

Scoil Cholmcille
Newtowncunningham
Lifford
Co. Donegal
F93 WN51



Roll No: 16820E
Phone: 074-9156308
Email: scoilcholm@gmail.com
www.scoilcholmcilleneuve.ie

Response Plan

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 Cholmcille.

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 (NPHE).

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 NPHE 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 schools requires strong communication and a shared collaborative approach between the Board of management, staff, pupils and parents.

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, www.dbei.ie, www.hse.ie, www.hpssc.ie, www.hsa.ie; www.education.ie;

School Profile

220 pupils

9 Mainstream classes

5 Special Education Teachers (1 shared with another school 2 days per week)

Administrative Principal

4 Full-Time and 1 Part-Time SNA posts

Full Time Secretary

Part Time Caretaker

1 Cleaner

- On average classrooms in the school are 75 metres squared.
- The hall is 90 metres squared.
- 5 entrance doors to classrooms.
- There are toilets and sink blocks at the back of each classroom.
- Every classroom also has access to a sink.
- Typically one entrance/exit to the school yard/grounds.
- Limited on-site parking for parents/guardians.
- Drive through space outside the school gates.
- Under normal circumstances parents/guardians have access to the school yard both before and after school.

Human Resources allocated through additional funding from DES

Aide – 2 days

Deputy Principal – 5 Leadership and Administration Days

Assumptions

School will re-open for all pupils on Tuesday 1st September 2020

Principles of this Response Plan

- All children to return to school for all five days of the school week and for a full school day, (assuming this is still in keeping with public health advice and guidelines issued by the Department of Education and Skills at the time of opening). This plan has been formulated by the BoM to achieve that aim.
- It is not possible to eliminate the risk of infection. However, with the co-operation of all members of our school community, it is possible to minimise the risk of the virus being introduced into school and the consequent risk of its spread.

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.

Lead Worker Representative

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 a Lead Worker Representative to carry out a specific role.

The role of the worker representative) 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.

Name(s) of Lead Worker representative:	Contact details
Annemarie Mc Bride	91 56308
Barbara Coyle	91 56308

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.

The control measures shall continue to be reviewed and updated as required on an ongoing basis. These control measures will only be in effect for the duration of this Covid Response Plan.

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.

The following control measures have been put in place:

1. School Re-Opens

Junior Infants - To enable a gentle start to school for our junior infants they will begin school on **Monday 31st of August from 9.30am - 12.30pm**. They will be the only children in school that day and this will help both them and their parents learn school routines when the school is quiet.

Senior infants - 6th class will return on Tuesday 1st September.

2. Staggered Drop Off and Collection Times

To help with reducing the amount of traffic around the school gates, children are asked to walk/cycle/scoot to school if it is at all possible.

Accessing the Building

All the children will enter and leave the building through the same external door:

- Junior and Senior infants – front left door main building
- 1st and 2nd class – back left door main building
- 3rd class – back right door main building
- 4th and 5th class (Ms Diver) – front right main building
- 5th (Mr Lee) and 6th class – external senior building

Unfortunately, it will not be possible for parents/guardians to come onto the school grounds before/after school.

To minimise the risks, and to help us to maintain social distancing, the children may not come onto the school grounds before the school doors open at 9.20a.m. ***(Separate, special arrangements will be put in place for our Junior Infants and their parents for the first day of the school year).***

Start of Day - Welcome:

A morning supervision rota will be developed whereby every supervising teacher will be present at each external door by 9.20am.

9.20am Bus Children and Pupils from Junior infants – 6th classes with Surnames from A – J: Children from JI – 4th classes will enter the main gate following their class lines on the tarmac. **Children from 5th and 6th classes will enter at the astro pitch gate.**

Parents are asked to 'drop and go' in the car park anytime between 9.20a.m. and 9.30a.m. **No parking will be allowed.**

9.30am Pupils from Junior infants – 6th classes with surnames from K – Z: Children from JI – 4th classes will enter the main gate following their class lines on the tarmac. **Children from 5th and 6th classes will enter at the astro pitch gate.**

Parents are asked to 'drop and go' in the car park between 9.30a.m. and 9.40a.m. **No parking will be allowed.**

*If your child/children car share with a family of a different surname please arrive at the later arrival time.

Children will go directly to their classrooms on arrival. Other staff members (including SNAs and the Principal) will be available outside and inside the building to receive the children and to help them to their classrooms.

End of Day - Dismissal:

(Special arrangements will be put in place for Junior Infants for the first day of the school year)

From 1st September onwards:

2.00p.m. Junior Infants: Class teacher will bring the junior infants to the school gate. Parents are asked to drive in, 'pick up from the main gate and go'. No congregating will be allowed.

