



## **TRAFRASK NATIONAL SCHOOL**

**Trá Phraisce**

**Adrigole,**

**Co Cork**

**Tel: 027 60201**

## **Return to School Plan 2020 – Covid 19**

### **Introduction**

Our school community has a responsibility to make an effort to ensure the safety, health and well-being of all our members – children, parents and staff. Ensuring a safe and full return to school is a priority and while we cannot eliminate risk, we can minimise it with everyone's co-operation. This plan details how we hope to achieve this over the course of the coming year. It is a living document and is subject to change in line with health and safety guidelines and our own unique circumstances.

**School Covid Policy** - see Appendix 1

### **Planning and Preparing for our return to school:**

1. All children return to school and classes operate within a bubble system. Bubble 1 will consist of SI - 2nd, Bubble 2: 3rd & 4th and Bubble 3: 5th & 6th. This means they will mix only with the children in their class. Children from Senior Infants to Second class are not required to social distance but they will be encouraged to maintain distance where possible. Children from third to sixth are to keep 1 metre distance wherever possible, although it is acknowledged in Department guidelines this is not always possible in a school setting.
2. School will open at 9.10 with front and back door tied back on a latch.  
Bubble 1 & 3 will enter the school through the front door and Bubble 2 through the back door.
3. The day will include two lunch breaks, small break (11.00-11.10) and lunch (13.00-13.30). Each Class Bubble will have their own section of the yard although as they

will be outside Bubble 2 & 3 will be allowed to share their areas. On wet days all classes will remain in their classrooms.

5. Hand sanitiser will be available at all entry points and in all classrooms, support rooms and Principal's Office.

6. Each bubble will have their own bathrooms, with one boy and one girl toilet in each. These will be clearly labelled. Bubble 3 are in the upstairs classroom and will be required to share the one bathroom.

### **Entrances & Exits**

Bubble 1 & 3 - Enter and exit through the front door.

Bubble 2 - Enter and exit through the back door.

Children should practise social distance, particularly 3rd to 6th class during this time and all will sanitise on entering and leaving the building.

**Toilet Breaks during yard time** - back door which will be on the latch for the duration of break and children will be allowed in one at a time to their respective toilets. Children are to sanitise prior to using the toilet and wash hands afterward.

### **Arrival at school 9.10 -9.20**

Parents should drop children at the school gate which will be open for ease of access. Parents are not to come onto the school grounds or into the school building without prior arrangement with the Principal. Children should not enter the school grounds before 9.10 am when the doors will open.

### **Children are not to enter the school yard before 9.10. School doors will open at 9.10**

- We ask for co-operation with this as it will mean that the numbers congregating on school grounds at any one time will be minimised.
- Each class should enter through their designated door to their classroom.
- Adults will be on site to direct the children for the first few days.
- The class teacher will receive the children in their room
- No adults, other than staff members, should enter the building.
- Messages for teachers can be sent by email, Class Dojo or by phoning the school

## **End of School Day**

- Adults, who are collecting their children from school at the end of the day outside the school grounds must keep social distance

**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:

They should inform the school in advance if possible by means of a note. When the adult arrives at the school, they must phone the school to alert their child's teacher that they have arrived. The child will be brought from their class to the adult by a member of staff. No adult should enter the school building, unless invited to do so or have received prior permission from the Principal.

## **Children who should not attend school**

If your child is in one of the following categories, they 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

If a child appears unwell at school (develops a temperature, has a cough, is sneezing) the parent will be contacted to collect the child from school promptly.

**Supporting the Learning of Children who cannot attend school** If a child is not able to attend school for an extended period of time, the class teacher (and/or the learning support teacher, where relevant) will support the child's learning at home.

**Impact of a Suspected or Confirmed Case of Covid-19 in a Class** If the school is notified that a person in your child's class has a suspected or confirmed case of Covid- 19 public health advice will be followed.

### **Personal Equipment**

- Children will bring their own pens, pencils, colours, rubbers, etc., to avoid the sharing of equipment and these will remain in school, They will be kept in an individual mesh folder which will be stored on the child's individual shelf.
- It is further requested that all items have the child's name on them for ease of identification.

### **Shared Equipment**

By necessity, some classroom equipment needs to be shared including tablets, laptops and the equipment used for structured activities and play in Infant classrooms. Cleaning of such shared equipment with wipes or other cleaning products will take place at regular intervals to minimise the risk of the spread of infection. Infants will have toys and books to play with in the morning. This will be placed on their individual shelves. Toys will regularly be collected, washed disinfected and replaced with other washable toys and books.

