher will supervise pupil from a distance of at least 2m until parents/guardians arrive to collect pupil.
* A mask will be provided for the person presenting with symptoms. He/she should wear the mask if in a common area with other people or while exiting the premises.
* Advice will be given to the person presenting with symptoms to cover their mouth and nose with the disposable tissue provided when they cough or sneeze and put the tissue in the waste bin provided
* If the person is well enough to go home, arrangements will be made for them to be transported home by a family member as soon as possible and they will be advised to inform their general practitioner by phone of their symptoms.
* Public transport of any kind will not be used
* If they are too unwell to go home or advice is required,999 or 112 will be contacted and informed that the sick person is a Covid-19 suspect.
* An assessment of the incident will be carried out to form part of determining follow-up actions and recovery
* Appropriate cleaning of the isolation area and work areas involved will be carried out.

The HSE will inform any staff/parents who have come into close contact with a diagnosed case via the contact tracing process. The HSE will contact all relevant persons where a diagnosis of COVID-19 is made. The instructions of the HSE should be followed and staff confidentiality is always essential.

**8. Staff Duties**

Staff have a statutory obligation to take reasonable care for their own health and safety and that of their colleagues and other parties. To facilitate a safe return to work, these duties include, but are not limited to, the following:

i. Adhere to the School Covid-19 Response Plan and the control measures outlined. 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.

ii. Coordinate and work with their colleagues to ensure that physical distancing is maintained.

iii. Make themselves aware of the symptoms of Covid-19 and monitor their own wellbeing.

iv. Self-isolate at home and contact their GP promptly for further advice if they display any symptoms of Covid-19.

v. Not return or attend school if they have symptoms of Covid-19 under any circumstances.

vi. If they develop any symptoms of Covid-19 whilst within the school facility, they should adhere to the procedure outlined above.

vii. Complete the RTW form before they return to work.

viii. Must inform the Principal if there are any other circumstances relating to Covid-19, not included in the form, which may need to be disclosed to facilitate their safe return to the workplace.

ix. Must complete Covid-19 Induction Training and any other training required prior to their return to school.

x. Must be aware of, and adhere to, good hygiene and respiratory etiquette practices.

xi. Keep informed of the updated advice of the public health authorities and comply with same.

**9. Covid related absence management**

The management of a Covid-19 related absence will be managed in line with agreed procedures with DES.

**10. Employee Assistance and Wellbeing Programme**

The Board of Management aims to protect and support the health and wellbeing of all staff (physical, mental, spiritual etc.) both at work, whether in the school facility or at home and outside of work. The Board of Management is mindful that the support and promotion of staff health and wellbeing is particularly important in the current context where the Covid-19 pandemic has caused considerable challenges for, and disruption to, people’s personal, family and social lives as well as their work arrangements.

The Board of Management aims to foster a culture and work environment that support healthy behaviours and staff wellbeing and shall continue to make health and wellbeing tools and guidance available to staff as well as organising suitable support programmes, initiatives and events.