# **auto0Fionnbarra Naofa B.N.S.,**

## Cabra West,

**Dublin 7.**

### Addendum to School safety statement for Covid 19 procedures before returning to school

Rationale

This addendum to the School safety statement was devised in September 2020 as a response to the current Covid 19 pandemic. The protocols from the school’s COVID 19 response plan are detailed It references:-

* **Circular 0024/2020**
* **“Key employment concerns as schools consider Re-opening”**
* **“Return to work safety Protocol” gov.ie**

This will form part of our Covid 19 response which is a live document and will change as per government and Department of Health guidelines. This document will need to be read in line with changes to our Code of Behaviour. The Code of Behaviour changes will deal with sanctions in terms of breaches of the safety statement guidelines for staff, pupils and parents. The requirement is for workers to follow public health advice, particularly in public facing roles. Failure to follow this advice in the employment context may become a disciplinary issue and it may be necessary for that to be clarified to all school staff on returning to work. Risk assessments for the workplace and related activities have been carried out and workers are asked to inform the Principal/ LWRs of any particular risk factors. It is communicated clearly to workers via messaging/ meetings that this information is necessary to facilitate a safe work place.

Before returning to the workplace, the staff must complete \*a pre-return to workplace form \*at least 3 days in advance of the return.

This form seeks confirmation that each staff member, to the best of their knowledge,

- has no symptoms of COVID-19,

-that the staff member is not self-isolating, or is not awaiting the results of a COVID-19 test.

If a staff member answers “Yes” to any of them, they person is strongly advised to follow the medical advice

Protocols for the return of staff to the school from August 31st 2020

Work is a key part of life and most of us want to return to our jobs in a safe work environment. The aim is to have a shared collaborative approach and that we adhere to the rules of the new way of living and working, in order to maintain the gains we have made, and to continue to suppress the spread of the virus while keeping each other safe and well. There is a requirement for workers to follow public health advice, particularly in public facing roles. Failure to follow this advice in the employment context may become a disciplinary issue.

In order to ensure the safety, health and wellbeing of all staff the following protocols have been drawn up to facilitate the presence of staff in the school building.

These protocols are -

· based on the document “Return to Work Protocol” prepared by the Department of Health.

· are informed by the Government’s Return to Work Safely Protocol, COVID-19 Specific National Protocol for Employers and Workers.

· Are underpinned by the government’s key recommendations to reduce the risk of transmission of the coronavirus: good hand hygiene, good respiratory hygiene, social distancing and regular cleaning.

· Is in addition and complimentary to Regulation 23 Safeguarding, Health, Safety and Welfare of the Child of the Child Care Act 1991(Early Years Services Regulations)

2016

· Is in addition to the Services’ Infection Control Policy · Sets out a range of actions to be considered, implemented and adapted as necessary taking account of the individual needs of staff It should be noted that the attached details are not exhaustive and are also subject to change.

**Protocols for staff while in the school building**

1.Before accessing the school building all staff must complete a pre-return to the workplace form. (See below).This form is to be emailed to the Principal three days before you want to come to the school.

2. After entering the school, a person must use the hand sanitiser placed at the front door and observe good handwashing hygiene and wear a mask/visor.

3.All staff must adhere to social distancing rules- keep a space of 2 metres (6.5 feet) between you and other people.

4. If returning equipment to a staff member equipment should be wiped down before handover.

5.Staff is advised to limit movement throughout the school to a minimum

6. In so much as it is possible please adhere to working within your bubble

7. Try to keep doors open at all times so that you do not touch door handles. Windows should also be opened to allow ventilation.

8. Sit at your allocated bubble table in the staffroom and no more than 2 people in the kitchen area at any one time and maintain social distancing rules

9.Staff are to use hand sanitisers before using any equipment or touching any handles etc.

10 Maintain distance if using the photocopier/printer. Each person must wipe it down with sanitiser after using.

Best practice: In order to prevent the spread of the virus all staff must- ensure they are familiar with and follow hand hygiene guidance and advice. On entering the school building but especially if you have been in contact with someone who is displaying any COVID-19 symptoms, if you have been on public transport (if using it), or if you have been in a crowd, you must wash your hands:

You must also wash your hands -

· after coughing or sneezing

· before and after eating

· before and after preparing food

· As part of social distancing there is a ‘no handshaking policy’

All visitors to the school must fill in their details in the contact log and observe the sanitising and social distancing rules.

All staff are required to undertake online training regarding good practice for COVID 19 and the email link communicated to all staff.

The Board of Management appoints Aoife Whelan and Bernadette Staunton as lead workers to implement and monitor the schools COVID 19 regulations and with the Principal ensure adherence to the school COVID 19 plan. The Board of Management and Principal will ensure that all materials necessary are provided from the government grants to ensure safe procedures are followed including sanitising and PPE equipment where necessary. A good cleaning protocol is in place to ensure all areas are kept clean and sanitized. A cleaning rota and checklist is agreed with cleaners and caretaker. (See appendix to this document) The protocol may change in line with HSE advice and government restrictions.

Ratified by BoM at meeting on 22.9.2020

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:22/9/2020

Chairperson

**Cleaning Schedule St. Finbarrs BNS 2020-2021**

**Marlena Freeman Daily rota and checklist 2.5hr daily**

**and 3.5 hr on Fridays**

|  |  |
| --- | --- |
| Sweep classrooms on Junior/Senior Corridor, empty bins, wipe down all hard surfaces with antibacterial cleaner |  |
| Wash and clean all surfaces in Junior/Senior bathroom with anti-bacterial cleaner |  |
| Hoover corridor if necessary |  |
| Wash and clean all surfaces in bathroom in lobby with anti bac cleaner. |  |
| Wipe all door handles and clean glass in doors on corridors.  |  |
| Sweep and wash lobby entrance at secretary’s office |  |
| Hoover and wipe down surfaces in Principal’s office and Secretary’s office when needed and hoover lobby when needed |  |
| Empty bins and wipe hard surfaces in LSRT rooms daily |  |

|  |  |
| --- | --- |
| SNAs clean EIU daily |  |
| Hoover and clean all LSRT rooms on Fridays and hoover corridor  |  |
| Hall is swept and cleaned when necessary and deep clean at midterm and holidays |  |

|  |  |
| --- | --- |
| Wash and clean all surfaces in Teacher toilets upstairs |  |
| Wash and clean all surfaces in kitchen daily |  |
| Hoover Breakfast club area and wipe down all surfaces daily |  |
| Clean toilets in BC area daily |  |

**Caretaker**

Daily checks on replenishing sanitiser liquids and soaps in bathrooms and all areas.

Wiping down of tables and all hard surfaces in breakfast club area after morning breaks.

Use of fogging machine in high risk areas twice weekly

* Breakfast club
* Toilet areas
* Isolation rooms when used

Fogging machine will be used in classrooms of children who have been sent home on that day for illness.