etb

Bord Oideachais agus Oiliúna
Chill Chainnigh agus Cheatharlach
Kilkenny and Carlow
Education and Training Board

COVID-19 RESPONSE PLAN PHASE 2

RETURN TO EDUCATION

Revision No:	Revision Date:	Approved By:
Original Issue	August 2020	

KCETB COVID-19 RESPONSE PLAN PHASE 2
RETURN TO EDUCATION

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Introduction:

Kilkenny and Carlow ETB is committed to providing a safe and healthy working and learning environment for all of our Teachers, Tutors, SNAs, administration, cleaning, caretaking and ancillary staff, students and learners, as well as persons that may be required to visit our schools and centres. To ensure this, we have developed our COVID-19 Response Plan Phase 2 – Return to Education.

Our Response Plan has been developed in line with:

- the Department of Education and Skills 'Covid-19 Response Plan for the Safe and Sustainable Reopening of Post Primary Schools'
- the Department of Education and Skills 'Guidance for Further and Higher Education for Returning to On-Site Activity in 2020'
- the ETBI and Solas 'Implementation Guidelines for Public Health Measures in ETB Further Education and Training Institutions (FET)'
- the Government's and HSE guidance document 'Covid-19 Specific National Protocol for Employers and Workers'

KCETB's Covid-19 Response Plan Phase 2 – Return to Education, has been developed for implementation in each of our schools and centres in order to reduce the risk of spread of Covid-19.

Each school and centre will liaise with their management team and Lead Worker Representatives (LWRs), to incorporate their own school/centre specific arrangements for Covid-19 into the Response Plan. A copy of the specific Response Plan at each school and centre will be made readily available to all Teachers, Tutors, SNAs, administration and ancillary staff, students and learners.

All of us in the workplace are responsible for the implementation of the Response Plan as our combined efforts will help contain the spread of the virus.

All employees will be consulted on an ongoing basis and feedback is encouraged on any concerns, issues or suggestions you may have. Feedback can be given via the Lead Worker Representative(s) or, through the Principal/Manager at each school/centre.

We acknowledge that this is a highly unusual and challenging time and want to thank you, for your continued support and hard work in complying with the evolving health and safety restrictions that have been necessary for us to put in place to reduce the risk of spread of Covid-19 and allow us to re-open our schools and centres.

Abbreviation of Terms:

For ease of referencing throughout this document the following abbreviations are used:

Response Plan =	KCETB's Covid-19 Response Plan Phase 2 – Return to Education
Employees =	Teachers, Tutors, SNAs, Administration, Cleaning, Caretaking and Ancillary personnel

1. Covid-19 Policy

Our Covid-19 Policy outlines our commitment as an employer to implement our Covid-19 Response Plan and help prevent the spread of the virus.

COVID-19 Policy

Kilkenny and Carlow ETB is committed to providing a safe and healthy workplace for all our employees and a safe learning environment for all our students and learners. To ensure that, we have developed the following COVID-19 Response Plan. The Board of Management, Principals, Managers and employees 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 employees and in line with public health advice
- provide up to date information to our employees, students and learners 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
- provide an adequate number of trained Lead Worker Representative(s) who are easily identifiable and put in place a reporting system
- inform all employees, students and learners of essential hygiene and respiratory etiquette and physical distancing requirements
- adapt the school/centre to facilitate physical distancing
- coordinate a log of contact/group work to help with contact tracing
- have all employees attend an induction/familiarisation briefing as part of their return to the school/centre
- develop and implement a procedure to be followed in the event of someone showing symptoms of COVID-19 while at the school/centre
- provide instructions for employees, students and learners to follow if they develop signs and symptoms of COVID-19 while at the school/centre
- intensify cleaning in line with Government and Department of Education advice

All employees 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) or, through the Principal/Manager at each school/centre.

Signed: Eile Curtis Date: 17th August 2020

Eileen Curtis
KCETB Chief Executive

2. Return to Work of all KCETB Employees

Phase 1

Phase 1 of our Covid-19 Response Plan was developed to facilitate the return to the workplace of our management teams, administration personnel, cleaners, caretakers and any other ancillary personnel in line with Government Protocol.

It commenced in June 2020 with the return to the workplace of our cleaners and caretakers and continued into July and August for the return of management, administrative and ancillary personnel.

