

APPENDIX 1

UPDATE TO COVID 19 RESPONSE PLAN

FEB 2021

Procedure for Returning to Work

Each staff member will complete a RTW form upon the reopening dates. After Easter, staff will be asked to confirm in writing that the details in the RTW form remain unchanged.

Infection Prevention Control Measures – to prevent introduction and spread of COVID-19 in schools

All staff and pupils will be required to self-isolate or restrict their movements at home if they display any signs or symptoms of COVID-19 and contact their GP to arrange a test.

Staff and pupils must not return to school in the event of the following:

- If they are identified by the HSE as a close contact of a confirmed case of COVID-19
- 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 the latest government advice in relation to foreign travel

All staff and pupils will 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 an outbreak in the school.

Hand Hygiene

All staff and pupils must continue to maintain high standards of respiratory etiquette and hand hygiene. This includes hand washing with soap and water, and the use of hand sanitizer. Hand sanitizer should be used:

- When entering and exiting vehicles

- When entering and exiting school buildings and/or classrooms

Ventilation

updated as per guidelines in November 2020

The following practical measures for the deployment of good ventilation practices in CPS Killaloe are employed:

1. In summary, the overall approach should be to have windows 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.
2. For the most part, we rely on the opening of windows i.e. natural ventilation and therefore it is important that windows and air vents can be accessed and opened.
3. 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.
4. Windows should also be open at break times and at lunchtimes for at least 15 minutes where possible.
5. Classrooms for the first class on the following school day (where the above end of day ventilating has occurred) can consider maintaining partially opened windows as per guidance below to keep the room fresh and prevent stuffiness and condensations etc.
6. 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.

7. In colder weather any local chilling effect can be offset by partially opening the windows nearest and above the radiators.
8. Make sure that air movement is not blocked by furniture or window blinds and curtains.
9. Consideration is given to local circumstances that may require to have additional windows open such as after break time activities.
10. We will ensure that all permanent ventilation openings in rooms are fully open and not blocked by wall hangings etc. These normally are either a circular or rectangle ventilation grill on the external classroom wall or linear slot type ventilators built into the window frames. All of these will be opened all the time.
11. Keeping open the internal doors into classrooms for periods of time may assist with increasing air movement and ventilation rate. (We take into consideration that fire doors should not be kept open unless fitted with approved automatic closers so that they function as fire doors in the event of an alarm or fire).
12. We ensure there is 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.

In line with the public health guidance for reopening schools and educational facilities, these are the main practices which teachers will employ in their classrooms:

- **Consider if room ventilation especially in classrooms can be improved without causing discomfort.**
- **Where possible the opening of doors and windows should be encouraged to increase natural ventilation.**

- **Increase air flow and ventilation weather permitting.**

PPE

All staff will be provided with medical grade masks in the EN14683 category

Dealing with a Suspected Case

School staff are encouraged to download the COVID tracker app to assist public health for contact tracing purposes both in and out of the school.

Staff Duties

Staff are asked the following:

- Not to return to or attend school in the event of the following:
 1. if they live with someone who has symptoms of the virus
 2. 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.
- 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 in their school as part of mass or serial testing as advised by Public Health