

GENERAL

Name:

Date of Return to Work:

- **Out of an abundance of caution, the Board of Management set forth new measures designed to minimise of risk of Covid-19 in the school.**
- **Covid-19 Response Plan is available to all staff** and has been developed to address the risk of Covid-19. It outlines the measures Knockbeg College are committed to implementing in addressing these risks.
- **Symptoms of Covid-19 include but are not limited to: Fever or Chills, Cough, Shortness of breath, Fatigue, Aches and Pains**
- **“Stay at home if unwell” Policy is in operation at the school. This means that if staff feel unwell / displaying symptoms of Covid-19 you should stay at home.**
- **Lead Worker Representatives** will monitor the application of the “Covid-19 Response Plan” to ensure the measures identified are implemented. The Health & Safety post will take up this role.
- **Contact Tracing Log** – is in operation for the detection and isolation of close contacts of a suspected / confirmed case of Covid-19. E-Portal / Advanced Learning will be the primary tool used for retrospectively tracing movements of staff and students. Meeting organisers will be responsible for taking attendance at meetings for the purposes of contact tracing.
- **Social Distancing - You should maintain a minimum of 1m distance and where possible 2m in the classroom. You should take measures to avoid close contact at face to face level. 2m social distancing should be maintained outside the classroom.**
- **Classrooms** - Student based classrooms are in operation for break times and before school starts each day i.e. Where students are moving to specialist / option classrooms, to the greatest extent possible they should sit with their base classroom classmates.
- **Blended Learning Plan** – as the Covid-19 crisis continues to evolve, Knockbeg College will follow public health advice. This may see a return to a blended learning environment using Microsoft 365.
- **Only authorised personnel allowed in the building** i.e. those who have filled out the Covid-19 Self Declaration Form. Visitors to the school are now by appointment only.
- **PPE Packs** – will be available in each classroom comprising of Hand Sanitiser, Disposable Gloves & Face Masks (for those presenting with symptoms). It is the responsibility of each member of staff to notify the Principal should stocks run low.
- **Cleaning** - Knockbeg College will see increased cleaning schedules from the start of the new school year. Cleaners will now start earlier in the day and will focus on sanitising touch points around the school i.e. handrails, door handles, photocopiers etc. in addition to our normal schedule of cleaning.
- **Hand Sanitising Stations are located as follows** - Student & Staff entrances, Outside each toilet block, Outside the staff room door, Inside the staff room at wash areas, At each desk in each classroom, In all meeting areas, Additional drums of sanitising wipes to be located in the practical rooms i.e. to ensure desks, tables, equipment etc. are cleaned down at the start and end of each class. Additional drums of sanitising wipes to be placed with the laptop trolleys. To be used thoroughly and out of an abundance of caution.
- **Hygiene** – Staff are expected to wash hands thoroughly for 20 seconds using hot water and soap at various points throughout the school day. Staff are reminded to cover their nose and mouth when sneezing / coughing. Used tissues should be discarded immediately in the nearest available waste bin. Cups, bottles, cutlery & pens are not to be shared.
- **Staff Room** – Those attending staff rooms are advised to bring a packed lunch and flask. Burcos, microwaves, sugar, tea & coffee will not be available etc.
- **Meeting Rooms** – Each meeting room is now marked with signage indicating the maximum number of occupants per meeting and the safety measures that need to be adopted by each attendee. Other measures include washing / sanitising hands, opening windows, ensuring physical distancing of 2 metres at all times and a time limit to conclude meetings.
- **Use of PPE** – we will follow the Public Health Advice regarding use of Face Masks in Knockbeg College.
- **If you or a student develops Covid-19 Symptoms in school the procedure is as follows:**
 - Provide the suspected case with a mask and disposable gloves from the PPE Pack in each classroom. Suspected Case shall wear the mask at all times up until they leave the school premises.
 - Accompany the suspected case to the First Aid Room (the primary isolation room) or where already occupied the 1st Floor Storeroom (Main Building) (the secondary isolation room) keeping at least 2 metres distance at all times.
 - Arrange transport home or to hospital for medical assessment. Public transport of any kind should not be used.
 - Suspected Case shall avoid touching people, surfaces and objects so far as is reasonably possible.
 - Suspected Case should cover their mouth and nose with disposable tissue provided when they cough or sneeze and put the tissue in the waste bag provided.
 - Once the suspected case has left the premises, appropriate cleaning of the isolation area and classrooms will take place.
 - Knockbeg College will provide assistance if contacted by the HSE.



SIGNATURE:

DATE COMPLETED: