

Plean Freagartha Covid-19 / School Response Plan

Gaelscoil an Chaisleáin, Baile an Chollaigh

Lúnasa 2020

1. Réamhrá / Introduction

Tá an Plean Freagartha Covid-19 seo deartha chun tacú leis an bhfoireann agus leis an mBord Bainistíochta (BB) bearta a chur ar bun chun scaipeadh Covid-19 a chosc i nGaelscoil an Chaisleáin.

Sa Phlean Freagartha Covid-19 tugtar sonraí na bpolasaithe agus na gcleachtas is gá do scoil a chomhlíonadh de réir 'Prótacal Sábháilteachta um Filleadh ar an Obair' an Rialtais, Plean na Roinne Oideachais agus Scileanna le haghaidh athoscailt Scoileanna agus le scaipeadh Covid-19 i dtimpeallacht scoile a chosc. Cuirfear an plean seo i bhfeidhm i bpáirt le Plean Freagartha COVID-19 maidir le hAthoscailt Shábháilte agus Inmharthana Bunscoileanna agus Scoileanna Speisialta, An Roinn Oideachais agus Scileanna, Iúil 27ú 2020. Déanfar athbhreithniú agus uasdathú ar pholasaithe scoile ar na measúnuithe reatha atá acu le haon riosca nua a d'fhéadfadh eascairt as Plean Freagartha COVID-19 na Scoile. Clárófar aon athrú a dhéantar ar mheasúnú riosca reatha na scoile nó ar ghnáthaimh éigeandála reatha na scoile ag tabhairt san áireamh sábháilteacht tine, garchabhair, timpistí agus teagmhais chontúireachta.

Cuimsítear sa phlean an chomhairle reatha maidir le bearta chun scaipeadh an Covid-19 sa phobal a chosc mar atá eisithe ag an bhFoireann Náisiúnta Éigeandála Sláinte Poiblí (NPHEt).

Tá sé tábhachtach múineadh agus foghlaim scoil-bhunaithe a aththosnú agus áiseanna scoileanna a athoscailt leis an bprótacal agus go laghdófaí an baol do dhaltaí, don fhoireann agus do dhaoine eile a oiread is féidir. Mar go bhfuil an chomhairle a eisiónn NPHEt ag forbairt i gcónaí, d'fhéadfadh an prótacal seo agus na bearta a bheith le leanúint ar an mbainistíocht agus an lucht foirne athrú chomh maith.

Tacóidh an plean freagartha le hathoscailt inbhuanaithe ár scoile agus é mar phríomhchuspóir againn sláinte na foirne agus na ndaltaí a chosaint le linn dúinn riachtanais oideachais agus forbartha na leanaí sa scoil a chur chun cinn. De réir an Phrótacail Sábháilteachta Filleadh ar an Obair, beidh cumarsáid láidir agus cur chuige comhoibríoch idir an Bord Bainistíochta, an fhoireann, na daltaí agus na tuismitheoirí de dhíth le fillleadh ar an obair go sábháilte agus go leanúnach.

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 Gaelscoil an Chaisleáin.

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. This plan will be implemented in conjunction with the Department of Education and Skills' COVID-19 Response Plan Safe and Sustainable Re-opening of Primary Schools and Special Schools, July 27 2020. All existing school policies will be reviewed and updated to consider any new risks that arise due to the school's COVID-19 Response Plan. Any changes to the school's existing risk assessment will be documented as well as existing emergency procedures to consider any new risks that arise due to COVID-19 including fire safety, first aid, accidents and dangerous occurrences.

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.

Is í aidhm na cáipéise seo sonraí a thabhairt maidir le / *This document aims to provide details of:*

- 1. Polasaí COVID-19 na Scoile / COVID-19 School Policy**
- 2. Pleanáil agus Ullmhú don Fhilleadh ar Scoil / Planning and Preparing for Return to School**
 - a. Foirgneamh na Scoile / School Building**
 - b. Comharthaíocht / Signage**
- 3. Nós Imeachta um Fhilleadh ar Obair / Procedure for Returning to Work (RTW)**
- 4. Filleadh ar an obair go Sábháilte agus Príomhionadaí/ithe na nOibrí/ Return to work safely and Lead Worker Representative(s)**
- 5. Ráiteas Sábháilteachta agus Measúnú Riosca / Safety Statement and Risk Assessment**
- 6. Comhairle ghinearálta maidir le scaipeadh an víris a chosc /General advice to prevent the spread of the virus**
 - a. Nigh dó lámha go rialta / Wash your Hands Frequently**
 - b. Sláinteachas Lámha agus Díghalróirí Lámha /Hand Hygiene and Hand Sanitiser**
 - c. Ná teaghmaigh le súile, srón ná béal / Avoid Touching your Eyes, Nose and Mouth**

- d. Scaradh Fisiciúil / *Physical Distancing*
 - e. Cleachtaigh Sláinteachas Riospráide / *Practise Respiratory Hygiene*
 - f. Lé Déanamh / *Do*
 - g. Ná Déan / *Do Not*
 - h. Daoine le riosca ríor-ard (fíor-leochailleacha) / *People at Very High Risk (Extremely Vulnerable)*
7. Bainistiú an Roisca do Scaipeadh COVID / *Managing the Risk of Spread of Covid-19*
8. Bearta Rialaithe / *Control Measures*
- a. Foirm um Réamhfhilleadh ar an Obair / *Return to Work Form*
 - b. Faisnéis Ionduchtaithe ar líne d'Oidí / *Online Induction Training for teachers*
 - c. Sláinteachas Riachtanacht & Béasaíocht Anála / *Essential Hygiene & Respiratory Etiquette*
 - d. Scaradh Soisialta sa scoil / *Facilitation of Social Distancing*
 - e. Trealamh Cosanta Pearsanta (TCP) / *Personal Protective Equipment (PPE)*
 - f. Cosc ar Chaitheamh Lamháinní ach amháin i gcásanna garchabharach / chúram phearsanta / *Wearing of Gloves is Prohibited except for necessary use for First Aid / intimate care needs*
 - g. Glantóireacht / *Cleaning*
 - h. Rochtain ar Shaoráid Scoile / *Access to the School Building*
 - i. Logleabhar Teangmhála / *Contact Log*
 - j. Garchabhair & Cur Chuige Eigeandála / *First Aid & Emergency Procedure*
9. Déileáil le cás amhrasta Covid-19 / *Dealing with a suspected case of Covid-19*
10. Dualgais na Fóirne / *Staff Duties*
11. Bainistiú neamhláithreachta a bhaineann le Covid / *Covid related absence management*
12. Clár Cúnaimh agus Folláine d'Fhostaithe / *Employee Assistance and Wellbeing Programme*

Tá cúnaimh agus comhoibriú na mball foirne, na ndaltaí, na dtuismitheoirí/na gcaomhnóirí, na gconraitheoirí agus na gcuairteoirí go léir rithábachtach do rath an phlean.

The assistance and cooperation of all staff, pupils, parents/guardians, contractors and visitors is critical to the success of the plan.

Déantar gach iarracht cruinneas na faisnéise a thugtar sa cháipéis seo a chinntiú. Ach má fheictear earráidí nó easnaimh, déan teagmháil leis an scoil ar gsanchaisleain@gmail.com ionas gur féidir na gníomhartha cuí a dhéanamh le hiad a cheartú.

Every effort is made to ensure the accuracy of the information provided in this document. However, should errors or omissions be identified, please notify the school at gsanchaisleain@gmail.com so that appropriate measures can be taken to rectify same.