Phase 2

Phase 2 of our Covid-19 Response Plan is now being implemented in line with Government Protocol and specific guidance and advice from the Department of Education and Skills, to safely facilitate the return of our Teachers/Tutors/SNAs, students/learners to our schools and centres for the academic year 2020/2021 and to prevent the introduction and spread of Covid-19.

2.1 KCETB School / Centre Information:

The table blow is an overview of the names of responsible persons and number of personnel at our school/centre.

KCETB School	Scoil Aireagail
Address	Ballyhale, Co. Kilkenny
Phone	056 7768632
Email	info@scoilaireagail.ie
Principal	Liam O' Brien
Deputy Principal	Shane Fallon
Lead Worker Representative	Teresa Ryan
Covid Co-ordinator	Liam O' Brien
Number of Employees	31
Number of Students	195

3. Persons Performing Covid-19 Roles

3.1 Covid Coordinator:

The Principal/Manager at each location is the designated 'Covid Coordinator'. This means that they are ultimately responsible for ensuring that:

- Covid-19 precautions and procedures contained within the Response Plan are fully implemented at their school / centre;
- all administration, cleaning, caretaking and ancillary staff have completed their KCETB return to the workplace induction;
- all Teachers, Tutors and SNAs have completed their Return to Education Induction Programme;
- all employees have completed and submitted their Work Declaration Forms;
- all students/learners complete their Return to Education Safely Induction on their return to the school/centre; and
- systems and procedures are in place to ensure consultation with employees and that the Covid-19 Response Plan is being adhered to on an ongoing basis.

3.2 Lead Worker Representatives:

Your School/Centre Lead Worker Representative(s):	Teresa Ryan

3.2.1 Departmental requirements for appointment of Lead Worker Representative:

Post Primary Schools:

- Each school will appoint one LWR
- In schools with more than 40 staff, a second LWR will be appointed

3.2.2 Role of the Lead Worker Representative

In summary, the role of the LWR is one of collaboration with the management team at each school/centre to:

- represent all employees regardless of role, and be aware of specific issues that may arise in respect of different staff cohort;
- assist in the implementation of Covid-19 measures;
- communicate regularly with the Covid Coordinator regarding government and DES Covid-19 updates, conveying any Covid concerns from employees, reviewing of any Covid-19 breaches and any follow up action required etc.;
- assist in providing Covid-19 advice and guidance to co-workers;
- carry out regular checks to ensure Covid-19 control measures are in place and being adhered to.

Note: A LWR does not have any legal responsibility for the control measures within the school/ centre with regards to Covid-19, other than those that apply to all employees in general with regards to adherence to the measures set out within the Response Plan.

3.2.3 Training for LWR's

KCETB will provide LWR training to all employees who have been appointed as LWR for their school/centre in line with the HSA and DES guidance for LWR training. The training will enable all LWRs to have a full understanding of their role and responsibility as well as, to know where to access the supports available to assist them in their role.

3.3 Cleaning Personnel

Our schools/centres cleaning personnel/cleaning contractors will be provided with specific training and guidance by KCETB as well as the DES, with regards to the additional Covid-19 cleaning and sanitisation arrangements that are required to be implemented at each location.

4. Training & Information for Employees

- As part of the Phase 1 Response Plan, all management, administration, cleaning, caretaking and ancillary staff have completed their KCETB return to the workplace induction;

- As part of the Phase 2 Response Plan, all Teachers/Tutors/SNAs will have completed their KCETB Return to Education Safely Induction Programme prior to return to their school/centre;

- A copy of the KCETB Response Plan for both Phase 1 and Phase 2 are available on the KCETB website. In addition, each school/centre will provide their employees with a copy of the Response Plan that has been adapted to incorporate their school/centre specific Covid-19 measures.

- The Response Plan is a live document and as such will be subject to regular review and update in line with Government, DES and public health advice and guidance. Any changes or updates to the Response Plan will be notified to employees by their Principal/Manager or LWR as well as, via the KCETB website.

- In order to comply with Government and DES Covid-19 requirements and in particular, physical distancing and hygiene requirements, our schools/centres have had to change how we normally operate our education environments and interactions with one another. An example of the arrangements in place include, but are not limited to:

    - installation of hand sanitising stations at all building entry points, in all classrooms, outside all toilet facilities as well as at other strategic locations in the building;
    - operation of one-way access routes or, keep left/keep right pedestrian routes within the buildings;
    - upgraded cleaning and hygiene steps for specific Covid-19 related cleaning tasks;
    - adjustments to our normal classroom layouts to maximise physical distancing measures;
    - adjustments to our staffrooms, student/learner canteens and toilet facilities to accommodate physical distancing measures.

