**Plean Freagartha Covid-19 / School Response Plan**

**Gaelscoil an Chaisleáin, Baile an Chollaigh**

**August 2021**

# **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 leis an bPlean Freagartha uasdaithe COVID-19 maidir le hAthoscailt Shábháilte agus Inmharthana Bunscoileanna agus Scoileanna Speisialta, An Roinn Oideachais agus Scileanna, Feabhra 23ú 2021 / Lúnasa 2021 agus I gcomhréir le hAthléimneacht agus Athshlánú an Rialtais 2020-2021: Plean Maireachtála le COVID-19; an ‘Prótacal um Obriú go Sábháilte’arna bhforbairt ag an Roinn Gnó, Fiontar agus Nuálaíochta agus ag an Roinn Sláinte le doiciméid treorach arna soláthar ag an Údarás Sláinte agus Sábháilteachta (USS). Is leagan athbhreithne é an ‘Prótacal um Oibriú go Sábháilte’ den Phrótacal um Fhilleadh ar an Obair go Sábháilte’ agus cuimsíonn sé go leor eioimintí agus gnéithe den treoir bhunaidh ach déantar é a nuashonrú chun an chomhairle is déanaí a d'eisigh an Rialtas agus an Fhoireann Éigeandála Sláinte Náisiúnta (NPHET) a léiriú chun scaipeadh COVID-19 san ionad oibre a laghdú. Tá athbhreithniú agus uasdhathú déanta ar pholasaithe scoile agus ar na measúnuithe reatha atá acu le haon riosca nua a d'fhéadfadh eascairt as Plean Freagartha COVID-19 na Scoile. Tá clárú déanta ar aon athrú ar mheasúnú riosca reatha na scoile agus 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). Ní dhéanann an cháipéis seo neamhní ar an bPlean Freagartha Covid-19 Lúnasa 2020 agus Feabhra 2021 ach déanann sé uasdhathú air I gcothéacs na treoirlínte is deanaí. Is doiciméid dhlúth bheo reatha iad an dá cheann le hathbhreithniú rialto á dhéanamh orthu.

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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 eisíonn 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 filleadh 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 the 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’ updated COVID-19 Response Plan Safe and Sustainable Re-opening of Primary Schools and Special Schools,February 2021 / August 2021* and in compliance with the Government’s Resilience and Recovery 2020-2021: Plan for Living with COVID-19 and the ‘Work Safely Protocol’ which has been developed by the Department of Business, Enterprise and Innovation and the Department of Health with guidance documents provided by the Health and Safety Authority (HSA).

The ‘Work Safely Protocol’ is a revised version of the ‘Return to Work Safely Protocol’ and contains many of the elements and features of the original guidance but is updated to reflect the latest advice issued by Government and National Health Emergency Team (NPHET) to reduce the spread of COVID-19 in the workplace.

 *All existing school policies have been reviewed and updated to consider any new risks that arise due to the school’s updated COVID-19 Response Plan. Any changes to the school’s existing risk assessment are 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 (NPHET). This document does not negate the School’s previously implemented Covid-19 Response Plans August 2020 / February 2021, as outlined by Government, but rather updates it in the light of the most recent guidelines. All documents complement each other and are live working documents subject to continuous review.*

*It is important that school based teaching and learning and the operating of school facilities comply with the protocol to minimise the risk to students, staff and others. As the advice issued by NPHET continues to evolve, this protocol and the measures management and staff need to address may also change.*

*The response plan will support the remained and sustainable opening 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**
	1. **Foirgneamh na Scoile /School Building**
	2. **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**
	1. **Nigh dó lámha go rialta / *Wash your Hands Frequently***
	2. **Sláinteachas Lámha agus Díghalróirí Lámha /*Hand Hygiene and Hand Sanitiser***
	3. **Ná teaghmhaigh le súile, srón ná béal / *Avoid Touching your Eyes, Nose and Mouth***
	4. **Scaradh Fisiciúil / *Physical Distancing***
	5. **Cleachtaigh Sláinteachas Riospráide / *Practise Respiratory Hygiene***
	6. **Lé Déanamh / *Do***
	7. **Ná Déan / *Do Not***
	8. **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***
	1. **Foirm um Réamhfhilleadh ar an Obair */ Return to Work Form***
	2. **Faisnéis Ionduchtaithe ar líne d’Oidí / *Online Induction Training for teachers***
	3. **Sláinteachas Riachtanacht &Béasaíocht Anála /*Essential Hygiene & Respiratory Etiquette***
	4. **Scaradh Soisialta sa scoil** / ***Facilitation of Social Distancing***
	5. **Trealamh Cosanta Pearsanta (TCP) / *Personal Protective Equipment (PPE)***
	6. **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**
	7. **Glantóireacht / Cleaning**
	8. **Rochtain ar Shaoráid Scoile / *Access to the School Building***
	9. **Logleabhar Teangmhála / *Contact Log***
	10. **Garchabhair & Cur Chuige Eigeandála / *First Aid & Emergency Procedure***

 **9. Déileáil le cás amhrasta Covid-19 / *Dealing with a suspected case of Covid-19***

1. **Dualgais na Fóirne / *Staff Duties***
2. **Bainistiú neamhláithreachta a bhaineann le Covid** / ***Covid related absence management***
3. **Clár Cúnaimh agus Folláine d’Fhostaithe** /***Employee Assistance and Wellbeing Programme***

Tá cúnamh agus comhoibriú na mball foirne, na ndaltaí, na dtuismitheoirí/na gcaomhnóirí, na gconraitheoirí agus na gcuairteoirí go léir ríthábhachtach 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 agus ráiteas 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 and staement 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*.