Nóta: Is cáipéis bheo oibre é an plean agus féadfar é a athbhreithniú agus a leasú le treoir nua ó www.Gov.ie, www.dbei.ie, www.hse.ie, www.hpsc.ie, www.hsa.ie; www.education.ie; a chur san áireamh.

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.hpsc.ie, www.hsa.ie; www.education.ie;*

2. Gaelscoil an Chaisléain Polasaí COVID / COVID-19 Policy

Tugann an polasaí COVID-19 seo forléargas ar ár dtiomantas mar scoil i leith fheidhmiú an phlean agus cabhróidh sé linn scaipeadh an víris a chosc. Beidh an polasaí sínithe agus dátaithe ag an bPríomhoide agus ag Cathaoirleach an Bhoird Bhainistíochta agus cuirfear in iúl é do lucht foirne, daltaí, tuismitheoirí agus daoine eile.

This COVID-19 policy outlines our commitment as a school to implement the plan and help prevent the spread of the virus. The policy will be signed and dated by the Principal and Chairperson of the Board of Management and brought to the attention of staff, pupils, parents and others.

Ráiteas Polasaí um COVID-19

Tá Gaelscoil an Chaisleáin tiomanta do láthair oibre shábháilte shláintiúil a chur ar fáil dár bhfoireann agus timpeallacht sláinte foghlama a sholáthar dár ndaltaí uile. D'fhonn sin a chinntiú, tá an Plean Freagartha COVID-19 seo forbartha againn. Tá an Bord Bainistíochta agus foireann uile na scoile freagrach as feidhmiú an phlean seo agus cabhróidh a gcomhiarracht le scaipeadh an víris a mhoilliú. An plean:

- déanfar faireachán leanúnach ar an bhfreagairt COVID-19 agus leasófar an plean seo i gcomhairle le lucht foirne
- cuirfear faisnéis suas chun dáta ar fáil don fhoireann agus do na daltaí faoin gcomhairle Sláinte Phoiblí a eiseoidh an FSS agus an Rialtas (Gov.ie)
- cuirfear comharthaí agus siomptóim COVID-19 agus na modhanna cearta le lámha a ní ar taispeáint
- aontófar ionadaí obrithe leis an bhfoireann a bheidh inaitheanta go héasca leis an ról atá imlínithe sa phlean seo maidir le soláthar samhraidh a chomhlíonadh
- cuirfear béasaíocht riachtanach sláinteachais agus riospráide, agus an bhéasaíocht maidir le scaradh fisiciúil in iúl don fhoireann agus do na daltaí uile
- déanfar an scoil a oiriúnú don scaradh fisiciúil de réir mar is cuí faoi threoir agus faoi stiúir na Roinne Oideachais agus Scileanna
- coinneofar loga teagmhálacha le rianú teagmhálacha a éascú
- cinnteofar go mbeidh an fhoireann agus na daltaí páirteach sna seisiúin ionduchtaithe/cleachtaithe a chuirfidh an Roinn Oideachais agus Scileanna ar fáil
- cuirfear na nósanna imeachtaí comhaontaithe atá le leanúint i gcás go léiríonn duine éigin siomptóim COVID-19 agus iad ar scoil i bhfeidhm
- cuirfear treoracha ar fáil do lucht foirne agus do dhaltaí a bheidh le comhlíonadh acu má fhorbraíonn siad comharthaí agus siomptóim COVID-19 le linn am scoile
- cuirfear glantachán i bhfeidhm de réir chomhairle na Roinne Oideachais agus Scileanna

Beifear i gcomhairle le gach ball foirne ar bhonn leanúnach agus spreagfar aiseolas faoi aon údar imní, saincheisteanna nó moltaí atá acu.

Is féidir é seo a dhéanamh trí Phríomhionadaí na nOibrithe

Sínithe: Máire Uí Dhonnabháin Dáta: 20/8/2020 (Cathaoirleach an Bhoird)

Sínte: Máire Uí Shé Dáta: 20/8/2020 (Príomhoide)

COVID 19 Policy Statement

Gaelscoil an Chaisleáin 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 COVID19 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 in relation to summer provision
- 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 and Skills
- keep a contact log to help with contact tracing
- ensure staff and pupils engage with the induction / familiarisation briefing provided by the Department of Education and Skills
- 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 and Skills 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)

Signed: Máire Uí Dhonnabháin Dáta: 20/8/2020 (Chairperson, BOM)

Signed: Máire Uí Shé Date: 20/8/2020 (Principal)

3. Pleanáil agus Ullmhú don Fhilleadh ar an Scoil / Planning and Preparing for Return to School

Tá sé d'aidhm ag an mBord Bainistíochta atosú an teagasc agus na foghlama sa scoil agus filleadh na foirne ar an láthair oibre a éascú. Ní mór an filleadh ar an obair a dhéanamh go sábháilte ag cloí go dlúth le comhairle agus le treoracha na n-údarás sláinte poiblí agus an Rialtais.

The Board of Management aims to facilitate the resumption of school based teaching and learning and the return to the workplace of staff. The return to the work must be done safely and in strict adherence to the advice and instructions of public health authorities and the Government.

Tugtar forléargas ar na sonraí maidir leis na saoráidí scoile a athoscailt, agus na rialuithe infheidhme sa cháipéis seo. *Details for the reopening of the school facility and the applicable controls are outlined in this document.*

a. Foirgnimh na Scoile /School Buildings

Sula n-athosclófar an scoil sa scoilbhliain nua seiceáilfear na nithe seo a leanas:

- an córas uisce a shruthlú ag asraonta tar éis úsáid íseal chun galar Legionella a chosc;
- An ndearnadh trealamh na scoile agus aeráil mheicniúil a sheiceáil le haghaidh comharthaí meath nó damáiste sula n-úsáidfear arís iad;
- Ar cuireadh tús le bailiú araidí bruscair agus ar ath-thósódh seirbhísí riachtanacha eile arís.

Before re-opening the school in the new school year the school will check the following:

- *Does the water system need flushing at outlets following low usage to prevent Legionella disease;*
- *Has school equipment and mechanical ventilation been checked for signs of deterioration or damage before being used again;*
- *Have bin collections commenced and other essential services resumed*

b. Comharthaíocht / Signage

Beidh comharthaíocht a thaispeáint ag Gaelscoil an Chaisleáin a leagann amach comharthaí agus siomptóim COVID-19 agus a thacaíonn le sláinteachas maith láimhe agus riospráide de réir an dea-nós atá sean-bhunaithe sa scoil.

Gaelscoil an Chaisleáin will display signage outlining the signs and symptoms of COVID-19 and will support good hand and respiratory hygiene in keeping with established practice.

4. Nós Imeachta um Fhilleadh ar Obair /Procedure for Returning to Work (RTW)

D'fhonn filleadh ar an láthair oibre, ní mór do lucht foirne foirm Fhilleadh ar an Obair a chomhlánú, agus tá sé sin ar fáil go leictreonach nó ón bPríomhoide. Tá cóip chrua ceangailte leis seo in **Aguisín 1**.

Níor cheart foirm Fhilleadh ar an Obair a chomhlánú ach **3 lá ar a laghad** roimh aon dáta molta um fhilleadh ar an láthair oibre.

Ar an fhoirm chomhlánaithe a fháil soláthróidh an Príomhoide sonraí faoin **Oiliúint Ionduchtaithe** atá le comhlíonadh ag an bhfoireann roimh fhilleadh ar an láthair oibre agus sonraí faoin aon bhearta breise sláinte agus sábháilteachta a bheidh ar bun sa scoil d'fhonn filleadh an bhall foirne ar shaoráid na scoile a éascú.