- An overview of the measures that are required to be considered at each school/centre are outlined in this Response Plan, then the specific changes at each school/centre will be notified to employees by their Principal Manager or LWR on their return to the school/centre.

- Any new or temporary employee to KCETB schools/centres over the coming months, will be given a specific Covid-19 induction as part of their general health and safety induction on commencement of work.

4.1 Employee Wellbeing and Mental Health

The Covid-19 pandemic and resulting restrictions that we have had placed on us, is a highly unusual and sometimes challenging time for us all. It is more important now more so than ever before, that we all look after our wellbeing and mental health. KCETB have access to a range of supports for employees, therefore:

- Should employees have any personal concerns or queries with regards to Covid-19 such as stress, anxiety, how returning to work may affect any underlying condition they may have, please contact the KCETB Human Resources Department and/or your Principal/Manager, whichever you feel most comfortable with, for information and assistance.

- Should employees have any concerns with regards to health and safety and Covid-19 prevention measures while at work, please let your Principal/Manager or your LWR know immediately so that the appropriate actions can be taken.

- KCETB provide an Employee Assistance and Wellbeing Programme for all its employees, the link for which is available on the KCETB website. Alternatively contact the Human Resources Department or your Principal/Manager for further information and assistance.

- The government has a publicly available campaign for use by employers and employees titled 'In this Together Campaign' which provides information on minding one's mental health https://www.gov.ie/en/campaigns/together.

4.2 Workplace Declarations

- All employees returning to the workplace are required to complete a Workplace Declaration Form at least 3 days before coming back into work, in line with circular letter 0049/2020.

- Following your initial return to the workplace, if you take annual leave or are out on sick leave or take any other type of leave, you will be asked to fill in the Workplace Declaration Form again prior to your return to work.

- In addition to completing the Workplace Declaration Form on your initial return to your main workplace, if your work role requires you to visit a number of different KCETB work locations, you will be asked to fill in a Workplace Declaration Form at the time of entry to each work location you visit.

- If any employee has an underlying health condition, they may fall into one of the two 'Risk Categories' as determined by the HSE. Information on the Risk Categories is available from the HSE Website, https://www2.hse.ie/conditions/coronavirus/people-at-higher-risk.html. Employees are advised to inform the KCETB Human Resource Department or, their Principal /Manager, if they fall into either of these categories. KCETB will work with you in line with circular letter 0049/2020, to determine your safe return to the workplace plan and timeframe.

- Contractors/visitors to our work locations will be on appointment only for the foreseeable future. They will be asked to complete our Access to KCETB Location for Visitors/Non-ETB

Employees, Covid-19 Self-Declaration Form, prior to coming into our work locations.

- Where a contractor carries out work at a number of different KCETB locations e.g. contract cleaners, they will be required to complete one form for each location they work in. They will only need to fill in the form once for each location unless, they are absent from their work due to annual leave, sickness etc, then they must fill in the form again upon their return to work.

5. Symptoms of Covid-19 and Action to be Taken:

Common symptoms include:

- high temperature (38 degrees celcius or above)
- cough – this can be any kind of cough, not just dry
- loss or change to your sense of smell or taste
- shortness of breath or breathing difficulties

We ask that all of our employees make themselves aware of the above symptoms and monitor their own wellbeing.

5.1 Action to be Taken be/with Employees Displaying Covid-19 Symptoms or Confirmed with Covid-19

- If you are displaying any symptoms, please do not come to work. Self-isolate at home and contact your GP immediately for further advice.

- If you feel symptoms develop while at work, immediately put on a disposable face mask, avoid contact with other members of staff and students, avoid touching people, surfaces and objects as far as practical. Contact your Principal/Manager (by phone if necessary) to let them know of the situation.

- If you are feeling well enough to drive yourself home you will do so without delay, once home you will need to self-isolate and contact your GP for further advice. Public transport of any kind must not be used.

- If you do not feel well enough to drive home, immediately proceed to the designated isolation area in your school/centre.

Note: Some schools/centres may prefer to refer to and use their first aid area as their isolation area, in order to reduce stigma and provide some level of confidentiality for students/learners who may need to spend time in this area.