## **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 teagaisc 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 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 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. Athbhreithniú a dhéanamh ar oibriú sábháilte scoileanna**

Tá sé i gceist ag an mBord Bainistíochta atosú an teagaisc agus na foghlama scoilbhunaithe agus filleadh na foirne ar an ionad oibre sábháilte a éascú. Ní mór oibriú scoileanna a dhéanamh go sábháilte agus ní mór cloí go dochta leis an gcomhairle maidir le sláinte phoiblí agus le treoir ar bith eistithe ag an Roinn Oideachais.

Tá mionsonraí maidir le hoibriú sábháilte na háise scoile agus na rialuithe is infheidhme leagtha amach sa doiciméad seo. Beidh ar gach scoil athbhreithniú a dhéanamh ar a gcuid próisis reatha lena chinntiú go gcuimsíonn siad na nithe seo a leanas:

* Socruithe le bheih cothrom le dáta maidir le comhairle sláinte poiblí, athruithe ar aon phleananna Rialtais maidir le maireachtáil le COVID-19 agus nuashonruithe ón Roinn Oideachais;
* Socruithe chun an fhoireann, daltaí, tuismitheoirí agus eile a chur ar an eolas in am cuí agus de réir mar is gá;
* Cinntiú go bhfuil athbhreithniú déanta ag an bhfoireann ar an ábhar oiliúna atá curtha ar fáil ag an Roinn Oideachais ***(sonraí i gCuid 4.1);***
* Teacht a bheith ag an bhfoireann ar an bhfoirm um Fhilleadh ar Obair (FO) **(*sonraí i gCuid 4.2);***
* Príomhionadaí Oibrithe a bheith aitheanta **(*sonraí i gCuid 4.3);***
* Póstaeir ar taispeáint agus comharthaíocht eile chun tabhairt isteach agus leathadh Covid-19 i scoileanna a chosc **(*sonraí i gCuid 4.4);***
* Na hathruithe cuí ar leagan amach na scoile nó an tseomra ranga curtha i bhfeidhm más gá chun tacú le hathdhearadh seomraí rangaí chun cuidiú le scaradh sóisialta **(*sonraí i gCuid 4.5);***
* Baineadh bearradh neamhriachtanach as chun glanadh leanúnach na scoile a éascú agus aire ar an tábhacht a bhaineann le hábhair oideachasúla a bheith ann chun timpeallacht foghlama spreagúil a chruthú;
* Nuashonrú a bheith déanta ar an measúnú sláinte agus riosca **(*sonraí i gCuid 4.6);***
* Na socruithe is gá a bheith déanta chun srian a choinneáil ar an rochtain ar an scoil ag cuairteoirí riachtanacha agus taifid a choinneáil ar theagmhálaithe leis an scoil **(*sonraí i gCuid 4.7);***
* Athbhreithniú déanta ar fhoirgnimh na scoile chun seiceáil a dhéanamh ar na nithe seo a leanas after any period of closure:
* An gcaithfidh an córas uisce a shruthlú ag asraonta i ndiaidh úsáid íseal chun galar Legionella a chosc;
* Ar seiceáladh trealamh scoile agus aeráil mheicniúil le haghaidh comharthaí meathlúcháin nó damáiste sula mbaintear úsáid arís astu;

**4. Reviewing the safe operation of schools**

The BOM aims to facilitate the continuation of school based teaching and learning and a safe working environment for staff. The operation of schools must be done safely and in strict adherence to the public health advice and any guidance issued by the Department of Education.

Details for the safe operation of a school facility and the applicable controls are outlined in this document. Each school will need to review their current processes to ensure that they include the following:

* Arrangements to keep up to date with public health advice, changes to any Government plans for living with COVID-19 and Department of Education updates;
* Arrangements to pass on this information in a timely manner to staff, pupils, parents and others as required;
* Ensured that staff have reviewed the training materials provided by the Department of Education ***(details at Section 4.1);***
* Provided staff with access to the Return to Work (RTW) form (***details at Section 4.2);***
* Identified a Lead Worker representative ***(details at Section 4.3);***
* Displayed posters and other signage to prevent introduction and spread of COVID-19 ***(details at Section 4.4);***
* Made the necessary changes to the school or classroom layout if necessary to support the redesign of classrooms to support physical distancing ***(details at Section 4.5);***
* Removed unnecessary clutter to facilitate ongoing cleaning of the school taking into account the importance of having educational materials to create a stimulating learning environment;
* Updated the health and safety risk assessment ***(details at Section 4.6);***
* Made necessary arrangements to limit access to the school to necessary visitors and maintain records of contacts to the school ***(details at 4.7)***;
* Reviewed the school buildings to check the following after any period of closure:
* 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 and other essential services resumed.

There are checklists in place to assist schools on the details of what is needed for these arrangements in the Appendices of this plan.

* Ar cuireadh tús le bruscar a bhailiú agus seirbhísí riachtanacha eile.

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**4.1 Oiliúint Ionduchtaithe**

Tabharfaidh gach ball foirne faoi Oiliúint Ionduchtaithe 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 BOM leis sa ról seo.