### **Classroom Library Books**

Library books will be washed with a wipe before a child uses them. Children will be encouraged to handle and select books with care. When collected and replaced by new books for the Class Library they will be cleaned, sanitised and only returned after 72 hours for general use.

**Yards** Each bubble will have their own playing space on yard. Each bubble will have a box with equipment (balls etc.). Yards will be supervised by teachers and SNAs.

Bubble 1 - lower part of the yard

Bubble 2 & 3 - upper yard and pitch

**Learning Support** In keeping with our Special Education policy, learning support will be provided by a blended approach of in-class support and withdrawal. The provision of support will be organised to ensure our support teachers will work within the confines of a bubble.

- Where a support teacher is working alongside a class teacher in a classroom, both teachers must be mindful of maintaining social distance from one another.
- The tables and chairs in SET rooms will be wiped clean in between different groups

attending.

### **Special Educational Needs**

Additional considerations for those with Special Educational Needs

For children with special educational needs (SEN) maintaining physical distancing in many instances will not be practical or appropriate to implement. The focus should therefore be on emphasising that parents/guardians should have a heightened awareness of signs, symptoms or changes in baseline which suggests illness/COVID-19 infection and where symptoms are present children should not attend school.

Similarly staff should be aware of their responsibility not to attend work if they develop signs or symptoms of respiratory illness.

### **Hand hygiene**

Children who are unable to wash their hands by themselves should be assisted to clean their hands using soap and water or a hand sanitiser (if their hands are visibly clean) as outlined previously.

### **Equipment**

Some children may have care needs (physical or behavioural) which requires the use of aids and appliances and/or medical equipment for example toileting aids, moving and handling equipment, respiratory equipment. Where cleaning of aids and appliances is carried out in the school it is recommended that a cleaning schedule is provided, detailing when and how the equipment is cleaned and the cleaning products to be used in accordance with the manufacturers' instructions.

The following points can guide the development of such cleaning schedule:

- Equipment used to deliver care should be visibly clean;
- Care equipment should be cleaned in accordance with the manufacturers' instructions. Cleaning is generally achieved using a general purpose detergent and warm water.
- Equipment that is used on different children must be cleaned and, if required, disinfected immediately after use and before use by another child e.g. toileting aids;
- If equipment is soiled with body fluids:  
First clean thoroughly with detergent and water;  
Then disinfect by wiping with a freshly prepared solution of disinfectant;  
Rinse with water and dry.

### **PPE**

Staff who are unable to keep 2m social distance will wear a face covering. Staff who are attending to particular care needs or who are administering first aid will wear appropriate

PPE including gloves, face masks and aprons.

## **Teacher Absence and Substitution**

In the event that a teacher is unable to attend school, every effort will be made to secure a substitute teacher for the class. If a substitute teacher is not available, it is not appropriate for the class to be divided into groups and accommodated in other classes. If there is no substitute available the SET will cover for the class teacher. If the SET is absent children will remain in class with their teacher.

## **Impact of COVID-19 on certain school activities**

*Choir/Music Performance* - All activities have been postponed for the 1st term and this will be monitored and reviewed regularly.

*Sport Activities* - Schools should refer to the HPSC guidance on Return to Sport. Return to sport protocols can be found on this website.

<https://www.gov.ie/en/publication/07253-return-to-sport-protocols/>

## ***Shared Equipment***

### **Toys**

All toys will be cleaned on a regular basis. This will remove dust and dirt that can harbour germs.

Toys that are visibly dirty or contaminated with blood or bodily fluids will be taken out of use immediately for cleaning or disposal.

When purchasing toys we will choose ones that are easy to clean and disinfect (when necessary).

If cloth or soft toys are used they should be machine washable.

Jigsaws, puzzles and toys that young pupils to those with special educational needs may be inclined to put into their mouths should be capable of being washed and disinfected.

All play equipment should be checked for signs of damage for example breaks or cracks. If they cannot be repaired or cleaned they should be discarded.

Clean toys and equipment should be stored in a clean container or clean cupboard. The manufacturer's instructions should always be followed.

At this time soft modelling materials and play dough where used should be for individual use only.

#### Cleaning Procedure for Toys

- Wash the toy in warm soapy water, using a brush to get into crevices.
- Rinse the toy in clean water.
- Thoroughly dry the toy.
- Some hard plastic toys may be suitable for cleaning in the dishwasher.
- Toys that cannot be immersed in water that is electronic or wind up should be wiped with a damp cloth and dried.
- In some situations toys/equipment may need to be disinfected following cleaning for example: toys/equipment that pupils place in their mouths. Toys/equipment that have been soiled with blood or body fluids or toys where a case of COVID-19 has been identified.
- If disinfection is required: A chlorine releasing disinfectant should be used diluted to a concentration of 1,000ppm available chlorine. The item should be rinsed and dried thoroughly.