2.10p.m. Senior Infants: Class teacher will bring the senior infants to the school gate. Parents are asked to drive in, 'pick up from the main gate and go'. No congregating will be allowed.

3.00 p.m. Bus Children and Pupils from 1st – 6th classes with Surnames from A – J: children will leave following their class lines on the tarmac. Parents collecting asked to drive in, 'pick up and go' until 3.10p.m. We ask adults collecting to stand next to their car so that children can see you. **1st class parents are permitted to collect from social distanced markers along the footpath.** No congregating will be allowed. This arrangement will enable families to collect all their children at the same time.

3.10p.m. Pupils from 1st – 6th classes with surnames from K – Z: children will leave following their class lines on the tarmac. Parents collecting asked to drive in, 'pick up and go. We ask adults collecting to stand next to their car so that children can see you. Supervision will be provided until

3.20p.m. **1st class parents are permitted to collect from social distanced markers along the footpath.** No congregating will be allowed. This arrangement will enable families to collect all their children at the same time.

- As many of our older children walk home by themselves, there should not be as many cars arriving for pickups at this time.

*If your child/children car share with a family of a different surname please arrive at the later collection time.

Parents who walk to the school to collect children are asked to maintain a social distance away from the school gates and outside of the **red box.**

This system will apply rain, hail or shine so please make sure that your child comes to school prepared for the weather!

Summarised Timetable for Drop Off and Pick Up

<u>9.20am</u>	Supervising staff to be present to support arrival of pupils SNAs and Principal to support arrival of pupils
<u>9.20 – 9.30</u>	Arrival of Bus Children and Pupils from Junior infants – 6 th classes with Surnames from A – J: – Stop, Drop, Go system. No adults to enter the school yard. Children to go straight to their classrooms on arrival.
<u>9.30 – 9.40</u>	Arrival of Pupils from Junior infants – 6th classes with surnames from K – Z. – Stop, Drop, Go system. No adults to enter the school yard. Children to go straight to their classrooms on arrival.
<u>2.00pm</u>	Stop, pick up go – Junior Infants
<u>2.10pm</u>	Stop, pick up, go – Senior Infants
<u>3.00pm</u>	Stop, pick up go – Bus children, Pupils from 1st – 6th classes with Surnames from A – J. 1 st class parents are permitted to collect from social distanced markers along the footpath.
<u>3.10pm</u>	Stop, pick up go – Pupils from 1st – 6th classes with surnames from K – Z. 1 st class parents are permitted to collect from social distanced markers along the footpath.

Under no circumstances can the children arrive earlier than their starting time, as this would be in breach of the guidelines in 'The Roadmap for the Full Return to School'.

3. Collection of Children during the School Day

If an adult has to collect a child during the course of the school day, the following arrangements will apply:

- When the adult arrives at the school, they should either phone the office or use the intercom at the front door of the school to alert the office that they have arrived
- The child will be brought from their class to the adult by a member of staff
- The adult who is collecting will be asked to give details to the secretary so that the sign out book can be filled
- No adult should enter the school building, unless invited to do so.

4. Split Breaktimes

The DES guidelines state that the risk of transmission from contact with outside surfaces or play areas is low.

Bearing in mind that children typically pass through different yards to get to their yard space, we will now have split breaks as follows:

- Mid-Morn **Break 1:** 10.50am - 11.10am: senior infants, 1st class, 3rd class, 5th class (Ms Diver), 6th class
- Mid-Morn **Break 2:** 11.20am - 11.40am: junior infants, 2nd class, 4th class, 5th class (Mr Lee)
- Lunch **Break 3:** 12.40pm - 1.00pm: senior infants, 1st class, 3rd class, 5th class (Ms Diver), 6th class
- Lunch **Break 4:** 1.10pm - 1.30pm: junior infants, 2nd class, 4th class, 5th class (Mr Lee)

Summarised Timetable for Breaks – Times and Yards

Time	Break	Class	Yard
10.50 – 11.10am	1	Senior infants	Front infant yard Play Park
12.40 – 1.00pm	3		
10.50 – 11.10am	1	1 st Class	Back Grass Pitch
12.40 – 1.00pm	3		
10.50 – 11.10am	1	3 rd Class	Back Tarmac Square
12.40 – 1.00pm	3		Back Play Park

10.50 – 11.10am	1	5 th Class (Ms Diver)	Astro Pitch
12.40 – 1.00pm	3		
10.50 – 11.10am	1	6 th Class	Front Grass Pitch
12.40 – 1.00pm	3		