* 1. **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 will be updated 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, who is supported in this role by the BOM

# **4.2Nós 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***

* 1. **Nós Imeachta chun Filleadh ar Obair (NIFO)**

Sula bhfilleann siad ar an ionad oibre, ní mór don fhoireann foirm **Filleadh ar Obair (FO)** a chomhlánú, foirm atá ar fáil ar líne nó ón bpríomhoide. Tá cóip ar fáil ceangailte fosta ag ***Aguisín 2.***

Ba chóir foirm FO a chomhlánú agus a chur ar ais chuig an scoil roimh filleadh ar an ionad oibre. Ba choir do scoileanna a iarraidh ar bhaill foirne a dhearbhú nach bhfuil aon athrú ar na sonraí san fhoirm un fhilleadh ar obair tar éis tréimhsí dúnta ina dhiaidh sin, amhail laethanta saoire scoile.

Cuirfidh an príomhoide mionsonraí ar fáil freisin faoin **Oiliúint Ionduchtaithe** atá le comhlánú ag an bhfoireann agus mionsonraí faoi aon bhearta sláinte agus sábháilteachta breise atá i bhfeidhm sa scoil chun filleadh an bhaill foirne ar an áis scoile a éascú.

Tá roinnt ball foirne scoile nach mbeidh in ann filleadh ar scoil. Aithnítear de réir na dtreoirlínte sláinte poiblí atá ann faoi láthair na daoine seo a bheith i ngrúpaí a shainítear a bhfuil **riosca an-ard** ag baint leo.Déanfar é seo a nuashonrú de réir na comhairle sláinte poiblí.

**Daoine a bhfuil riosca an-ard ag baint leo (i mbaol mór):**

Áirítear le daoine atá sna grúpaí a bhfuil riosca an-ard ag baint leo:

* daoine atá thar 70 bliain d'aois - fiú má bhíonn siad i mbarr na sláinte
* daoine ar aistríodh orgán dá gcuid
* daoine a bhfuil ceimiteiripe á cur orthu le haghaidh ailse
* daoine a bhfuil radaiteiripe á cur orthu le haghaidh ailse scamhóg
* daoine a bhfuil ailse fola nó na ailse smeara orthu mar leoicéime, linfóma nó mialóma is cuma cén cóireáil atá á déanamh orthu
* daoine atá ag fáil imdhíteiripe nó cóireálacha leanúnacha antashubstaintí eile le haghaidh ailse
* daoine atá ag fáil cóireálacha ailse spriocdhírithe eile a d’fhéadfadh dul i bhfeidhm ar an gcóras imdhíonachta, mar choscóirí próitéine cionáise nó coscairí PARP
* daoine a fuair trasphlandú smeara nó gaschealla le 6 mhí anuas, nó atá fós ag glacadh drugaí frith-imdhíonachta
* daoine a bhfuil riochtaí riospráide troma orthu lena n-áirítear fiobróis chisteach, drochphlúchadh, fiobróis scamhógach, fiobróis scamhóg, galar scamhóg interstitial agus COPD dian
* daoine a bhfuil riocht orthu a chiallaíonn go bhfuil riosca an-ard acu ionfhabhtuithe a fháil (mar shampla SCID, corráncheall homaisigeach)
* daoine atá ag ag glacadh cógais a fhágann go bhfuil seans níos mó ann go dtiocfaidh ionfhabhtuithe orthu(mar shampla dáileoga arda stéaróidigh nó teiripí imdhíon-imdhíonachta)
* daoine a bhfuil riocht croí tromchúiseach orthu agus atá ag iompar clainne

Tá comhairle le haghaidh an ghrúpa seo ar fáil ón FSS. Tá mionsonraí faoin na socruithe oibre a bhaineann le baill foirne ardriosca, i gcomhréir leo siúd a bhaineann leis an tseirbhís phoiblí i gcoitinne, agus tá mionsonraí fúthu ar fáil i gciorcláin ábhartha na Roinne Oideachais ar shuíomh Gréasáin na Roinne.

* 1. **Procedure for Returning to Work (RTW)**

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

A RTW form should be completed and returned to the school before returning to work. Schools should request staff to confirm that the details in the Return to Work Form remain unchanged following subsequent periods of closure such as school holidays.

The principal will also provide details of the **Induction Training** for completion by staff 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.

There are some school staff who may be unable to return to school. Current public health guidelines have identified these people as being in groups who are defined as being at **very high risk.** This will be updated in line with public health advice.

**People at very high risk (extremely vulnerable):**

The list of people in very high risk groups include people who:

* are over 70 years of age - even if 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
* have severe respiratory conditions including cystic fibrosis, severe asthma, pulmonary fibrosis, lung fibrosis, interstitial lung disease and severe COPD
* have a condition that means they 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 are pregnant

The advice for this group is available from the HSE. Details of the working arrangements that apply to the very high risk school staff, is in accordance with those applying for the public service generally, and is detailed in the relevant Department of Education circulars available on the Department’s website.

* 1. **Príomhionadaí Oibrithe**

Tá foráil sa Phrótacal le haghaidh Príomhionadaí Oibrithe (PO) a cheapadh i ngach ionad oibre. Beidh an PO ag obair leis an bhfostóir chun cuidiú le bearta a chur i bhfeidhm chun leathadh COVID -19 a chosc agus monatóireacht a dhéanamh ar an méid atáthar ag cloí leis na bearta sin agus beidh ról aige maidir le comhairle sláinte maidir le COVID-19 a chur in iúl san ionad oibre.