Art – Where possible pupils should be encouraged to have their own individual art and equipment supplies. Any shared equipment will be cleaned after use.

Electronics – Shared electronic devices such as tablets, touch screens, keyboards should be cleaned between use and consideration could be given to the use of wipeable covers for electronics to facilitate cleaning.

Musical Equipment/Instruments – To the greatest extent possible, instruments should not be shared between pupils and if sharing is required, the instruments should be cleaned between uses.

Visiting Library Policy – 3 students at a time or SNA can choose books for a student.

Shared Sports Equipment – Minimise equipment sharing and clean shared equipment between uses by different people. Class Bubbles will have own set of equipment for certain activities.

PE - should take place outdoors and use of equipment should be confined to the sets that have been distributed to class groupings.

## **Return to work safely and 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 of Lead Worker representative: Paula O'Sullivan

Name of Deputy Lead Worker representative: Valerie Harrington

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.

## **Managing the risk of spread of COVID-19**

**a. *Wash your Hands Frequently*** Regular hand washing with soap and water is effective for the removal of COVID-19. Children and staff will wash their hands at regular intervals throughout the day. Soap dispensers are by all sinks along with paper towels. Bins are also



located close-by.

**b. Hand Hygiene and Hand Sanitisers** Hand hygiene can also be achieved by the use of a hand sanitiser (when hands are clean). They will be available at entry and exit points and in each classroom. Each staff member will have their own bottle.

**c. Avoid Touching Eyes, Nose and Mouth** Hands touch many surfaces and can pick up viruses. Once contaminated, hands can transfer the virus to your eyes, nose or mouth.

**d. Physical Distancing** Physical distancing is recommended to reduce the spread of infection in the workplace.

**e. Practice respiratory hygiene** Make sure you, and the people around you, follow good respiratory hygiene. This means covering your mouth and nose with a tissue or your bent elbow when you cough or sneeze. Then dispose of the used tissue immediately. By following good respiratory hygiene, you protect the people around you from viruses such as cold, flu and Covid-19.

Good hygiene practices and washing your hands properly and regularly can help stop the spread of the virus. It is, therefore, crucial that all staff adhere to this advice and adopt the following practices as strictly as possible.

**f. Do**

- Wash your hands properly and often
- Cover your mouth and nose with a tissue or your sleeve when you cough and sneeze
- Put used tissues into a bin and wash your hands
- Clean and disinfect frequently touched objects and surfaces

**g. Do Not**

- Touch your eyes, nose or mouth if your hands are not clean
- Share objects that touch your mouth – for example, bottles, cups, cutlery, etc.

**h. People at Very High Risk (Extremely Vulnerable):** Current public health guidelines have identified groups who are defined as being at very high risk. The HSE has set out these groups, which include people who: The list of people in very high risk groups include people who:

- are over 70 years of age - even if you're fit and well
- have had an organ transplant
- are undergoing active chemotherapy for [cancer](#)
- are having radical radiotherapy for lung cancer
- have cancers of the blood or bone marrow such as leukaemia, lymphoma or myeloma who are at any stage of treatment
- are having immunotherapy or other continuing antibody treatments for cancer
- are having other targeted cancer treatments which can affect the immune system, such as protein kinase inhibitors or PARP inhibitors
- have had bone marrow or stem cell transplants in the last 6 months, or who are still taking immunosuppression drugs
- severe respiratory conditions including cystic fibrosis, [severe asthma](#), pulmonary fibrosis, lung fibrosis, interstitial lung disease and [severe COPD](#)
- have a condition that means you have a very high risk of getting infections (such as SCID, homozygous sickle cell)
- are [taking medicine that makes you much more likely to get infections](#) (such as high doses of steroids or immunosuppression therapies)
- have a serious heart condition and you are pregnant

The advice for this group is available from the HSE. Staff who are in this group should self-declare on the Return to Work form if they believe that they are at very high risk. Details of the leave arrangements that will apply will be updated by the Department of Education and Skills. If the Board/Principal is unsure whether or not staff fall into the very high-risk category, advice will be sought from the Occupational Health Service.

## **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.

The control measures shall continue to be reviewed and updated as required on an ongoing basis. 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.

*Staff, in particular, should note that they have a legal 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.*

The following control measures have been put in place:

**a. Return to Work Form** Staff will be required to complete a RTW form at least 3 days prior to any return to the school facility. The purpose of the RTW form is to get confirmation from staff that, to the best of his/her knowledge, he/she has no symptoms of Covid-19 and is not self-isolating or cocooning or awaiting the results of a Covid-19 test.