Time	Break	Class	Yard
11.20am – 11.40am	2	Junior infants	Front infant yard Play Park
1.10pm – 1.30pm	4		
11.20am – 11.40am	2	2 nd Class	Back Grass Pitch
1.10pm – 1.30pm	4		
11.20am – 11.40am	2	4 th Class	Back Tarmac Square Back Play Park
1.10pm – 1.30pm	4		
11.20am – 11.40am	2	5 th Class (Mr Lee)	Astro Pitch
1.10pm – 1.30pm	4		

5. Changes to Classroom and School Layout and to School Routines

The DES guidelines recognise that a common-sense approach is needed in our Primary schools. To that end, every effort will be made to limit interaction within classrooms, to limit contact between class groups and to limit the sharing of common facilities.

The children and their teachers will work in Class Bubbles. A Class Bubble is a grouping which stays apart from other classes as much as possible. The aim of the system within the school is that class groupings mix only with their own class from arrival at school in the morning until the children go home at the end of the school day.

Junior Infants to Second Class

It is recognised that younger children are unlikely to maintain physical distancing indoors so there is no requirement for children from Junior Infants to Second Class to maintain a physical distance within their Class Bubble. Their class tables however have been organised in small groups, with the at least 1 metre between each group of children. All unnecessary furniture has been removed from these classrooms to create as much space as possible.

Third Class to Sixth Class

Children from Third Class to Sixth Class will be arranged in Pods within their Class Bubbles, with a maximum of 6 pupils per Pod. 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 create as much space as possible.

6. Special Education Teachers/Special Needs Assistants

Staff members (particularly Special Education Teachers and SNAs) can rotate between areas/classes but this will be minimized where possible. When rotation occurs, agreed sanitising routines will be observed.

In amendment to our Special Education policy, learning support will be provided by withdrawal only, for the duration of this Covid Response Plan. The provision of support will be organised to ensure our support teachers will work as far as possible, within the confines of the minimal number of class bubbles.

- The tables and chairs in SET rooms will be wiped clean in between different pupils or small groups attending.

Senior infants and 1 st Class	SET 1 – Ms McBride
2 nd and 3 rd Class	SET 2 – Ms Toland
4 th Class	SET 3 – Ms Lafferty
5 th Class	SET 4 – Mrs Long
6 th Class	SET 5 – Ms Mc Menamin

7. General Purpose (GP) Room

The GP Room may no longer be used for Assemblies, Physical Education or for any other gatherings of pupils. For the present, it will be used as a classroom to accommodate our largest class.

8. Corridors

Briefly passing someone in a hall is very unlikely to contribute significantly to the spread of infection if people do not have physical contact and avoid informal group discussions.

9. Additional Measures to Limit Interactions

Children will go straight to their classrooms from the yard and will not congregate in the corridors.

While we will all be delighted to see each other again, hand shaking and hugging will not be allowed.

Children will not be sent on messages to other classes/to the secretary's office.

10. Doors and Windows

Where practical, all internal doors will be left ajar to minimise hand contact with common surfaces.

To ensure that classrooms are well ventilated, windows will be kept open as often as possible, and should be opened while children are taking breaks in the playground.

Windows should be opened when children are singing as a group, or when they are playing musical instruments. Tin whistles should not be shared between pupils.

11. Cloakrooms and Toilets

There are toilet blocks in every classroom. Children should now use the small sinks in the toilet block to wash their hands. Soap dispensers and paper towel dispensers have been installed in each toilet block.

During yard breaks children must access toilets in their own classrooms.

Children will place their coats on assigned coat hooks that colour correspond with their pod.

12. Lunches

- Parents/guardians are asked to ensure that children bring their lunches to school to avoid adults having to come to the school during the day.
- Please remind your children not to share their food or drinks with other children.
- It is important that children can manage their lunch by themselves and do not need assistance for items such as Frubes. Children must be able to open all items by themselves.
- Children will eat their lunches at their desks, as per our usual practice.

13. Pencil cases, lunch bags and copies

- In so far as possible, it is requested that children from junior infants to 6th class will have **2 pencil cases**. One to remain at home – for homework when it begins, and a second pencil case which remains in school.
- Each child should bring a normal sized pencil case with them to school on with their own pencils, pens, ruler, colours, rubbers, sharpener etc. Please do not purchase large colour sets in boxes. Twistables are advisable. No items will be shared.
- To prevent sharing of equipment children in all classes will have their own personal storage box on their table.
- **For now children will only need a small lunch bag to bring lunch to school daily as there will be no homework across the school for the month of September.** School bags can be kept for later, we strongly recommend re-using last years.