Leagtar amach sa chuid seo an dóigh a gcuirfear na forálacha i bhfeidhm sna scoileanna. Thángthas ar chomhaontú go lárnach idir an Roinn Oideachais agus na páirtithe oideachais faoin bpróiseas chun príomhionadaí oibrithe i scoileanna.

Is ar an mBord Bainistíochta/Oideachais agus Oiliúna agus bainistíocht na scoile go príomha atá an fhreagracht as Plean Freagartha Covid-19 a fhorbairt, a nuashonrú agus a chur i bhfeidhm.

Tá tábhacht ollmhór ag baint le cumarsáid láidir agus cur chuige comhoibritheach chun scaip COVID-19 i scoileanna a chosc, agus chun aire a thabhairt do shláinte, sábháilteacht agus folláine na foirne agus na ndaltaí. Ní bhainfear cloí leis an bPrótacal um Obriú go Shábháilte amach ach amháin má dhéanann gach duine an fhreagracht a chomhroinnt agus na bearta atá sa Phrótacal a chur i bhfeidhm san áit oibre.

Má tá aon imní nó barúlacha ag ball foirne maidir le Plean Freagartha Covid-19, bearta rialaithe nó an dóigh le cloí leis na bearta sin ag baill foirne, daltaí nó daoine eile ba chóir dó / di teagmháil a dhéanamh leis an bpríomhoibrí / na hoibrithe a rachaidh i dteagmháil leis an bpríomhoide / BOM.

## Ról an Phríomhionadaí Oibrithe (PO)

Go hachomair, is é ról an PO ná:

* Ionadaíocht a dhéanamh ar son an fhoireann ar fad san ionad oibre, beag beann ar an ról atá acu, agus a bheith ar an eolas ar na saincheisteanna a d'fhéadfadh teacht chun cinn maidir le cohóirt áirithe foirne;
* A bheith ag comhoibriú le bainistíocht na scoile chun sábháilteacht, sláinte agus leas na bhfostaithe maidir le COVID-19 a chinntiú, a oiread agus is féidir;
* A bheith ar an eolas maidir leis an gcomhairle is déanaí ón Rialtas maidir le COVID-19;
* I gcomhpháirt le bainistíocht na scoile, dea-chleachtais sláinteachais a chur chun cinn ar nós lámha a ní go rialta agus dea-bhéasa anála a chothú chomh maith le scaradh sóisialta a choinneáil de réir chomhairle sláinte poiblí;
* Cabhrú le bainistíocht na scoile bearta rialaithe um chosc ar ionfhabhtú a chur i bhfeidhm chun COVID-19 a chur faoi chois san ionad oibre de réir an Phrótacail um Obriú go Sábháilte agus an chomhairle reatha maidir le sláinte phoiblí;
* I gcomhpháirt le bainistíocht na scoile, monatóireacht a dhéanamh ar an méid atáthar ag cloí le bearta chun leathadh COVID-19 a chosc;
* Athbhreithnithe a dhéanamh go rialta ar bhearta sábháilteachta;
* Ábhar imní ar bith a thuairisciú láithreach do bhainistíocht na scoile agus taifid ar na ceisteanna sin agus na gníomhartha a glacadh chun dul i ngleic leo a choinneáil;
* Dul i gcomhairle le bainistíocht na scoile ar Phlean Freagartha COVID-19 sa chás ina dtagann COVID-19 ar dhuine agus iad ar scoil lena n-áirítear suíomh ionaid leithlise agus bealach sábháilteacht chuig an ionad sin;
* Tar éis aon eachtra, déan measúnú le bainistíocht na scoile ar aon ghníomh iarchúraim a theastaíonn;
* Dul i gcomhairle le comhghleacaithe ar cheisteanna maidir le COVID-19 san ionad oibre;
* Ionadaíocht a dhéanamh do bhainistíocht na scoile ar son a gcomhghleacaithe ar cheisteanna maidir le COVID-19 san ionad oibre.

Ceapfiadh gach scoil Príomhionadaí Oibrithe amháin

Beidh Leas-Ionadaí Oibrithe chomh maith le PO á cheapadh ag scoileanna ina bhfuil níos liú ná 30 bhaill foirne. Is é ról an Leas-Ionadaí Oibrithe ná chun feidhmiú mar an PO nuair a bhfuil an PO as láthair.

Beidh Ionadaí Oibrithe Cúnta chomh maith le PO á cheapadh ag scoileanna ina bhfuil níos mó ná 30 bhaill foirne agus ag gach scoil speisialta. Is é ról an Ionadaí Oibrithe Cúnta ná:

* chun cabhair a thabhairt don PO agus iad i mbun na dualgais thuasluaite; agus
* chun feidhmiú mar an PO nuair atá an PO as láthair.

|  |  |
| --- | --- |
| ***Ainm (neacha) Príomhionadaí Oibrithe;*** | ***Sonraí Teagmhála:*** |
| Sinead Ní ShéoighLeonard Ó Conchúir | 087 7400985087 7400985 |

Tá freagracht ar gach ball foirne, ar dhaltaí, ar thuismitheoirí, ar chonraitheoirí agus ar chuairteoirí mar dhaoine aonair agus i dteannta a chéile aird chuí a thabhairt ar a sláinte agus a sábháilteacht féin agus ar shláinte dhaoine eile agus cuidiú le cur i bhfeidhm an Phlean Freagartha Covid-19 agus an rialú gaolmhar ar bhearta maidir le cosc ionfhabhtaithe.