Nóta: Forbróidh an Roinn Oiliúint Ionduchtaithe don fhoireann i gcomhairle le páirtithe leasmhara agus cuirfear ar fáil í do gach scoil agus gach ball foirne.

*In order to return to the workplace, staff must complete a **Return to Work (RTW)** form, which is available electronically or from the Principal. A hard copy is attached also at **Appendix 1**.*

*A RTW form should only be completed **at least 3 days** prior to any proposed date of return to the workplace.*

*On receipt of the completed form the Principal will provide: details of the **Induction Training** for completion by staff prior to the return to the workplace and details of any additional health and safety measures in place in the school to facilitate the staff member's return to the school facility.*

Note: Induction Training for staff will be developed by the Department in consultation with stakeholders and made available for all schools and staff

5.Filleadh ar an obair go sábháilte agus Príomhionadaí na nOibrithe / Return to work safely and Lead Worker Representative

Beidh an fhreagracht maidir le Plean Freagartha Covid-19 a fhorbairt agus a fheidhmiú agus na bearta rialaithe a bhaineann leis ar an mBord Bainistíochta agus ar cheannasaíocht na Scoile go príomha.

Déantar foráil sa phrótocal um Fhilleadh ar an Obair go Sábháilte le haghaidh gnáthaimh chomhaontaithe idir an bhainistíocht agus an fhoireann le Príomhionadaí Oibrithe a cheapadh chun ról ar leith a líonadh.

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.

Is é ról an ionadaí oibrithe a chinntiú go gcloítear leis na bearta Covid-19 sa láthair oibre mar a leanas

- Obair i gcomhar leis an bhfostóir le sábháilteacht, sláinte agus leas na bhfostaithe maidir le COVID-19 a chinntiú a oiread is féidir.
- Deachleachtas sláinteachais ar nós na lámha a ní go rialta agus deabhéasaíocht riospráide chomh maith le scaradh sóisialta a chothabháil de réir na comhairle sláinte poiblí a chur chun cinn.
- Cúnamh a thabhairt le bearta chun COVID-19 a chosc sa láthair oibre a fheidhmiú.
- Faireachán a dhéanamh ar chomhlíonadh na mbearta atá curtha ar bun chun scaipeadh COVID-19 a chosc.
- Dul i gcomhairle le comhghleacaithe ar ábhair a bhaineann le COVID-19 sa láthair oibre.

- Ionadaíocht a dhéanamh thar ceann a gcomhghleacaithe ar ábhair a bhaineann le COVID-19 sa láthair oibre.

Má bhíonn aon ábhar imní nó tuairim ag ball foirne maidir leis an bPlean Freagartha Covid-19 agus na bearta rialaithe nó faoi chomhlíonadh na mbearta rialaithe sin ag baill foirne, tuismitheoirí/caomhnóirí, conraitheoirí nó cuairteoirí, ba cheart dóibh teagmháil a dhéanamh leis an bPríomhoibrí a dhéanfaidh teagmháil dá réir leis an bPríomhoide/Bord Bainistíochta.

Ainm(neacha) Phríomhionadaí na nOibrithe:	Mionsonraí Teagmhála
Sinead Ní Shéoigh, Oide Nn Mh	087 7400985

Tá gach ball foirne, tuismitheoir/caomhnóir, conraitheoir agus cuairteoir, mar dhaoine aonair agus i dteannta a chéile, freagrach as aird chuí a thabhairt ar a sláinte agus a sábháilteacht féin agus ar shláinte daoine eile agus as cuidiú le cur i bhfeidhm Phlean Freagartha Covid-19 agus na bearta rialaithe gaolmhara.

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.

<i>Name(s) of Lead Worker representative:</i>	<i>Contact details</i>
<i>Sinead Ní Shéoigh</i>	<i>087 3532220</i>

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.

6. Ráiteas Sábháilteachta agus Measúnú Riosca / Safety Statement and Risk Assessment

Is ionann an COVID-19 agus guais i gcomhthéacs sláinte agus sábháilteachta i dtimpeallacht na scoile. Tá athbhreithniú déanta ar mheasúnú riosca Ghaelscoil an Chaisleáin leis na bearta rialaithe atá riachtanach a aithint d'fhonn riosca COVID-19 inár suíomh scoile agus atá faoi cheangal in **Aguisín 2**. Tógann sé sin san áireamh athbhreithniú ar a ngnáthaimh éigeandála maidir le sábháilteacht tine, garchabhair, timpistí agus teagmhais chontúireachta le haon riosca nua a eascraíonn as COVID-19.

*COVID-19 represents a hazard in the context of health and safety in the school environment. Gaelscoil an Chaisleáin's risk assessment has been updated to identify the control measures required to mitigate the risk of COVID-19 in our school setting and is attached at **Appendix 2**. This also includes a review of existing emergency procedures involving fire safety, first aid, accidents and dangerous occurrences to consider any new risks that may arise due to COVID -19.*

7. Comhairle Ghinearálta maidir le scaipeadh an víris a chosc / General advice to prevent the spread of the virus

D'fhonn cosc a chur ar scaipeadh COVID-19 tá sé tábhachtach go mbeadh eolas agus aitheantas agat ar na siomptóim. Seo iad:

- ✓ Teocht ard
- ✓ Casacht
- ✓ Giorra anála nó deacrachtaí anála
- ✓ Cailleadh bolaidh, blaiste, nó saobhadh blaiste

Is é an bealach is fearr le scaipeadh COVID-19 a chosc i scoil ná an riosca go dtabharfaí an galar isteach i suíomh na scoile a íoslaghdú ar an gcéad dul síos.

Is féidir é sin a bhaint amach trí na bearta seo a leanas:

- Tuiscint ar COVID-19 agus ar na comharthaí a bhaineann leis a ardú i measc na foirne, na ndaltaí, na dtuismitheoirí agus na gcuariteoirí.
- Comhairle a chur ar bhaill foirne agus ar thuismitheoirí daltaí a bhfuil siomptóim COVID-19 orthu, nó galair thógálacha géarmhíochaine eile orthu, gan freastal ar scoil, glaoch ar a ndochtúir teaghlaigh agus treoir FSS maidir le féin-aonrú a leanúint.
- Comhairle a chur ar bhaill foirne agus ar thuismitheoirí daltaí a aithníodh ag an FSS mar theagmhálaí le duine le COVID-19 gan freastal ar scoileanna agus comhairle FSS a leanúint maidir le srian gluaiseachta.
- Cinntigh go bhfuil a fhios ag baill foirne agus ag na daltaí an prótacal chun cás amhrasta de COVID-19 a bhainistiú ar scoil
- Ba chóir go gcaithfidh gach duine a thagann isteach i bhfoirgneamh na scoile sláinteachas láimhe a chleachtadh le díghalrán láimhe. Cuir comhairle ar bhaill foirne agus ar dhaltaí a dtagann siomptóim orthu ar scoil é sin a chur in iúl don Phríomhoide láithreach
- Níor cheart do chuariteoirí teacht chuig an scoil i rith an lae ach amháin trí shocrú roimh ré a dhéanamh agus ba cheart buailleadh leo ag pointe teagmhála ar leith.
- Ba cheart scaradh fisiceach (2m) a choinneáil idir na baill foirne agus na cuairteoirí nuair is féidir.

Is ceart do bhaill foirne, tuismitheoirí agus chuirteoirí cloí i gcónaí leis an gcomhairle agus leis na treoracha is déanaí ó na húdaráis sláinte phoiblí maidir le cosaint a thabhairt dóibh féin agus do dhaoine eile in aghaidh an riosca atá cruthaithe ag an víreas Covid-19.