**b. Induction Training** All staff will undertake and complete Covid-19 Induction Training prior to returning to the school building. The aim of such training is to ensure that staff have full knowledge and understanding of the following:

- Latest up to-date advice and guidance on public health
- Covid-19 symptoms
- What to do if a staff member or pupil develops symptoms of Covid-19 while at school
- Outline of the Covid-19 response plan Staff will be kept fully informed of the control measures in place in the school and their duties and responsibilities in preventing the spread of Covid-19 and with any changes to the control measures or guidance available from the public health authorities.

If a staff member is unsure about any aspect of the Covid-19 Response Plan, the associated control measures, or his/her duties, he/she should immediately seek guidance from the Principal.

**c. Induction Training for Return to School** The Department has prepared short induction training for schools operating the summer provision this year. It is intended that this training will be updated and become more comprehensive to cover all aspects of the return to school safely protocols.

**d. Hygiene and Respiratory Etiquette** It is crucial that all staff, pupils, parents/guardians, contractors and visitors are familiar with, and adopt, good hand and respiratory hygiene practices. Guidance documentation and Information posters will be available at various locations within the school facility. Information posters will be prominently displayed at appropriate locations within the school facility including offices, corridors, staffroom area, classrooms and toilet areas. Such are intended to inform but also remind everyone about the importance of hygiene in preventing the spread of Covid-19 virus and protecting health and safety. Handwashing facilities and/or hand sanitisers are available at multiple locations within the school facility and are available in each classroom.

**e. Use of Personal Protective Equipment (PPE)** PPE is required to be worn within the school facility according to current occupational and public health guidance. Staff will wear medical grade facemasks and further PPE may be necessary in certain situations e.g.

- A staff member cannot maintain a 2m distance from children
- Performing intimate care
- Where a suspected case of Covid-19 is identified while the school is in operation

Appropriate PPE is available for dealing with suspected COVID-19 cases, intimate care needs and for first aid. This will be updated in line with advice from the HPSC (Health Protection Surveillance Centre) Where staff provide healthcare to children with medical needs in the school environment they should apply standard precautions as per usual practice. The use of a face covering will conceal facial expression and can make communication difficult and as such may not be practical in a school setting. However, the wearing of a visor as an alternative to a facial covering may be considered where there is a concern that physical distancing cannot be maintained, there will be prolonged close contact and/or that exposure to fluid/respiratory droplets is likely.

**f. Wearing of Gloves:** The use of disposable gloves in the school setting by pupils or staff is not appropriate. It does not protect the wearer and may expose others to risk from contaminated gloves. Routine use of disposable gloves is not a substitute for hand hygiene.

**g. Cleaning** Arrangements for more regular and thorough cleaning of areas and surfaces within the school have been made. Regular and thorough cleaning of communal areas and frequently touched surfaces shall be conducted, in particular, toilets, lifts, door handles and kitchens. Cleaning will be performed regularly and whenever facilities or surfaces are visibly dirty. 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. There will be a regular collection of used waste disposal bags from offices and other areas within the school facility. Staff must use and clean their own equipment and utensils (cup, cutlery, plate etc.) and bring them in and out to school each day.

**h. Access to the school building /contact log** Access to the school facility will be in line with agreed school procedures. Arrangement for necessary visitors such as contractors and parents/guardians will be restricted to essential purposes and limited to those who have obtained prior approval from the Principal. The prompt identification and isolation of potentially infectious individuals is a crucial step in restricting the spread of the virus and protecting the health and safety of the individuals themselves and other staff, contractors and visitors at the workplace. A detailed sign in/sign out log of those entering the school facilities should be maintained. The school should maintain a log of staff and students contacts.

**i. First Aid/emergency procedure** The standard First Aid/Emergency procedure shall continue to apply in Trafrask NS. In an emergency or in case of a serious incident, call for an ambulance or the fire brigade on 112/999 Contact the principal or nearest first aider giving details of location and type of medical incident.

**j. Ventilation** The Department has published guidance setting out the practical steps for good ventilation in accordance with public health advice 'Practical Steps for the Deployment of Good Ventilation Practices in Schools' The guidance sets out an overall approach for schools that windows should be 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. The guidance provides that good ventilation can be achieved in classrooms without causing discomfort, particularly during cold weather.

## **Dealing with a suspected case of Covid-19**

Staff or pupils should not attend school if displaying any symptoms of Covid-19. The following outlines how Trafrask NS will deal with a suspected case that may arise during the course of work.