Tá iomlán na sonraí maidir leis na socruithe a chuirfear i bhfeidhm maidir leis an PO i mbunscoileanna agus i scoileanna speisialta leagtha amach ag ***Aguisín 3.***

* 1. **Lead Worker Representative**

*The Protocol provides for the appointment of a Lead Worker Representative (LWR) in each workplace. The LWR will work in collaboration with the employer to assist in the implementation of measures to prevent the spread of COVID -19 and monitor adherence to those measures and to be involved in communicating the health advice around COVID-19 in the workplace.*

*This section sets out how the provisions will operate in schools. The process for appointment of the lead worker representative in schools has been agreed centrally between the Department of Education and the education partners.*

*Responsibility for the development, updating and implementation of the COVID-19 Response Plan and the associated control measures lies primarily with the Board of Management/ Education and Training Board and school management.*

*Strong communication and a shared collaborative approach is key to protecting against the spread of COVID-19 in schools, and looking after the health, safety and wellbeing of staff and students. Adherence to the Work Safely Protocol will only be achieved if everyone has a shared responsibility in implementing the measures contained within the Protocol in their place of work.*

*If a staff member has any concerns or observations in relation to the COVID-19 Response Plan, control measures or the adherence to such measures by staff, pupils or others he/she should contact the lead worker(s) who will engage with the principal/BOM.*

## *Role of the Lead Worker Representative*

*In summary, the role of the LWR is to:*

* *Represent all staff in the workplace regardless of role, and be aware of specific issues that may arise in respect of different staff cohorts;*
* *Work collaboratively with school management to ensure, so far as is reasonably practicable, the safety, health and welfare of employees in relation to COVID-19;*
* *Keep up to date with the latest COVID-19 public health advice;*
* *In conjunction with school management, 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 school management with implementing infection prevention control measures to suppress COVID-19 in the workplace in line with the Work Safely Protocol and current public health advice;*
* *In conjunction with school management, monitor adherence to measures put in place to prevent the spread of COVID-19;*
* *Conduct regular reviews of safety measures;*
* *Report any issues of concern immediately to school management and keep records of such issues and actions taken to rectify them;*
* *Consult with the school management on the school’s COVID-19 Response Plan in the event of someone developing COVID-19 while in school including the location of an isolation area and a safe route to that area;*
* *Following any incident, assess with the school management any follow up action that is required;*
* *Consult with colleagues on matters relating to COVID-19 in the workplace;*
* *Make representations to school management on behalf of their colleagues on matters relating to COVID-19 in the workplace.*

*Every school will appoint one Lead Worker* Representative

*In schools with less than 30 staff, a Deputy Lead Worker Representative will be appointed in addition to the LWR. The role of the Deputy LWR will be to deputise as LWR where the LWR is absent.*

In schools with 30 or more staff and in all Special schools, an Assistant Lead Worker Representative will be appointed in addition to the LWR. The role of the Assistant *LWR will be to:*

* *assist the LWR in their duties as set out above; and*
* *deputise as LWR where the LWR is absent*

|  |  |
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| ***Name(s) of lead worker representative:*** | ***Contact details:*** |
| *Sinead Ni Shéoigh**Leonard Ó Conchúir* | *087 7400985**087 7400985* |

*All staff, pupils, parents, 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 infection prevention control measures.*

*Full details of the arrangements which will apply for the LWR in primary and special schools is set out at* ***Appendix 3.***

* 1. **Comharthaíocht / Signage**

Tá comharthaíocht ar taispeáint ar a léireotar comharthaí agus siomptóim COVID-19 agus tacú le sláinteachas maith láimhe agus riospráide.

Tá na póstaeir a thaispeáint in áiteanna tábhachtacha ar nós oifigí, pasáistí, seomraí foirne agus i leithris.

https://www.education.ie/ga/An-Roinn/Fograí/comhairle-o-fss-maidir-le-coronavirus.html#1

*Gaelscoil an Chaisleáin displays signage outlining the signs and symptoms of COVID-19 and to support good hand and respiratory hygiene.*

*The posters are displayed in prominent areas such as offices, corridors, staffroom area, classrooms and toilets.*

* 1. ***Leagan amach na scoile a athrú / Making Changes to School Layout***

Moltar scaradh fisiceach a choinneáil i bhfeidhm i dtimpeallacht na scoile mar cheann de na príomh bhearta um chosc ar ionfhabhtú an riosca COVID-19 a thabhairt isteach agus leathadh a íoslaghdú. Tá athchumrú déanta ag Gaelscoil an Chaisleáin sna seomraí ranga agus áiteanna eile sa scoil de réir mar is gá chun tacú le scaradh fisiceach de réir na dtreoirlínte sula n-athosclaítear na scoileanna.

*Maintaining physical distancing in the school environment is recommended as one of the key infection prevention control measures to minimise the risk of the introduction and spread of COVID-19.*

*Gaelscoil an Chaisleáin has reconfigured classrooms and all other areas within the school to support physical distancing in line with the guidance in advance of school reopening.*

* 1. **Measúnú Riosca Sláinte agus Sábháilteachta / *Health and Safety Risk Assessment***

Tá athbhreithniú déanta ag Gaelscoil an Chaisleáin ar a nósanna imeachta éigeandála maidir le sábháilteacht ó dhóiteán, garchabhair, timpistí agus tarluithe contúirteacha chun aon rioscaí nua bhíonn ann mar gheall ar Phlean Freagartha COVID-19 na scoile a mheas. Ba cheart athrú ar bith maidir le nósanna imeachta éigeandála na scoile atá ann cheana a dhoiciméadú agus a thabhairt isteach mar chuid de ráiteas sábháilteachta na scoile.