Tá comhairle uasdátaithe ón FSS ar fáil ar a suíomh gréasáin - <https://www2.hse.ie/coronavirus/>

Cinntoidh an Roinn Oideachais agus Scileanna go gcuirfear an chomhairle uasdátaithe go léir chuig na scoileanna. Socróidh Gaelscoil an Chaisleáin go ndáilfear an chomhairle seo ar bhaill foirne, ar dhaltaí agus ar chuirteoirí go pras.

In order to prevent the spread of COVID-19 it is important to know and recognise the symptoms. They are:

- *High temperature*
- *Cough*
- *Shortness of breath or breathing difficulties*
- *Loss of smell, of taste or distortion of taste*

The best way to prevent the spread of COVID-19 in a school is to minimise the risk of introduction of the disease into the school setting in the first place.

This will be achieved through the following measures:

- *Promote awareness of COVID-19 and its symptoms amongst staff, pupils, parents and visitors.*
- *Advise staff and parents of pupils who have symptoms of COVID-19 or other acute infectious diseases not to attend school, to phone their GP and follow the HSE guidance on self-isolation.*
- *Advise staff and parents of pupils who have been identified by the HSE as contact of a person with COVID19 not to attend schools and to follow the HSE advice on restriction of movement.*
- *Ensure that staff and pupils know the protocol for managing a suspected case of COVID-19 in school*
- *Advise staff and pupils that develop symptoms at school to bring this to the attention of the Principal promptly;*
- *Everyone entering the school building should be required to perform hand hygiene with hand sanitiser.*
- *Visitors to school during the day should be by prior arrangement and should be received at a specific contact point.*
- *Physical distancing (of 2m) should be maintained between staff and visitors where possible.*

Staff, pupils and visitors should at all times adhere to the up to date advice and instructions of the public health authorities in relation to protecting oneself and others against the risk posed by the Covid-19 virus.

Updated advice from the HSE is available on its website – <https://www2.hse.ie/coronavirus/>

The Department of Education and Skills will ensure all updated advice is circulated to schools. Gaelscoil an Chaisleáin will arrange for this advice to be circulated to staff, pupils and visitors in a timely manner.

8. An riosca go scaipfear COVID-19 a bhainistiú / *Managing the risk of spread of COVID-19*

a. Nigh do lámha go Rialta / Wash your Hands Frequently

Tá níos níos rialta na lámha le gallúnach agus uisce éifeachtach le COVID-19 a chealú. Lean treoracha an FSS maidir le níos níos rialta na lámha: <https://www2.hse.ie/wellbeing/how-to-wash-your-hands.html>

Regular hand washing with soap and water is effective for the removal of COVID-19. Follow the HSE guidelines on handwashing: <https://www2.hse.ie/wellbeing/how-to-wash-your-hands.html>

b. Sláinteachas Lámha agus Díghalróirí Lámha / Hand Hygiene and Hand Sanitisers

Is féidir sláinteacha lámha a bhaint amach chomh maith trí úsáid a bhaint as díghalróirí lámha (nuair a bhíonn na lámha glan).

Tá sé níos éasca feidhm a bhaint as díghalróirí lámha i dtimpeallacht na scoile chun cur isteach ar mhúinteoireacht agus ar fhoghlaim a sheachaint agus chun plódú foirne agus daltaí a bheadh ag fanacht le háiseanna níos rialta na lámha a úsáid a sheachaint.

Beidh siad ar fáil ag pointí iontrála agus imeachta agus i ngach seomra ranga

Hand hygiene can also be achieved by the use of a hand sanitiser (when hands are clean).

Hand sanitiser are more readily deployed in school settings to avoid disruption to teaching and learning and to avoid congestion of staff and pupils waiting to use hand washing facilities.

They will be available at entry and exit points and in each classroom.

c. Ná teagmhaigh le súile, srón ná béal / Avoid Touching Eyes, Nose and Mouth

Cén fáth? Teagmhaíonn na lámha le mórán dromchlaí agus is féidir leo víris a phiocadh suas. Nuair a éillítear iad, is féidir leis na lámha an víreas a aistriú chuig súile, srón nó béal.

Why? Hands touch many surfaces and can pick up viruses. Once contaminated, hands can transfer the virus to your eyes, nose or mouth.

d. Scaradh Fisiciúil / Physical Distancing

Moltar scaradh fisiciúil de 2 méadar idir daoine fásta le scaipeadh an ionfhabhtaithe a laghdú sa láthair oibre.

Aithnítear freisin nach féidir i gcónaí leis an bhfoireann scaradh fisiceach a choinneáil ó dhaltaí agus níl sé oiriúnach le leanáí óga ár scoile ach go háirithe go mbeifí ag súil leis sin i gcónaí nuair a d'fhéadfadh sé sin drochthionchar a imirt ar an dalta i.e. má bhaineann gortú do leanbh agus garchabhair ag teastáil dá bharr.

Mar sin féin, nuair is féidir ba chóir don fhoireann achar 1m ar a laghad a choinneáil agus 2m más féidir.

Physical distancing of 2 metres between adults is recommended to reduce the spread of infection in the workplace.

It is also recognised that it is not always possible for staff to maintain physical distance from pupils and it is not appropriate that they would always be expected to do so especially with our young pupils where this could have a detrimental impact on the pupil i.e. if a child sustains an injury and requires first aid.

However, where possible staff should maintain a minimum of 1m distance and where possible 2m.

Dálaí Breise Do Pháistí a bhfuil Riachtanais Speisialta Oideachais Acu / *Additional considerations for those with Special Educational Needs*

Ní rud praiticiúil nó oiriúnach é scaradh sóisialta a chur i bhfeidhm le páistí a bhfuil Riachtanais Speisialta Oideachais (RSO) acu. Déanfar cinnte go bhfuil tuiscint bhreise ag tuismitheoirí/caomhnóirí maidir le comharthaí nó athruithe as an ngnách a d'fheadfadh a bheith ina gcomhartha do thinneas/tinneas COVID-19, agus nuair atá na comharthaí seo i láthair ní mór do pháistí fanacht sa bhaile.

Mar an gcéanna beidh an fhoireann ar an eolas faoina bhfreagracht gan freastal ar obair má fhorbraíonn siad comharthaí do thinneas riospráide.

Sláinteachas Láimhe

Ba chóir cabhair a thabhairt do pháistí nach bhfuil in ann a lámha a ní leo féin chun na lámha a ní le huisce agus gallúnach nó le díghalrán láimhe (má tá a lámha glan), mar a míníodh cheana féin.

Trealamh

D'fhéadfadh go mbeadh riachtanais chúraim (fisiceach nó iompraíochta) ag roinnt páistí a chiallaíonn go bhfuil gá le háiseanna agus fearais agus/nó trealamh míochaine mar shampla áiseanna leithris, trealamh gluaiseachta agus láimhseála, nó trealamh riospráide a úsáid. I gcás go nglantar áiseanna agus fearais sa scoil moltar go mbeadh sceideal glantacháin curtha ar fáil, ina sonraítear de réir threoracha an déantóra cathain agus conas ba chóir an trealamh a ghlanadh, agus na táirgí glantacháin le húsáid

For children with special educational needs (SEN) maintaining physical distancing in many instances will not be practical or appropriate to implement. The focus will 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 will 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.

e. Cleachtadh Sláinteachas riospráide / Practise respiratory hygiene

Déan cinnte go gcleachtaíonn tú féin agus na daoine mórthimpeall ort deashláinteachas riospráide. Ciallaíonn sé seo do bhéal agus do shrón a clúdach le ciarsúr páipéir nó le d'uillinn lúbtha nuair a dhéanann tú casacht nó sraoth. Faigh réidh láithreach leis an gciarsúr páipéir úsáidte.