Location of Your Isolation Area/First Aid Area:	Room 21

- Your Principal/Manager or LWR will assist you in making arrangements to get a lift home from a family member or alternatively, they will contact 999/112 to inform emergency services of a person feeling unwell with suspected Covid-19 symptoms. Emergency services will then issue further advice.

- If you become aware that you have come into contact with a person outside of the workplace who has a confirmed case of Covid-19, please take all necessary HSE advice which is to

restrict your movements immediately and contact your GP for further advice. Do not come into work.

5.2 Action to be Taken by/with Student Displaying Covid-19 Symptoms or Confirmed with Covid-19

- Our students/learners will receive a Covid-19 return toe education induction immediately upon recommencement in our schools/centres. As part of their induction, they will be

  advised that they must not come into the school/centre if they display any Covid-19 symptoms. Parents/Guardians of our students are being provided with the same advice.

- If a student/learner develops or displays symptoms while at the school/centre, the specific action plan for the management of students/learners with Covid-19 symptoms will immediately be put into effect.

School Action Plan for Students with Covid-19 Symptoms:

- Ensure the student with symptoms is provided with and wears a face mask. The mask must be worn while exiting the classroom to go to the isolation area, while in the isolation area (as far as practical) and when exiting the school to go home.

- Ensure Teacher/Tutor/SNA or LWR assisting the student is wearing a face mask and a face visor if a 2-metre physical distance cannot be maintained from the student.

- Guide the student to the isolation area, advise the student not to touch any objects, surfaces or make contact any other staff or students/on the way to the isolation area.

- Immediately make contact with the student's parent/guardian to come and collect them. If the parent / guardian does not have a means of coming to collect the student, then contact 999/112 to inform emergency services of a student feeling unwell with suspected Covid-19 symptoms. Emergency services will then issue further advice.

5.3 Notification by Employees of a Suspected or Confirmed Covid-19 Case

- In line with Circular Letter 49/2020, employees are required to notify the KCETB Human Resource Department and their Principal/Manager, in the event that they have been advised by their GP/HSE to self- isolate due to a suspected case or, if they have a confirmed case of Covid-19.

- The HSE will manage any such occurrence, contact all relevant persons and inform any staff/parents who have come into close contact with a diagnosed Covid-19 case via the contact tracing process.

- For confidentiality purposes, Principal/Managers/Board of Management at each school/centre will not be involved in the contact tracing process or notifications to staff/students in the event of a confirmed case of Covid-19 at the school/centre.

6. Dealing with a Suspected Case of Covid-19 in the Workplace:

6.1 Maintaining Employee Personal Contact Logs

We are asking each employee to please keep their own personal contact log for contact tracing purposes in the event of a suspected or confirmed case of Covid-19 in the school/centre.

- Please make a note at the end of each day either in your diary or in your phone, of the names of personnel that you have come into contact with, at a distance of less than 2-metre for more than 15 minutes total in 1 day, while at work.

- Your personal contact log will remain private to you and will only be requested by the HSE in the event that you display symptoms of Covid-19 or, are confirmed with a case of Covid-19.

6.2 In the event of a suspected case of Covid-19, the Principal/Manager at each location will take the following action:

- arrange for appropriate thorough cleaning of the work areas, including equipment that the person may have used.

- inform the KCETB Directorate so that decisions can then be taken in line with advice from the HSE as to whether or not other employees, students/learners need to self-isolate/restrict their movement.

- provide advice and assistance to the HSE if requested.

7. How Covid-19 Spreads and Best Ways to Prevent Spread:

Covid-19 virus can be found in droplets and aerosols however, current published evidence tells us that it is predominantly spread from people in fluid and in droplets scattered from the nose or mouth of an infected person when the person with Covid-19 coughs, sneezes or speaks. The fluid or droplets land on objects and surfaces around the infected person. Other people then unknowingly contaminate their hands by touching these objects or surfaces and then bring the virus into contact with their eyes, nose or mouth by touching them with their contaminated hands.

Covid-19 can also spread if droplets from an infected person land directly on the mucous membranes of the eye, nose or mouth of a person standing close to them.