Tá athbhreithniú leanúnach á dhéanamh ar na measúnuithe riosca atá ag ár scoil cheana féin chun aon rioscaí nua a bhíonn ann mar gheall ar Phlean Freagartha COVID-19 na scoile a mheas. Beidh aon athrú ar bith ar mheasúnuithe riosca reatha na scoile á dhoiciméadú agus a thabhairt isteach mar chuid de ráiteas sábháilteachta na scoile.

**Nós Imeachta Éigeandála/Garchabhrach**

Beidh an Nós Imeachta Éigeandála/Garchabhrach i bhfeidhm i scoileanna go fóill. I gcás éigeandála nó mar tharlaíonn eachtra thromchúiseach, ba cheart do scoileanna scairt a chur ar otharcharr nó ar an mbriogáid dóiteáin ar 112/999 ag tabhairt sonraí faoi shuíomh agus faoin chineál eachtra leighis a thit amach.

*COVID-19 represents a hazard in the context of health and safety in the school environment. Gaelscoil an Chaisleáin has reviewed its emergency procedures involving, fire safety, first aid, accidents and dangerous occurrences to consider any new risks that arise due to the school’s COVID-19 Response Plan. Any changes to the school's existing emergency procedures should be documented and incorporated into the school’s safety statement.*

*Gaelscoil an Chaisleáin continues to monitor existing risk assessments to consider any new risks that arise due to the school’s COVID-19 Response Plan. Any changes to the school’s current risk assessments will be documented and incorporated into the school safety statement.*

***First Aid/Emergency Procedure***

*The standard First Aid/emergency procedure shall continue to apply in schools. In an emergency or in case of a serious incident, schools should call for an ambulance or the fire brigade on 112/999 giving details of location and type of medical incident.*

* 1. **Rochtain ar Loga na Scoile agus Rochtana / *Access to School and Contact Log***

Beidh rochtain ar fhoirgneamh na scoile de réir na nósanna imeachta comhaontaithe ag scoileanna.

Beidh socruithe do chuairteoirí riachtanacha ar nós conraitheoirí agus tuismitheoirí teoranta do chuspóirí riachtanacha agus teoranta dóibh siúd a gheobhaidh cead roimh ré ón bpríomhoide. D'fhéadfadh go mbeadh ar Chigireacht na Roinne Oideachais cuairt a thabhairt ar scoileanna agus ar ionaid oideachais chun tacú leo de réir mar is cuí maidir le cur i bhfeidhm comhairle sláinte poiblí a bhaineann le timpeallacht shábháilte foghlama agus oibre a chruthú do chách.

Is ríthábhachtach go n-aithnítear daoine aonair a d'fhéadfadh a bheith tógálach agus iad a aonrú ionas gur féidir srian a chur le leathadh an víris chun a sláinte agus sábháilteacht agus sláinte agus sábháilteacht bhaill foirne agus cuaiteoirí eile agus conraitheoirí ar an ionad oibre a chosaint. Ba cheart loga síneadh isteach/amach dóibh siúd a théann isteach in áiseanna scoile a choinneáil. Ba cheart don scoil loga do lucht teagmhálaithe na foirne agus na ndaltaí a choinneáil. Tá treoir curtha ar fáil ag an gCoimisiún um Chosaint Sonraí maidir le himpleachtaí cosanta sonraí a bhaineann leis na prótacail maidir le filleadh ar obair. Is féidir teacht ar an gcomhairle anseo:

https://www.dataprotection.ie/en/news-media/data-protection-implications-return-work-safely-protocol

Cuirtear i gcuimhne do scoileanna go gcaithfear gach taifead agus sonraí scoile a choinneáil agus a phróiseáil de réir RGCS agus na nAchtanna um Chosaint Sonraí. Titeann sé ar gach scoil (nó BOO) cloí leis an reachtaíocht agus iad ag feidhmiú mar aonad rialaithe sonraí.

*Access to the school building will be in line with agreed school procedures.*

*Arrangements for necessary visitors such as contractors and parents with be restricted to essential purposes and limited to those who have obtained prior approval from the principal. The Department of Education Inspectorate may also need to visit schools and centres for education to support them as appropriate in the implementation of public health advice relating to creating a safe learning and working environment for all.*

*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 pupil contacts. The Data Protection Commission has provided guidance on the data protection implications of the return to work protocols. This advice can be found here:*

*https://www.dataprotection.ie/en/news-media/data-protection-implications-return-work-safely-protocol*

*Schools are reminded that all school records and data must be maintained and processed in compliance with the GDPR and the Data Protection Acts. The responsibility for compliance with the legislation rests with each school (or ETB) in their role as data controller.*

1. **Bearta Rialaithe um Chosc ar Ionfhabhtaithe - Chun Tabhairt Isteach agus Leathadh Covid-19 i Scoileanna a Chosc**

**Infection Prevention Control Measures – To Prevent Introduction and Spread of Covid 19 in Schools**

Is é ceann de phríomhtheachtaireachtaí chun rioscaí COVID-19 a bhainistiú ná gach rud praiticiúil a dhéanamh chun tabhairt isteach COVID-19 sa scoil a sheachaint. Mura dtagann ionfhabhtú isteach ní féidir leis leathadh. Tá an baol ann go scaipfear an t-ionfhabhtú nuair a thabharfar isteach é i ngach idirghníomhaíocht idirphearsanta; dalta le dalta, múinteoir le múinteoir agus múinteoir le dalta agus caithfear é sin a bhainistiú i ngach suíomh.