Le deashláinteachas riospráide, cosnaíonn tú na daoine mórthimpeall ort ó víris ar nós slaghdán, fliú agus Covid19.

Le deachleachtais sláinteachais agus níochán ceart rialta na lámh is féidir cabhrú le scaipeadh an víris a stopadh. Tá sé ríthábhachtach mar sin go gcloíonn gach ball foirne leis an gcomhairle seo agus go nglacann siad chomh docht agus is féidir leis na cleachtais a leanas.

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. Le déanamh / To do

- **Na lámha a ní i gceart agus go minic /Wash your hands properly and often**
- **An béal agus an tsrón a chlúdach le ciarsúr páipéir nó le do mhuinchille nuair a dhéanann tú casacht agus sraoth /Cover your mouth and nose with a tissue or your sleeve when you cough and sneeze**
- **Ciarsúir úsáidte a chur san araid bhruscair agus do lámha a ní /Put used tissues into a bin and wash your hands**
- **Nithe agus dromchlaí a dteagmhaítear go minic leo a ghlanadh agus a dhíghalrú / Clean and disinfect frequently touched objects and surfaces.**

g. Ná Déan / Do Not

- **Teagmháil le súile, srón nó béal mura bhfuil na lámha glan / Touch your eyes, nose or mouth if your hands are not clean**
- **Rudaí a dhéanann teagmháil le do bhéal a chomhroinnt - mar shampla buidéal, cupáin, sceanra srl/ Share objects that touch your mouth – for example, bottles, cups, cutlery, etc.**

h. Daoine le riosca fíor-ard (fíorleochaileacha) / People at Very High Risk (Extremely Vulnerable):

Tá grúpaí ardriosca aitheanta sna treoirínte reatha sláinte phoiblí. Tá na grúpaí leagtha amach ag an FSS mar a leanas, ina n-áirítear daoine:

- atá os cionn 70 bliain d'aois - fiú má tá siad ábalta agus folláin
- a raibh trasphlandú orgáin acu

- atá faoi cheimtheiripe ghníomhach le haghaidh ailse
- atá faoi raiditheiripe ghníomhacht le haghaidh ailse scámhóige
- a bhfuil ailse fola nó smeara ar nós leicéime, liomfóma nó mialóma orthu agus atá in aon chéim cóireála
- atá ag fáil imdhíon-teiripe nó aon chóireáil antasubstainte don ailse
- atá ag fáil aon chóireáil ailsedhírite eile a chuirfeadh isteach ar an gcóras imdhíonachta, ar nós coscairí próitéin chionáise nó coscairí PARP
- a fuair trasphlandú smeara nó gaschille le sé mhí anuas, nó atá ag caitheamh drugaí imdhíon-sochta go fóill
- dianriochtana riospráide lena n-áirítear fiobróis chisteach, asma dian, fiobróis scamhógach, galar scáineach scamhóige agus galar Scamhóige Toirmeascach Ainsealach (COPD)
- a bhfuil riocht acu a chiallaíonn go bhfuil ardriosca ann go bhfaigheadh siad ionfhabhtú (ar nós SCID, corránchill homaisigeach)
- atá ag caitheamh cógais a d'fhéadfadh níos mó ionfhabhtú a cheadú (dáileoga arda stéaróideacha nó teiripí imdhíon-sochta)
- a bhfuil dianriocht croí orthu agus atá torrach

Tá comhairle ar fáil don ghrúpa seo ón FSS. Is ceart do bhaill foirne sa ghrúpa seo féinfhógairt a dhéanamh ar an bhfoirm Filleadh ar an Obair má chreideann siad go bhfuil siad in ardriosca. Beidh sonraí i dtaobh na socrúithe saoire a bheidh i bhfeidhm á n-uasdátú ag an Roinn Oideachais agus Scileanna.

Mura mbíonn an Bord/Príomhoide cinnte an mbaineann baill foirne leis an roinn ardriosca seo, iarrfar comhairle ón tSeirbhís Sláinte Cheirde.

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:

- *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.

9. Bearta Rialaithe / Control Measures

Tá réimse bearta rialaithe curtha i bhfeidhm leis an riosca go scaipfeadh an víreas Covid-19 a laghdú agus le sábháilteacht, sláinte agus leas bhaill foirne, daltaí, tuismitheoirí/caomhnoirí agus cuairteoirí a chosaint a oiread is féidir laistigh den scoil.

Tugtar forléargas ar na bearta rialaithe sa cháipéis seo.

Déanfar athbhreithniú leanúnach ar na bearta rialaithe seo agus déanfar uasdátú orthu mar is gá ar bhonn leanúnach.

Tá sé ríthábhachtach go mbeidh baill foirne, tuismitheoirí/caomhnoirí agus cuairteoirí eolach faoi na bearta rialaithe atá léirithe agus go gcloífidh siad leo, agus go mbeidh siad ag comhoibriú go hiomlán leis na riachtanais sláinte agus sábháilteachta uile.

Ba chóir do bhaill foirne go háirithe a thabhairt faoi deara go bhfuil dualgas dlí orthu faoi Alt 13 den Acht um Shábháilteacht, Sláinte agus Leas ag an Obair, 2005 na riachtanais sláinte agus sábháilteachta a chomhlíonadh agus cúram réasúnta a ghlacadh maidir lena sláinte agus a sábháilteacht féin, a gcomhghleacaithe agus páirtithe eile sa láthair oibre.

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.

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.

Tá na bearta rialaithe seo a leanas curtha ar bun / *The following control measures have been put in place:*

α. Foirm um Réamhfhilleadh ar an Obair COVID-19 / Return to Work Form COVID-19

Beidh ar bhaill foirne foirm Filleadh ar an Obair (FFO) a chomhlánú 3 lá ar a laghad roimh fhilleadh ar áis na scoile (féach Roinn 3 thuas). Is é is cuspóir don fhoirm FFO deimhniú a fháil ón fhoireann, de réir a n-eolais, nach bhfuil aon siondróm den Covid-19 acu agus nach bhfuil scaradh ná clutharú á dhéanamh acu orthu féin ná nach bhfuil siad ag feitheamh ar thorthaí triail Covid-19 ná nách duine tú le riosca fíor ard.

Staff will be required to complete a RTW form at least 3 days prior to any return to the school facility (see section 3 above). 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 or is a person of being at very high risk.

b. Oiliúint Ionductaithe /Induction Training

Tabharfaidh gach ball foirne faoi Oiliúint Ionductaithe Covid-19 agus cuirfidh siad i gcrích é sula bhfillfidh siad ar fhoirgneamh na scoile. Is é is cúis leis an oiliúint sin a chinntiú go bhfuil eolas agus tuiscint iomlán ag na baill foirne ar na nithe seo a leanas:

- An chomhairle agus an treoir is nuashonraithe maidir le sláinte phoiblí;
- Siomptóim Covid-19;
- Cad é ba chóir a dhéanamh má thagann siomptóim Covid-19 ar bhall foirne nó ar dhalta agus iad ar scoil
- Achoimre ar phlean freagartha Covid-19.

Coinneofar an fhoireann ar an eolas go hiomlán faoi na bearta rialaithe atá i bhfeidhm sa scoil agus a ndualgais agus a bhfreagrachtaí maidir le leathadh Covid-19 a chosc agus tabharfar cothrom le dáta iad le haon athruithe ar na bearta rialaithe nó an treoir atá ar fáil ó na húdaráis sláinte poiblí.