Therefore, the best way to prevent person-to-person spread of Covid-19 is to:

- practice excellent hand hygiene
- practice good respiratory etiquette
- maintain physical distancing

8. Hand Hygiene:

We have installed hand sanitising stations at all entry points into buildings, in every classroom, outside of each toilet facility as well as in strategic locations throughout each building. Employees, please wash your hands with soap and water for at least 20 seconds or, use the alcohol-based hand sanitiser regularly and in particular:

- every time you enter or exit the building
  every time you enter or exit a classroom

- after coughing, sneezing and blowing your nose
- before and after preparing food
- before and after eating or drinking
- before and after having a cigarette or vaping
- when hands are visibly dirty
- after toilet use
- before and after handling stock e.g. office supplies
- if in contact with someone who is displaying any Covid-19 symptoms

Avoid touching your eyes, mouth or nose. Bring in your own delph and cutlery for personal use, do not share delph or cutlery with others e.g. cups, bottles, forks etc. Use your own pen for signing documents. Do not shake hands with others, use a verbal greeting only.

Signage is displayed in clearly visible locations to remind employees, students/learners and visitors of hand hygiene rules.

9. Respiratory Hygiene:

Tissues are provided for your use in the school/centre. Pedal bins are provided in all classrooms, toilets and staff rooms for disposal of tissues and disposable face masks. Good respiratory hygiene includes:

- coughing or sneezing into the crook of your elbow if a tissue is not quickly available.
- cough/sneeze/blow your nose into a tissue and dispose of the tissue into the pedal bin straight after use – immediately wash your hands with soap and water or use the hand sanitiser.

Signage is displayed in clearly visible locations to remind employees, students/learners and visitors of respiratory etiquette.

10. Physical Distancing:

Physical distancing is recommended to reduce the spread of infection. At present, we are advised by the Government and the DES, to keep a distance of 2-metre from others where possible, if not then at least a minimum distance of 1-metre to be maintained.

However, it is also recognised by the Government and DES, that physical distancing measures must be applied in a practical way, to recognise that the learning environment cannot be dominated by a potentially counterproductive focus on this issue.

10.1 Increasing Physical Distancing by Separation

When determining the physical distancing requirements for our school/centre, the following measures as set out by the DES were considered in relation to maximising physical distancing:

- reconfiguring class spaces
- utilising and reconfiguring all available space in the school/centre
- reviewing timetables
- reconfiguring classes
- consider the use of live streaming within the school/centre
- accessing available spaces within the local community

10.2 Decreasing Interaction to Achieve Physical Distancing

We have also considered a number of measures recommended by the DES to decrease interaction between students/learners, between students/learners and staff as well as, between staff members. An example of such measures recommended by the DES on pages 16 and 17 of their, Covid-19 Response Plan for Safe Opening of Post Primary Schools, which can be considered for implementation as far as is possible and practical include:

- students remain in the classroom and teachers move between rooms.
- students assigned to a main class cohort which would remain in the classroom for most
- subjects with Teacher moving between rooms.
- double classes planned to minimise movement during the day.
- where movement of class groups between rooms is required, it should be planned to minimise interaction with other class groups.
- limit interaction on arrival and departure, in hallways and in other shared areas.
- physical distancing between the Teacher and class should be observed.
- avoid sharing of personal items.
- where teaching and learning involves use of keyboard or tablets, the contact surface of the device should be cleaned regularly and hand hygiene encouraged.
- avoid congregation of people at the school gates where physical distancing requirements may not be respected.
- staggered drop off/pick up times where feasible.
- use of additional access points in the school to reduce congestion.
- students to head straight to their designated learning space/classroom on arrival.
- apply physical distancing in the staff room and student canteen facilities.
- stagger canteen use and extend serving times where possible to align with class groupings, implement a queue management system.
- consideration could be given to the formation of staff 'pods' or teams who work together and take breaks together.
- staff meetings held remotely or in small groups or in large spaces to facilitate physical distancing.
- minimise gatherings at the beginning and end of the school day.

In line with DES guidance, outline physical distancing measures that have been applied in our school:

- reconfiguration of classrooms and toilets
- One hour classes to minimise movement of people
- Base rooms for year groups – morning registration, morning break, lunch break
- Removal of lockers and benched from corridors
- Changing rooms for Physical Education classes no longer in use

10.3 Wearing a Face Covering in the Educational Setting

Taking all of the above considerations into account, it is obvious that in order to return all students/ learners to education, it is not possible to maintain a 2-metre physical distance between students, between students and staff as well as, between staff members for the majority of classes. Therefore, in line with the Government and DES announcement on 7th August 2020, a face covering will be required to be worn by all employees and students/learners in all instances where 2-metre physical distancing cannot be maintained both inside and outside of the classroom space.