A designated isolation area has been identified within the school building. The possibility of having more than one person displaying signs of Covid-19 has been considered and a contingency plan for dealing with additional is in place.

If a staff member/pupil displays symptoms of Covid-19 while at work in Trafrask NS the following are the procedures to be implemented:

- If the person with the suspected case is a pupil, the parents/guardians should be contacted immediately
- Isolate the person and have a procedure in place to accompany the individual to the designated isolation area via the isolation route, keeping at least 2 metres away from the symptomatic person and also making sure that others maintain a distance of at least 2 metres from the symptomatic person at all times
- Provide a mask for the person presenting with symptoms if one is available. He/she should wear the mask if in a common area with other people or while exiting the premises
- Assess whether the individual who is displaying symptoms can immediately be directed to go home/be brought home by parents and call their doctor and continue self-isolation at home
- Facilitate the person presenting with symptoms remaining in isolation if they cannot immediately go home and facilitate them calling their doctor. The individual should avoid

touching people, surfaces and objects. Advice should be given to the person presenting with symptoms to cover their mouth and nose with the disposable tissue provided when they cough or sneeze and put the tissue in the waste bag provided

- If the person is well enough to go home, arrange for them to be transported home by a family member, as soon as possible and advise them to inform their general practitioner by phone of their symptoms. Public transport of any kind should not be used
- If they are too unwell to go home or advice is required, contact 999 or 112 and inform them that the sick person is a Covid-19 suspect.
- Carry out an assessment of the incident which will form part of determining follow-up actions and recovery
- Arrange for appropriate cleaning of the isolation area and work areas involved.

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 confidentiality is essential at all times.

## **Staff Duties**

Staff have a statutory obligation to take reasonable care for their own health and safety and that of their colleagues and other parties. 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.

### **Covid related absence management**

The management of a Covid-19 related absence will be managed in line with agreed procedures with DES.

### **Employee Assistance and Wellbeing Programme**

The Board of Management aims to protect and support the health and wellbeing of all staff (physical, mental, spiritual etc.) both at work, whether in the school facility or at home and outside of work. The Board of Management is mindful that the support and promotion of staff health and wellbeing is particularly important in the current context where the Covid-19 pandemic has caused considerable challenges for, and disruption to, people's personal and work lives.

These are challenging times for everyone. Should a staff member experience any stress or anxiety in respect of work or work arrangements, he/she should feel free to speak to the principal.

The BOM and Department recognise the need for school staff wellbeing and collective self-care. 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*'.

Under the EAS, employees have a dedicated free-phone confidential helpline 1800 411 057 available 24 hours a day, 365 days a year providing advice on a range of issues such as wellbeing, legal, financial, mediation, management support etc. Where required, short-term counselling is available to employees and their families (over the age of 18 years and living at home). A bespoke wellbeing portal and app which offers access to podcasts and blogs on topics around wellbeing and mental health, family life, exercise and nutrition is also available. In addition online cognitive behavioural therapy is provided. As part of the services provided by

Spectrum. Life a Mental Health Promotion Manager is available to develop and deliver evidence based mental health and wellbeing initiatives to reduce stigma and improve mental health literacy and to increase engagement with the service. They will also be providing a series of webinars and presentations to promote staff wellbeing in schools as schools reopen and during the upcoming school year.





## Scoil Trá Phraisce Covid 19 Policy

**COVID-19 Policy Statement** - Trafrask N.S is committed to providing a safe and healthy workplace for all our staff and a safe learning environment for all our pupils. To ensure that, we have developed the following COVID-19 Response Plan. The BOM and all school staff 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 staff
- provide up to date information to our staff and pupils 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
- agree with staff, a worker representative who is easily identifiable to carry out the role outlined in this plan
- inform all staff and pupils of essential hygiene and respiratory etiquette and physical distancing requirements
- adapt the school to facilitate physical distancing as appropriate in line with the guidance and direction of the Department of Education
- keep a contact log to help with contact tracing
- ensure staff engage with the induction / familiarisation briefing provided by the Department of Education
- implement the agreed procedures to be followed in the event of someone showing symptoms of COVID-19 while at school
- provide instructions for staff and pupils to follow if they develop signs and symptoms of COVID-19 during school time
- implement cleaning in line with Department of Education advice.

All school staff 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), who will be supported in line with the agreement between the Department and education partners.

Signed: \_\_\_\_\_  
**Chairperson**

Date: \_\_\_\_\_

Signed: \_\_\_\_\_  
**Principal**

Date: \_\_\_\_\_