Má tá ball foirne ar bith ann nach bhfuil cinnte faoi aon chuid de Phlean Freagartha Covid-19, na bearta rialaithe a bhaineann leis, nó a chuid nó a cuid dualgas, ba cheart dó / di treoir a lorg ón bPríomhoide láithreach, príomhoide a dtacaíonn an Bord Bainistíochta leis sa ról seo.

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. Sláinteachais agus Riospráide / Hygiene and Respiratory Etiquette

Tá sé ríthábhachtach go mbeadh gach ball foirne, dalta, tuismitheoir / caomhnóir agus cuairteoir eolach ar chleachtais mhaithe sláinteachais lámh agus riospráide agus go gcleachtóidh siad iad. Beidh cáipéisí teorach agus póstaer Eolais ar fáil in ionaid éagsúla i saoráid na scoile. Taispeánfar na póstaer eolais go feiceálach in ionaid chúil laistigh d'fhoirgneamh na scoile lena n-áirítear oifigí, dorchlaí, limistéar na foirne, seomraí ranga agus ionaid leithris. Tá siad ann le heolas a thabhairt agus a le tábhacht an tsláinteachais mar bhealach le scaipeadh an víris Covid-19 agus sláinte agus sábháilteacht a chosaint a mheabhru do chách.

Beidh áiseanna níocháin lámhe agus díghalráin lámh ar fáil ag go leor áiteanna laistigh den scoil agus ins na seomraí ranga. Ach iarrtar ar thuismitheoirí a chinntiú go bhfuil mála níocháin le tuáille beag glan, gallúnach, díghalráin lámh atá oiriúnach don leanbh agus gur féidir leis / léi é a láimhseáil agus ar scoil gach lá.

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 hand sanitisers will be available at multiple locations within the school and in classrooms. However, in line with established best practice in our school, parents are asked to ensure that each child has a washbag with a small, clean towel, suitable liquid soap and hand sanitiser appropriate for your child's skincare in school each day. It is essential that your child can open and close these items easily by him/herself.

d. Úsáid Trealamh Cosanta Pearsanta (TCP) / Use of Personal Protective Equipment (PPE)

Mascanna / Masks

Caithfear TCP / Úsáid Cealtrach ag gach ball fóirne sa scoil de réir chomhairle agus treoirlínte Shláinte Poiblí.

PPE / Visors will be required to be worn by all staff members within the school according to current occupational and public health guidance.

Caithfear mascanna sa bhreis nuair / *Additional masks will be worn when:*

- *Nach féidir fad 2 méadar a choimeád / A 2 metre distance cannot be reasonably maintained*
- *A dháiltear garchabhair / Administering First Aid*
- *Ag freastal ar leanaí le cúram leighis / pearsanta / Providing assistance to children with medical / intimate care needs*
- *A aithnítear cás amhrasta de COVID-19 le linn an lae scoile / Where a suspected case of Covid-19 is identified while the school is in operation*

e. Lámhainní a Chaitheamh / Wearing of Gloves:

Níl úsáid lámhainní indiúscartha ag na daltaí ná ag an bhfoireann oiriúnach i suíomh scoile ach d'fhéadfadh sé go mbeadh gá leo i suíomhanna cúraim phearsanta. Ní thugann siad cosaint don té a chaitheann iad agus d'fhéadfadh sé daoine eile a nochtadh do riosca ó lámhainní éillithe.

The use of disposable gloves in the school setting by pupils or staff is not appropriate but may be necessary for intimate care settings. 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.

f. Glantachán / Cleaning

Tá socruithe le haghaidh glantacháin níos rialta agus níos iomláine de limistéir agus dromchlaí laistigh den scoil déanta. Tá an t-ádh linn i nGaelscoil an Chaisleáin mar tá foireann ghlantacháin den scoth againn agus gabhaimid ár mbuíochas leo.

Déanfar comhlimistéir agus dromchlaí a ndéantar teagmháil leo go minic a ghlanadh go rialta agus go hiomlán, go háirithe leithris, ardaitheoirí, murláin doirse agus cistineacha. Déanfar an glantachán go rialta agus aon uair a bhíonn sé le feiceáil go bhfuil saoráidí nó dromchlaí salach.

Beidh fáil ag gach ball foirne ar tháirgí glantacháin agus beidh orthu a limistéir oibre féin a choinneáil glan. Ní thógfar na hábhair ghlantacháin seo a thabhairt amach as an bhfoirgneamh ar chúinse ar bith.

Glanfar an fhoireann a limistéar oibre agus a dhíghalrú go hiomlán roimh agus tar éis iad a úsáid gach lá.

Beidh bailiúchán rialta ann de mhálaí dramhaíle úsáidte ó oifigí agus ó limistéir eile laistigh d'áis na scoile.

Ní mór do bhaill foirne a gcuid trealaimh, mála níocháin pearsanta agus uirlisí féin a úsáid agus a ghlanadh (cupán, seanra, pláta srl).

Arrangements for more regular and thorough cleaning of areas and surfaces within the school have been made. We are very fortunate in Gaelscoil an Chaisleáin as we have an excellent cleaning staff and we are very grateful to them for all their hard work.

Regular and thorough cleaning of communal areas and frequently touched surfaces will 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 will these cleaning materials be removed from the building.

Staff will thoroughly clean and disinfect their work area before and after use each day.

There will be regular collection of used waste disposal bags from offices and other areas within the school facility.

Staff must use their own equipment, personal wash bag and use / clean his/her own utensils (cup, cutlery, plate etc.).

g. Rochtain ar shaoráid na Scoile / ar na loga teangmhála / Access to the school building / contact log

Is de réir ghnáthaimh chomhaontaithe na scoile a cheadófar rochtain ar fhoirgneamh na scoile.

Déanfar socruithe le haghaidh chuirteoirí riachtanacha ar nós conraitheoirí agus tuismitheoirí/caomhnóirí a shrianadh le haghaidh cuspóirí riachtanacha amháin agus beidh siad teoranta dóibh siúd a bhfuil cead faighte roimh ré acu ón bPríomhoide. Iarrtar ar na tuismitheoirí an leanbh a thabhairt go dtí an doras iontrála cuí mar a chuirfear fáilte croíúil roimhe / roimpi.

Is céim ríthábhachtach é daoine ionfhabhtaíocha a aithint agus a leithlisiú ar mhaithe le scaipeadh an víris a shrianadh agus sláinte agus sábháilteacht na ndaoine iad féin agus na mball foirne, na gconraitheoirí agus na gcuairteoirí uile a chosaint sa láthair oibre. Is ceart loga mionsonraithe a choinneáil de gach duine a thagann isteach in áiseanna na scoile. Coinneáilfear d'fhoireann na scoile loga faoi theagmhálacha foirne agus daltaí. Déanfaidh Gaelscoil an Chaisleáin deimhin go mbeaidh gach taifead agus na sonraí scoile uile a choinneáil agus a phróiseáil de réir RGCS agus na nAchtanna um Chosaint Sonraí.

<https://www.dataprotection.ie/en/news-media/data-protection-implications-returnwork-safely-protocol> /Féach chomh maith an loga teagmhála do chuirteoirí in **Aguisín 3**.

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. We ask parents to accompany his /her child safely to the assigned entry door for his/her class where he/she will get a very special welcome.

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 will maintain a log of staff and students contacts. Gaelscoil an Chaisleáin will ensure that all school records and data pertaining to COVID-19 will be maintained and processed in compliance with GDPR and the Data Protection Act.