14. Uniforms/Tracksuits

- Our normal school uniform policy will apply unless we are advised otherwise by the Department
- Children’s uniforms (including tracksuits) should be clean and washed regularly as a child may have coughed or sneezed into their sleeve as per coughing protocols.
- It is more important than ever that all clothing be clearly labelled, as a “Lost and Found” box cannot be facilitated.
- As a school we strongly advise that children should wear their school uniforms or tracksuits **only for the school day**. Uniforms or tracksuits should be taken off straight after the child arrives home from school for the day. They should not be worn in after-school facilities, shops, around the village etc.

15. Office

Children should not be sent to the Secretary’s Office or to the Reception area to deliver messages.

As far as possible, staff members should not enter the Office area and should speak with the Secretary by using their class telephone or in person outside the office door.

16. Photocopying.

For now only the secretary may use the photocopier.

17. ICT

A timetable will be drawn up for the use of common ICT. Devices should be cleaned after use and before they are returned to the charging trolley.

18. Visiting Teachers/Coaches

The possibility of facilitating extra-curricular activities such as Dancing, Coaching for games, Safe Cycling course, etc. will be explored. However, it is not recommended that children from different bubbles would participate in extra-curricular activities at the same time, for example, during music lessons.

19. Substitute Teachers and SNAs

A copy of the Covid-19 Response Plan will be provided to each substitute teacher/SNA.

20. Physical Education and P.E. Equipment

Physical Education lessons will take place outside when the weather allows.

Staff members and pupils may take additional breaks together outside during the school day. All classes are encouraged to participate in 'The Daily Mile'.

21. Staff Duties

Staff, in particular, should note that they have a statutory 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.

In order to facilitate a safe return to work, these duties include, but are not limited to, the following:

- 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
- Coordinate and work with their colleagues to ensure that physical distancing is maintained
- Make themselves aware of the symptoms of Covid-19 and monitor their own wellbeing
- Self-isolate and contact their GP promptly for further advice if they display any symptoms of Covid-19
- Not return or attend school if they have symptoms of Covid-19 under any circumstances.
- If they develop any symptoms of Covid-19 whilst within the school facility, they should adhere to the procedure outlined above
- Complete the RTW form before they return to work
- 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
- 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
- Keep informed of the updated advice of the public health authorities and comply with same.

22. Staffroom

All staff members should maintain a physical distance of 2 metres when they are not engaged in teaching e.g. when they are using the staff room and arriving to work. If 2m cannot be maintained in staff groups, face coverings should be worn. The staffroom cannot be accessed in the morning before school.

Staff meetings may be held remotely or in small groups or in large spaces to facilitate physical distancing.

Staff members should bring their own cups, bottles, cutlery, etc. to school and avoid sharing utensils in the staffroom as far as possible.

23. Kitchen

The kitchen is not to be accessed by pupils at any time.

To ensure distancing the kitchen may only be accessed by **one** staff member at any one time.

Personal items are not to be stored in the kitchen.

24. Library

The old staffroom will now act as a library, as all class libraries will be stored therein.

The library will also act as the Isolation Area.

All standard first aid equipment will continue to be stored in this room.

A calm sensory area has also been established in the library.

Two adults may access the library at the same time.

25. Teaching and Learning

As a staff, we are very aware that the children have been away from school since March 12th. We appreciate the time and effort that went into Home Learning, and we recognise the challenges that Home Learning presented for all families.

Each child will be a different place in relation to his/her learning, and we wish to assure you that teachers will take that into consideration when planning for Teaching and Learning during the 2020/2021 school year.

The Department of Education and Skills has published Curriculum guidelines for us, and we ask you to trust our experience and professional expertise as we work with all the children during the return to school.

Every class teacher has received revision notes identifying key learning from March – June 2020, from your child's previous class teacher, which needs to be revised/implicitly taught.

26. Supporting the Learning of Children who cannot attend school due to medical reasons

If a child is not able to attend school for an extended period of time, the class teacher (and/or the Special Education Teacher [SET] will provide suggested activities to support the child's learning at home to the parents/guardians.

27. Wellbeing of the School Community

We will work on the recommended five principles to support the wellbeing of all our pupils and staff. These are promoting:

- A sense of safety
- A sense of calm

- A sense of belonging and connectedness to school
- A sense of self-efficacy and school-community efficacy
- A sense of hope

Our usual practice is to provide support to pupils based on what is known as the Continuum of Support. This is a tiered system that provides Whole School and Classroom Support for all pupils, additional School Support for some pupils, and School Support plus extra targeted intervention for a few pupils with complex needs.