Face coverings in the form of face masks and face visors will be made available to all employees. Your Principal/Manager or LWR will advise you of where to access the face coverings on your return.

Face coverings for our students:

- Face visors compulsory for all students, provided by the school at no cost
- A replacement visor will be issued to a student where he/she presents without one. A fee

of €5 will be charged to the student in this case
- Face visors will be issued to each student on their return to school, on their first day back as part of their induction programme

11. Use of Personal Protective Equipment:

While PPE can help minimise the risk of exposure in some instances, it must not be used in place of other preventative measures such as hand hygiene, respiratory hygiene and physical distancing.

11.1 Wearing of Face Masks

There are specific requirements around the wearing of face masks by an employee and student/learner that include but are not limited to:

- in post primary, for SNAs working with students that may require intimate care.
- in the FET learning environment, for practical studies in hairdressing and beauty treatments that require very close contact with another person.
- provision of first aid treatment.
- where a suspected case of covid-19 is identified in the school/centre, personnel assisting the symptomatic person as well as the symptomatic person themselves must wear a face mask as well as a face visor.
- in computer studies if plastic coverings are not available to cover the keyboards during class for ease of sanitisation after keyboard use.
- if it is your own personal preference to wear one.
- if you have been recommended to do so by your Doctor.
- any other specific instances when on our return to the school/centre, the Principal/Manager in consultation with the LWR deem that a face mask should be worn either with or instead of a face visor. Such instances will be notified to all employees immediately.

Signage will be displayed at each work location to remind employees and students/learners how to correctly put on, wear, take off and dispose of face masks.

11.2 Putting On/Taking Off Face Masks

- Before putting on a mask, clean hands with alcohol-based hand rub or soap and water.
- Cover mouth and nose with mask and make sure there are no gaps between your face and the mask.
- Avoid touching the mask while using it; if you do, clean your hands with alcohol-based hand rub or soap and water.
- Replace the mask with a new one as soon as it is damp and do not re-use single-use masks.
- To remove the mask: remove it from behind (do not touch the front of mask); discard immediately in a closed bin; clean hands with alcohol-based hand rub or soap and water.
- If you are using a re-usable face covering, ensure to thoroughly wash the face covering each evening and let it air dry before re-use.

11.3 Wearing of Face Visors

The differences between a face mask and a face visor are:

- face masks absorb droplets when you cough/sneeze/speak, whereas face visors do not.
- face masks are designed to protect others from droplets when you cough/sneeze/talk. Face visors are designed to protect you as the wearer, they do not necessarily protect others from droplets from you when you cough/sneeze/talk.
- face visors are easier to wear as they allow air flow, easier to talk when wearing and allow others to see your face.

When wearing a face visor:

- you will need to sterilise it with an antibacterial wipe each time you take it off.
- store it in a sealed bag when not in use.
- ensure the visor comes down straight over your face, if the visor is at a diagonal to your face then it will not be effective.

11.4 Wearing of Disposable Gloves

- Routine use of disposable gloves is not a substitute for hand hygiene practices and may expose the wearer and others to risk from contaminated gloves. Washing or use of hand sanitiser on gloved hands is not appropriate.
- Employees and students/learners must not wear disposable gloves unless required for specific work tasks. Specific work tasks include but are not limited to use of cleaning products, handling hazardous substances and emptying of waste bins.

12. Cleaning and Sanitisation

Effective cleaning and sanitisation of regularly used work equipment and work locations is paramount in reducing the spread of the virus. During this Covid-19 pandemic, additional supports are being put

in place in our school/centre to increase cleaning and sanitisation regimes in line with Covid-19 requirements.

We have arrangements in place to ensure that:

- all hand sanitising units are checked daily to keep them stocked up;
- all door handles, light switches and other regularly used/ touched items are sanitized throughout the day;
- cleaning checklists are completed daily to ensure that our toilets, canteen, general work areas, entry/exit doors are kept visually clean and hygienic;
- sanitising wipes sanitising spray are provided in each work location.

Cleaning arrangements will be monitored by the management team and Lead Worker Representative(s), to ensure they continue to meet the required standard.