<https://www.dataprotection.ie/en/news-media/data-protection-implications-returnwork-safely-protocol> In addition, see visitor contact log at **Appendix 3**

h. Gnáthamh Garchabhrach / Eigeandála / First Aid/Emergency procedure

Beidh feidhm i gcónaí leis an ngnáthamh caighdeánach Garchabhrach/Éigeandála atá i nGaelscoil an Chaisleáin

I gcás éigeandála nó teagmhais atá tromchúiseach, glaoigh ar otharcharr nó ar an mbriogáid dóiteáin ag 112/999

Déan teagmháil leis an bpríomhoide nó leis an ngarchabhróir is cóngaraí agus tabhair sonraí faoi ionad agus cineál an teagmhas leighis.

The standard First Aid/Emergency procedure shall continue to apply in Gaelscoil an Chaisleáin.

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.

10. Déileáil le Cás amhrasta COVID-19 /Dealing with a suspected case of Covid-19

Ní ceart do bhaill foirne a bhfuil aon siomptóm den Covid-19 á léiriú acu freastal ar an scoil. Tugtar forléargas thíos ar an gcaoi a dtabharfaidh Gaelscoil an Chaisleáin faoi chás amhrasta a d'fhéadfadh teacht chun cinn le linn an lá oibre.

Is ceart limistéar ainmnithe leithlise a ainmniú laistigh d'fhoirgneamh na scoile. Is ceart a mheabhrú go bhféadfadh níos mó ná duine amháin a bheith ag léiriú comharthaí den Covid-19 agus plean teagmhais a bhunú le déileáil le cásanna breise. Is ceart don limistéar ainmnithe leithlise a bheith laistiar de dhoras dúnta agus i leataobh ó bhaill foirne agus daltaí eile.

Má léiríonn ball foirne/dalta siomptóim den Covid-19 agus iad ag obair i nGaelscoil an Chaisleáin cuirtear na gnáthaimh seo a leanas i bhfeidhm:

- Más dalta a léiríonn cás amhrasta, déantar teagmháil láithreach leis na tuismitheoirí/caomhnóirí
- Aonraigh an duine agus bíodh gnáthamh ann leis an duine a thabhairt chuig an limistéar ainmnithe leithlise trí bhealach leithlise, ag fanacht 2 mhéadar ar a laghad amach ón duine siomptómach agus á dhéanamh cinnte go gcoinníonn daoine eile ar a laghad 2 mhéadar amach ón duine siomptómach i gcónaí

- Tabhair masc don duine a léiríonn siomptóim má tá ceann ar fáil Is ceart dó/di an masc a chaitheamh má tá siad i gcomhlimistéar le daoine eile nó má tá siad ag dul amach as an áitreabh
- Déan measúnú an féidir a rá leis an duine a léiríonn siomptóim dul abhaile nó an féidir le tuismitheoirí iad a thabhairt abhaile agus gaoch ar an dochtúir le leanúint ar aghaidh leis an leithlisiú sa bhaile
- Cabhraigh leis an duine a léiríonn siomptóim fanacht ar leithlis mura féidir leo dul abhaile láithreach agus cabhraigh leo gaoch ar a ndochtúir. Ní ceart don duine seo teagmháil fhisciciúil a dhéanamh le daoine, dromchlaí ná rudaí. Is ceart comhairle a thabhairt don té a léiríonn siomptóim a mbéal agus a srón a chlúdach le ciarsúr páipéir má dhéanann siad casacht nó sraoth agus an ciarsúr a chur san araid bhruscair atá curtha ar fáil
- Má bhíonn an duine maith go leor le dul abhaile, déan socruithe le hiad a iompar abhaile ag ball den teaghlach chomh luath agus is féidir agus comhairligh dóibh a gcuid siomptóm a insint dá ndochtúir ar an bhfón. Ní ceart iompar poiblí de chineál ar bith a úsáid
- Má bhíonn siad róthinn le dul abhaile nó má bhíonn gá le comhairle, déan teagmháil le 999 nó 112 agus abair leo go meastar go bhfuil Covid-19 ar an duine atá tinn.
- Déan measúnú ar an teagmhas le húsáid le gníomhartha leantacha agus téarnamh a dheimhniú.
- Déan socruithe leis an limistéar aonraithe agus na limistéir oibre a ghlanadh go cuí.

Cuirfidh an FSS in iúl do bhaill foirne/tuismitheoirí a raibh dlúth-theagmháil acu leis an gcás diagnóisithe tríd an bpróiseas rianú teagmhála. Déanfaidh an FSS teagmháil leis na daoine ábhartha go léir nuair atá diagnóis COVID-19 déanta. Is ceart treoracha an FSS a leanúint agus tá rúndacht na foirne riachtanach i gcónaí.

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

A designated isolation area should be identified within the school building. The possibility of having more than one person displaying signs of Covid-19 should be considered and a contingency plan for dealing with additional cases put in place. The designated isolation area should be behind a closed door and away from other staff and pupils.

If a staff member/pupil displays symptoms of Covid-19 while at work in Gaelscoil an Chaisleáin 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.

11. Dualgais na Fóirne / Staff Duties

Tá dualgas reachtúil ar an bhfoireann aire réasúnta a thabhairt dá sláinte agus dá sábháilteacht féin agus de shláinte agus de shábháilteacht a gcomhghleacaithe agus daoine eile. D'fhonn fillleadh sábháilte ar an obair a éascú, áirítear i measc na ndualgas seo, iad seo a leanas, gan a bheith teoranta dóibh:

- Cloí le Plean Freagartha Covid-19 na Scoile agus leis na bearta rialaithe atá imlínithe. Tá comhoibriú agus cúnamh na foirne uile riachtanach leis an riosca go scaipfidh Covid-19 a laghdú agus le sláinte agus sábháilteacht a chosaint sa scoil a oiread is féidir. Tá ról tábhachtach ag an bhfoireann go léir.
- Comhordú agus comhoibriú lena gcomhghleacaithe le cinntiú go gcoinnítear an scaradh fisiciúil. iii. Siomptóim an Covid-19 a fhoghlaim dóibh féin agus faireachán a dhéanamh ar a bhfolláine féin iv. Scaradh a dhéanamh orthu féin sa bhaile agus teagmháil a dhéanamh go pras lena ndochtúir má léiríonn siad aon siomptóm den Covid-19.
- Gan fillleadh ar an scoil ná freastal uirthi ar chúis ar bith má tá siomptóim Covid-19 acu.
- Má thagann aon siomptóm den Covid-19 chun cinn orthu agus iad laistigh d'áis na scoile, is ceart dóibh cloí leis an nós imeachta atá imlínithe thuas
- An fhoirm Filleadh ar an Obair a chomhlánú sula bhfilleann siad ar an obair
- A chur in iúl don Phríomhoide má tá aon chúinsí eile ann a bhaineann le Covid-19, nach luaitear ar an bhfoirm, ar ghá dóibh iad a nochtadh ionas gur féidir leo fillleadh go sábháilte ar an láthair oibre
- Ní mór dóibh Oiliúint Ionduchtaithe Covid-19 a chríochnú chomh maith le haon oiliúint eile atá riachtanach sula bhfilleann siad ar an scoil
- Ní mór a bheith ar an eolas faoi chleachtais dhea-shláinteachais agus dea-bhéasa riospráide agus cloí leo
- Fanacht ar an eolas faoi chomhairle uasdáitithe na n-údarás sláinte poiblí agus cloí leo.