Cuireadh réimse de bhearta rialaithe riachtanacha i bhfeidhm chun an riosca go leathfar an víreas Covid-19 a laghdú agus chun sábháilteacht, sláinte agus leas foirne, daltaí, tuismitheoirí agus cuairteoirí a chosaint a oiread agus is féidir sa scoil. Leanfar de athbhreithniú agus nuashonrú a dhéanamh ar bhonn leanúnach ar na bearta rialaithe de réir mar is gá.

Is ríthábhachtach go mbeadh baill foirne, daltaí, tuismitheoirí agus cuairteoirí ar an eolas faoi na bearta rialaithe atá leagtha amach agus ní mór dóibh a bheith ag comhoibriú go hiomlán leis na riachtanais sláinte agus sábháilteachta go léir agus cloí leo dá réir.

*Ní mór do bhaill foirne ciuimhneamh go bhfuil oibleagáid dhlíthiúil orthu faoi Alt 13 den Acht um Shábháilteacht, Sláinte agus Leas ag an Obair 2005 cloí le riachtanais sláinte agus sábháilteachta agus cúram réasúnach a ghlacadh maidir lena sláinte féin agus a sábháilteacht féin, agus sláinte a gcomhghleacaithe agus daoine san ionad oibre.*

**An dóigh leis an riosca a bhaineann le COVID-19 a thabhairt isteach i Scoileanna a Íoslaghdú:**

Feasacht ar shiomptóim COVID-19 a chur chun cinn (***sonraí i gCuid 5.1)****;*

* Cuir comhairle ar bhaill foirne agus ar dhaltaí a bhfuil siomptóim orthu gan freastal ar scoil, glaoch a chur ar a ndochtúir agus cloí le treoir FSS maidir le féin-aonrú;
* Cuir comhairle ar bhaill foirne agus ar dhaltaí féin-aonrú nó a gcuid imeachtaí sa bhaile a shrianadh má thaispeánann siad aon chomharthaí nó siomptóm de COVID-19 agus dul i dteagmháil lena ndochtúir teaghlaigh chun tástáil a shocrú
* Cuir comhairle ar bhaill foirne gan filleadh nó freastal ar an scoil i gcás aon cheann de na nithe seo a leanas:
* má cinneann an FSS gur dhlúth-theagmháil iad le cás dearbhaithe de COVID-19
* má chónaíonn siad le duine a bhfuil siomptóim dhearfacha an viris orthu
* Má tá taisteal déanta acu taobh amuigh d’Éirinn; i gcásanna mar sin moltar do bhaill foirne féachaint ar an gcomhairle is déanaí ón Rialtas maidir le taisteal ar an gcoigríoch.
* Cuir comhairle ar bhaill foirne agus ar dhaltaía dtagann siomptóim orthu ar scoil chun é seo a chur in iúl don Phríomhoide láithreach;
* Cinntigh go bhfuil a fhios ag baill foirne agus ag na daltaí an prótacal chun cás amhrasta de COVID-19 a bhainistiú ar scoil ***(sonraí i gCuid 8);***
* Comhairle a thabhairt don fhoireann agus do dhaltaí comhoibriú le haon oifigigh sláinte poiblí agus leis an scoil chun críocha rianaithe teagmhála agus le haon chomhairle sláinte phoiblí a ghlacadh maidir le cás nó ráige sa scoil;
* Ní mór do gach duine a théann isteach i bhfoirgneamh na scoile sláinteachas láimhe a dhéanamh le sláintitheoir láimhe;
* Ba cheart cuairteanna ar an scoil i rith an lae scoile a dhéanamh le socrú roimh ré agus ba cheart bualadh leo ag pointe teagmhála faoi leith;
* Ba cheart scaradh fisiceach (2m) a choinneáil idir na baill foirne agus na cuairteoirí nuair is féidir.

*One of the key messages to manage the risks of COVID-19 is to do everything practical to avoid the introduction of COVID-19 into the school. If infection is not introduced it cannot be spread. The risk of spreading the infection once introduced exists in all interpersonal interactions; pupil-pupil, teacher-teacher and teacher- pupil and must be managed in all settings.*

*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 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 and visitors are aware of, and adhere to, the control measures outlined and that they fully cooperate with all health and safety requirements.*

*Staff 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.*

***How to Minimise the Risk of Introduction of COVID-19 into Schools:***

*Promote awareness of COVID-19 symptoms (****details at Section 5.1****);*

* *Advise staff and pupils that have symptoms not to attend school, to phone their doctor and to follow HSE guidance on self-isolation;*
* *Advise staff and pupils to self-isolate or restrict their movements at home if they display any signs or symptoms of COVID-19 and contact their family doctor to arrange a test*
* *Advise staff and pupils not to return to or attend school in the event of the following:*
* *if they are identified by the HSE as a close contact of a confirmed case of COVID-19*
* *if they live with someone who has symptoms of the virus*
* *If they have travelled outside of Ireland; in such instances staff are advised to consult and follow latest Government advice in relation to foreign travel.*
* *Advise staff and pupils that develop symptoms at school to bring this to the attention of the Principal promptly;*
* *Ensure that staff and pupils know the protocol for managing a suspected case of COVID-19 in school* ***(details at Section 8);***
* *Advise staff and pupils to cooperate with any public health officials and the school for contact tracing purposes and follow any public health advice in the event of a case or outbreak in the school;*
* *Everyone entering the school building needs to perform hand hygiene with a hand sanitiser;*
* *Visitors to the 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.*
	1. **Siomptóim Covid-19 a aithint / Know the Symptoms of Covid-19**