12.1 Use of Sanitising Supplies by Teachers/Tutors/ SNAs and Students/Learners

Sanitising supplies are provided in accessible areas in our school/centre to allow Teachers/Tutors/ SNAs and students/learners the peace of mind that they can sanitise their own work area/work equipment as they may feel necessary. In addition and in line with DES guidance, Teachers/ Tutors/SNAs and students/learners will also be required for their own protection, to sanitise in the following instances:

- Teachers/Tutors/SNAs, students/learners to sanitise their hands every time they enter or exit a classroom;
- Teachers/Tutors to sanitise their classroom desk at the end of each class;
- Students/learners to sanitise their desks when they leave their room to move between classes;
- Shared equipment such as photocopiers, printers, shredders etc., should be sanitised by each person prior to and after their use.
- Each Teacher/Tutor/SNA is responsible for sanitising the area of the canteen table and counter tops they have used when they are finished their rest breaks, as well as the surface of any equipment they may have used e.g. kettle, handle/door of microwave, fridge door handle, toaster, nozzle at water cooler etc.
- Specific instruction on the sanitising of equipment and tools in the practical rooms will be provided by the management team and LWRs in line with DES advice on our return to the school centre.

Teachers/Tutors can access sanitising wipes/spray as follows:

- Each teacher is given a sanitising spray, where teacher sprays desk tops at end of class
- Student collects tissue at start of class, and uses to wipe desk top at end of class
- Tissue disposed of in pedal bin

13. First Aid Treatment & Emergency Response Planning

First Aid Personnel Names & Contact Details	Location of our Isolation/First Aid Area
Mary Dunne **Teresa Ryan**	**Isolation Area – Room 21**

13.1 Provision of First Aid Treatment

Prior to first aid personnel or an employee providing first aid treatment, they must take the following steps to ensure Covid-19 prevention measures are adhered to:

- wash hands or use an alcohol gel to clean hands before treatment;
- remember do not touch your face with your hands during first aid treatment;
- wear disposable P2 face mask;
- wear full face shield or safety goggles;
- wear disposable plastic apron;
- wear disposable gloves, do not touch a wound with your bare hand;
- do not touch any part of a dressing that will come in contact with a wound;
- dispose of waste e.g. wound dressing, disposable gloves, disposable mask etc into a designated waste bag and seal it, put it into a second bag and then seal the second bag;
- immediately after treatment, wash your hands or use an alcohol gel to clean hands.

As Covid-19 infects through contact with mucous membranes, all first aid personnel must wear a P2 mask and face visor or safety goggles during first aid treatment.

In the event of CPR being required, compression-based CPR only to be applied as per Pre-Hospital Emergency Care Council (PHECC) Advisory Note V1. Updates regarding first aid provision and CPR requirements are provided by the Pre-Hospital Emergency Care Council at their website link, PHECC Covid-19 Advisory.

Location of our First Aid Kits	**Location of our Nearest Defibrillation Unit** **School main entry point** **School main exit point**

13.2 Emergency Response Planning

Each school/centre has reviewed existing emergency evacuation arrangements to determine what changes, if any, need to be taken at this time. Considered changes may include:

- increasing the number of emergency assembly point locations to accommodate physical distancing, particularly in buildings with high employee and student/learner numbers.
- assign Teacher/Tutors/SNAs and students/learners to specific emergency point locations and conduct a test drill to familiarise them with the changes.

Your Principal/Manager or LWR will inform you of any changes upon your return.

14. Covid-19 Safe Work Practices

14.1 Using Public Transport/Private Vehicles

- If you are using public transport to get to/from work, then in line with government guidelines you are required to wear a face mask or face covering, which covers your nose and mouth while on the public transport.

- Remember to thoroughly wash your hands before you leave home and immediately use the hand sanitisers located at the building entry point as soon as you arrive to work in order to thoroughly sanitise your hands.

Private Vehicles

- If you are using your own car to come to or from work, then it is recommended that you travel alone and do not give a lift to any work colleagues at present.

- If it is absolutely necessary for two employees to be in the same vehicle, then face mask/face covering must be worn. In addition, the passenger must sit in the back seat of the vehicle behind the empty front passenger seat. No more than two employees to travel in a work vehicle and this is only if there is no other option but to do so.

- Sanitise the inside of your vehicle before you get in the car to come to work and again at the end of the day when you get home.