28. The Use of Personal Protective Equipment (PPE)

Staff members are not required to wear PPE. However, for a limited number of staff, PPE will need to be used occasionally or constantly due to the nature of certain work activities or work areas. This might include roles such as:

- Assisting with intimate care needs
- Where a suspected case of COVID-19 is identified while the school is in operation
- Where staff are particularly vulnerable to infection but are not on the list of those categorised as people in very high-risk groups or may be living with those who are in the very high-risk category.
- When staff members have to move between classrooms to support children with learning needs.

Appropriate PPE will be available for dealing with suspected COVID-19 cases, intimate care needs and for first aid. Where staff provide healthcare to children with medical needs in the school environment, they will apply standard precautions as per usual.

29. Masks

The children are not required to wear masks or face coverings.

The guidelines recommend that staff wear masks or face coverings when distancing cannot be maintained. Visors and face masks will be provided to staff members who need to wear them. Protective screen will also be fitted on every staff member's desk.

30. Gloves

There is no need for the children to wear disposable gloves.

Staff members do not need to wear disposable gloves unless they are looking after a pupil's intimate care needs or administering First Aid.

There will be an emphasis on hand hygiene rather than on the wearing of disposable gloves.

31. Hygiene and Cleaning

Sanitiser dispensers have been installed throughout the school e.g. at each entrance, in each classroom, in each hallway.

Hand hygiene will be promoted and encouraged, and parents/guardians are asked to support the school in reinforcing this message.

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.

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 and after use each day.

Waste will be collected regularly from offices and other areas within the school.

Staff must use and clean their own equipment and utensils (cup, cutlery, plate etc.).

32. Illness

We love to see all of our children at school every day. However, under the current circumstances, parents/guardians must keep children at home if they display any Covid-19 Symptoms. <https://www2.hse.ie/conditions/coronavirus/symptoms.html>

Staff must not attend school if they display any symptoms.

Children in the following categories should not attend school:

- Children who have been diagnosed with Covid-19
- Children who have been in close contact with a person who has been diagnosed with Covid-19
- Children who have a suspected case of Covid-19 and the outcome of the test is pending
- Children who have been in contact with a person who has a suspected case of Covid-19 and the outcome of the test is pending
- Children with underlying health conditions who have been directed by a medical professional not to attend school
- Children who have returned home after travelling abroad and must self-isolate for a period of 14 days
- Children who are generally unwell.

33. Dealing with a Suspected Case of COVID-19

A designated isolation area has been created in the Library (old staffroom)

If a staff member/pupil displays symptoms of COVID-19 while at school, the following procedure will be implemented:

- The pupil will be accompanied to the isolation area. A distance of 2 metres will be maintained. If this is not possible, the person accompanying the child must wear a face covering.
- If a pupil has a suspected case, parents/guardians will be contacted immediately by telephone. To help us in this regard, parents are asked to make sure that their contact details are kept up to date at all times.
- Staff members who are symptomatic should immediately inform the Principal/Deputy Principal and go to the isolation area.

- A face covering will be provided to the staff member/child who is symptomatic.
- The staff member or child who is symptomatic should avoid touching people, surfaces and objects.
- If the staff member/child is well enough to go home, arrangements will be made for them to be transported home by a family member, as soon as possible.
- Anyone who is symptomatic is advised to inform their general practitioner by phone of their symptoms. Public transport of any kind should not be used to travel home.
- If the staff member/child is too unwell to go home or advice is required, the school will contact 999 or 112 and inform them that the sick person is a Covid-19 suspect.

The isolation area and work areas will be thoroughly cleaned in line with the guidelines.

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 and pupil confidentiality is essential at all times.

It is important to remember that any of us can get sick or unwell, and if we do, we need understanding and support from those around us. It is essential that anyone who feels unwell makes that known to the Principal/Deputy Principal as soon as possible.

34. COVID-19 Related Absence Management

COVID-19 related absences will be managed in line with agreed procedures with the Department of Education.

Teacher or SNA Absence and Substitution

If a teacher/SNA is unable to attend school, every effort will be made to secure a substitute teacher/SNA for the class/pupil. If a substitute teacher/SNA is not available, it is not appropriate for the class/pupil to be divided into groups and accommodated in other classes. In such circumstances, a SET teacher will be redeployed to teach the class for the day/until a substitute teacher arrives.

35. Employee Assistance and Wellbeing Programme

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 staff 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'.

A free-phone confidential helpline 1800 411 057 is available 24 hours a day, 365 days a year and staff members are encouraged to make use of the service when the need arises

This Response Plan was Ratified by the BoM at their meeting on 24.08.2020.