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:

- i. 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*
- ii. Coordinate and work with their colleagues to ensure that physical distancing is maintained*
- iii. Make themselves aware of the symptoms of Covid-19 and monitor their own wellbeing*
- iv. Self-isolate at home and contact their GP promptly for further advice if they display any symptoms of Covid19*
- v. Not return or attend school if they have symptoms of Covid-19 under any circumstances.*
- vi. If they develop any symptoms of Covid-19 whilst within the school facility, they should adhere to the procedure outlined above*
- vii. Complete the RTW form before they return to work*
- viii. 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*
- ix. Must complete Covid-19 Induction Training and any other training required prior to their return to school*
- x. Must be aware of, and adhere to, good hygiene and respiratory etiquette practices*
- xi. Keep informed of the updated advice of the public health authorities and comply with same.*

12. Bainistiú neamhláithreachta a bhaineann le Covid / Covid related absence management

Déanfar bainistiú ar neamhláithreachta a bhaineann le Covid-19 de réir na nósanna imeachta atá aontaithe leis an Roinn Oideachais agus Scileanna. *The management of a Covid-19 related absence will be managed in line with agreed procedures with DES.*

13. Clár Cúnaimh agus Folláine d'Fhostaithe / Employee Assistance and Wellbeing Programme

Tá sé d'aidhm ag an mBord Bainistíochta cosaint agus tacaíocht a thabhairt do shláinte agus d'fholláine (fhisiciúil, mheabhrach, spioradálta srl) gach ball foirne agus iad ag obair, cibé acu a bhfuil siad ag obair in áis scoile nó sa bhaile nó lasmuigh den obair. Tuigtear don Bhord Bainistíochta go bhfuil tacaíocht agus cur chun cinn sláinte agus folláine na foirne thar a bheith tábhachtach sa chomhthéacs reachta mar a bhfuil dúshláin mhóra cruthaithe ag an bpaindéim Covid-19 don saol pearsanta, teaghlach agus sóisialta agus go bhfuil sé ag cur isteach agus ar shocruithe oibre.

Tá sé d'aidhm ag an mBord Bainistíochta timpeallacht chultúrtha agus oibre a thacaíonn le hiompar sláintiúil agus le folláine na foirne agus beidh uirlisí agus treoirlínte sláinte agus folláine á gcur ar fáil go leanúnach don fhoireann agus eagrófar cláir, tograí agus imeachtaí oiriúnacha tacaíochta.

Is tréimhse dúshlánach atá ann do chách. Má fhulaingíonn aon bhall foirne strus nó imní maidir leis an obair nó na socruithe oibre, tugtar cuireadh dóibh labhairt go hoscailte faoi leis an bpríomhoide.

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, family and social lives as well as their work arrangements.

The Board of Management aims to foster a culture and work environment that support healthy behaviours and staff wellbeing and shall continue to make health and wellbeing tools and guidance available to staff as well as organising suitable support programmes, initiatives and events.

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.

Líne Teangmhála Saorfón Rúnda Chlár Cúnaimh agus Fholláine d'Fhostaithe 1800 411 057 (24 uair, 365 lá)
Freephone Confidential HelpLine Employee Assistance and Wellbeing Programme 1800 411 057 (24 uair, 365 lá)

Aguisín 1



Gaelscoil an Chaisleáin, Baile an Chollaigh 205001

Ceistneoir COVID-19 Roimh Fhilleadh ar an Obair

Is ceart don fhoireann an ceistneoir a chomhlánú 3 lá ar a laghad roimh fhilleadh ar an obair.

Más 'Tá' an freagra ar aon cheann de na ceisteanna thíos, moltar duit comhairle leighis a lorg roimh fhilleadh ar an obair.

Ainm: _____

Ainm na Scoile: _____

Ainm an Phríomhoide: _____

Date: _____

	Ceisteanna	Tá	Níl
1.	An bhfuil siomptóim de chasacht, fiabhras, ardteocht, scornach thinn, sileadh sróna, easpa anála nó fliú ort faoi láthair nó an raibh le 14 lá anuas?		
2.	An bhfuil diagnóis ionfhabhtú COVID-19 deimhnithe nó amhrasta déanta ort le 14 lá anuas?		
3.	An bhfuil comhairle tugtha duit ag an FSS go raibh gartheagmháil agat le duine a bhfuil diagnóis ionfhabhtú deimhnithe nó amhrasta COVID-19 déanta orthu le 14 lá anuas?		
4.	An bhfuil comhairle tugtha ag dochtúir duit tú féin a scaradh ag an am seo?		
5.	An bhfuil comhairle tugtha ag dochtúir duit tú féin a chlutharú ag an am seo?		
6.	An bhfuil comhairle tugtha ag dochtúir duit go bhfuil tú i ngrúpa ardriosca? Má tá labhair le do dhochtúir agus le do Phríomhoide maidir le filleadh ar an obair.		

Deimhním, ar feadh m'eolais, nach bhfuil aon siomptóm de COVID-19 agam, nach bhfuilim do mo scaradh féin ná ag fanacht le torthaí triail COVID-19. Tabhair faoi deara: Tá na sonraí íogaire pearsanta seo á mbailiú ar mhaithe le sábháilteacht sa láthair oibre a chaomhnú i bhfianaise na paidéime Covid-19. Tá an bonn dlí le bailiú na sonraí seo bunaithe ar leasanna ríthábhachtacha poiblí agus cothabháil na sláinte poiblí agus coinneofear iad slán de réir an pholasáí coinneála.

Sínithe _____

Gaelscoil an Chaisleáin COVID-19 Risk Assessment

(List identifies COVID-19 as the hazard and outlines control measures required to deal with this risk)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H=High M=Medium L=Low	Controls (When all controls are in place risk will be reduced)	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date when action completed
Covid-19	N	Illness	H	School Covid19 Response Plan in place in line with DES guidance, Return to Work Safely Protocol and Public Health advice		<i>Examples of Actions</i> Follow public health guidance from HSE re hygiene and respiratory etiquette	Name of staff member	
						Complete School COVID-19 Policy Statement		
						Return to Work Forms received and reviewed		
						Undertake Induction Training		

						Maintain log of staff, student and visitors		
--	--	--	--	--	--	---	--	--

If there is one or more High Risk (H) actions needed, then the risk of injury could be high and immediate action should be taken. Medium Risk (M) actions should be dealt with as soon as possible. Low Risk (L) actions should be dealt with as soon as practicable.

Risk Assessment carried out by: _____

Date: / /

Ainm na Scoile	GAELSCOIL AN CHAISLEÁIN		Duine Teagmhála na Scoile	Sinéad Ní Sheoigh
Seoladh na Scoile	Cumann Rugbaí Bhaile an Chollaigh, Tanner Park, Cúl Rua, Baile an Chollaigh		Le haghaidh Ceisteanna Amháin: Uimhir Ghutháin	087 7400985
			Ríomhphost	gsanchaisleain@gmail.com
Ainm an Chuariteora				An raibh an chuairt seo réamhshocruithe leis an bPríomhoide? Bhí <input type="checkbox"/> Ní raibh <input type="checkbox"/>
Dáta na Cuairte	___ / ___ / _____	Am	Teacht Isteach sa scoil _____ r.n <input type="checkbox"/> i.n <input type="checkbox"/>	Imeacht ón scoil _____ r.n <input type="checkbox"/> i.n <input type="checkbox"/>
Stádas an Chuariteora	Conraitheoir <input type="checkbox"/>	Tuismitheoir/Caomhnóir <input type="checkbox"/>	Eile: _____	
Sonraí Teagmhála an chuariteora	Ainm an Chomhlacht a (más cúí)			
	Seoladh			
	Uimhir Theagmhála:	Seoladh	Ríomhphoist	
	Cúis na Cuairte			
Na Daoine a bhí i dteagmháil leis an gcuairteoir (ní mór do gach ainm a bheith ar líne dhifriúil)				
Ainm an Chuariteora			Cén méid ama a chaith an cuairteoir le gach duine sa scoil	