14.2 Protecting Each Other

In order to protect each other and our students and learners, our schools and centres have made the necessary preparations for the safe return to education of our Teachers/Tutors/SNAs. On return to education Teachers/Tutors/SNAs must ensure to:

- ***Maintain physical distancing in the staff room*** – this may be achieved through staggered use of the staff room to access facilities or locker storage/change of layout to staff room/reduced numbers and seating in staff room.
- ***Bring in own delph and cutlery for personal use and bring it home again each evening*** – communal delph and cutlery will no longer be available in staffrooms – do not use anyone else's delph or cutlery.
- ***Plan ahead to access the photocopier/printer*** – rota system may be in place to ensure everyone gets a turn and physical distancing is maintained.
- **Plan ahead** so that you have the necessary textbooks and teaching supports for each class until the next rest break and do not need to return to the staffroom/ staff locker between each class.

14.3 Impact of Covid-19 on Certain School Activities

In order to comply with Government and Departmental guidelines regarding Covid-19 requirements, we have made the following arrangements with regards to certain school activities:
Extra-curricular activities have been suspended until further notice, including events involving large congregations. This situation is under regular review, where advice from the DES/HSE will form basis of further decisions.

14.4 Covid-19 Health and Safety Risk Assessment

As part of our initial preparation works for school/centre return to education arrangements, we carried out initial risk assessments in the form our Building Survey Checklist with the view to facilitating consideration and planning of how we might best adapt our school/centre layouts as well as, to aide us in determining the additional resources that would be required in order to reduce risk of spread of Covid-19.

Following on from our initial preparatory works, we have now developed our Covid-19 Risk Assessment to take into account our adjusted school/centre access and egress systems, classroom layouts, and all other associated Covid-19 arrangements that we identified and implemented.
Our Covid-19 Risk Assessment will remain a live document under regular review by our management team and Lead Worker Representative(s). All employees will be provided with a copy of the Risk Assessment on their return to work, as well as, being informed of any future updates to the document.

15. Implementing Covid-19 Work Safely Procedure

Principal/Managers in their role as Covid Coordinators have the responsibility of ensuring that this Covid-19 Response Plan is fully implemented in their school/centre. To aid in monitoring compliance with the Response Plan, as well as ensuring ongoing consultation with our Teachers/Tutors/SNAs, students/learners, our Covid Coordinators will be supported by their trained Lead Worker Representative(s) (LWR).

As the information and advice issued by the Government and Department of Education and Skills continues to evolve over the coming weeks and months, we may need to make updates to our Response Plan to reflect any such advice. Teachers/Tutors/SNAs, students and learners will be briefed in all such updates by their Principal/Manager or LWR, information updates will also be posted on the KCETB website.

15.1 Our Individual Responsibility

KCETB COVID-19 RESPONSE PLAN PHASE 2
RETURN TO EDUCATION

All Teachers/Tutors/SNAs have a duty of care towards themselves as well as a legal responsibility, to comply with all safety precautions and procedures implemented at their school/centre, in order to ensure their own health and safety and that of their co-workers and students/learners and to reduce the risk of the spread of Covid-19.

The cooperation and assistance of all Teachers/Tutors/SNAs is essential to reduce the risk of spread of Covid-19 and to protect the health and safety of all of us within the school/centre.

In this regard and in order to facilitate a safe return to education, these duties include but are not limited to the following:

- adhere to your school/centre specific Covid-19 Response Plan and the control measures outlined;
- complete the Workplace Declaration Form before returning to your school/centre;
- inform the KCETB Human Resource Department and/or your Principal/Manager if there are any other circumstances relating to Covid-19, not included on the return to work form, which may need to be disclosed to facilitate your safe return to the school/centre;

- complete the Return to Education Safely Induction Programme and any other training required prior to your return to the school/centre as well as, site specific training that may be required on your return;
- be aware of and adhere to, good hygiene and respiratory etiquette.
- coordinate practices and work with your colleagues to ensure that physical distancing is maintained as far as practical;
- bring in your own delph and cutlery from home for your personal use and bring it home again each evening. Do not use delph or cutlery belonging to others;
- keep informed of the updated advice of the public health authorities and comply with same.
- cooperate with the management team and Lead Worker Representatives in implementing the Covid-19 Response Plan and ensuring a collective effort to protect the health and safety of everyone in the school/centre.