Chun scaipeadh COVID-19 a chosc, tá sé tábhachtach a bheith eolach ar chomharthaí an choróinvíris agus iad a aithint (lena n-áirítear athraitheach DELTA).

I measc na gcomharthaí coitianta a bhaineann leis an gcoróinvíreas tá:

* fiabhras (teocht ard - 38 céim Celsius nó os a chionn)
* casacht nua - casacht de chineál ar bith, seachas casacht thirim amháin
* gearranáil nó deacrachtaí anála
* boladh nó blaiseadh caillte nó athraithe – ciallaíonn sé seo gur thug tú faoi deara nach féidir leat aon rud a bholadh nó a bhlaiseadh, nó nach bhfuil boladh nó blaiseadh rudaí mar a bhíonn de ghnáth.
* Tuirse
* Tinneas agus Pianta

I measc na gcomharthaí neamhchoitianta eile a bhaineann leis an gcoróinvíreas tá:

* scornach thinn
* tinneas cinn
* Srón ag sileadh nó plúchta
* Ag mothú tinn nó ag cur amach
* buinneach

Is féidir le breoiteacht, ó éadrom go trom agus, i gcásanna áirithe, a d’fhéadfadh sé a bheith marfach, teacht ón ionfhabhtú a bhaineann leis an víreas is cúis le COVID-19. D’fhéadfadh go dtógfadh sé suas le 14 lá sula mbíonn na siomptóim le feiceáil. D’fhéadfadh na siomptóim a bheith ar aon dul le slaghdán agus fliú.

Má tá aon airíonna COVID-19 (an coróinvíreas) le sonrú ort, déantar tú féin a leithlisiú (fan i do sheomra) agus cuir scairt ar do dhochtúir teaghlaigh láithreach bonn le fáil amach an dteastaíonn tástáil COVID-19 saor in aisce uait.

Nuair a fhaightear diagnóis go luath, is féidir leat an cúnamh a bhíonn de dhíth ort a fháil agus céimeanna a ghlacadh chun cosc a chur le scaipeadh an víris, má bhíonn sé agat.

Chun breathnú ar liosta iomlán na siomptóm, féach láithreán gréasáin FSS. D'fhéadfadh na comharthaí athrú agus dá bhrí sin moltar athbhreithniú rialta a dhéanamh ar Shuíomh Gréasáin FSS. **Mura bhfuil** airíonna le sonrú ort, is féidir leat tástáil COVID-19 (coróinvíreas) a fháil saor in aisce in ionad tástála siúil isteach COVID-19.

**Aip rianúcháin COVID-19**

Is aip don fhón póca atá saor in aisce agus éasca a úsáid í aip rianúcháin COVID-19 a dhéanfaidh na nithe seo a leanas:

* tú a chur ar d’airdeall má bhí tú i ndlúth-theagmháil le duine ar a ndearnadh tástáil dhearfach maidir le COVID-19 (coróinvíreas)
* úsáideoirí eile na haipe a choinneáil sábháilte trí iad a chur ar a n-airdeall má dhéantar tástáil dhearfach ort féin maidir le COVID-19
* comhairle a chur ort ar cad ba cheart duit a dhéanamh má tá siomptóim ort

Is féidir leat an aip a íoslódáil saor in aisce ó Apple's AppStore nó ó GooglePlay store

**Ní foláir d’fhostóirí agus d’oibrithe iad féin a choinneáil ar an eolas faoi eolas Sláinte Poiblí mar gur féidir é a nuashonrú ar bhonn rialta.** Tá eolas Sláinte Poiblí maidir le gartheagmhálaithe, teagmháil fhánach agus tástáil ar fáil ar laithreáin gréasáin an FSS.

In order to prevent the spread of COVID-19 it is important to know and recognise the symptoms of coronavirus (which includes the DELTA variant).

Common symptoms of coronavirus include:

* a fever (high temperature - 38 degrees Celsius or above).
* a new cough - this can be any kind of cough, not just dry.
* shortness of breath or breathing difficulties.
* loss or change in your sense of smell or taste – this means you’ve noticed you cannot smell or taste anything, or things smell or taste different to normal
* Fatigue
* Aches and Pains

Other uncommon symptoms of coronavirus include:

* sore throat
* headaches
* runny or stuffy noses
* feeling sick or vomiting
* diarrhoea

Infection with the virus that causes COVID-19 can cause illness, ranging from mild to severe, and, in some cases, can be fatal. It can take up to 14 days for symptoms to show. They can be similar to symptoms of cold and flu.

If you have any symptoms of COVID-19 (coronavirus), self-isolate (stay in your room) and phone your family doctor straight away to see if you need a free COVID-19 test.

Getting an early diagnosis means, you can get the help you need and take steps to avoid spreading the virus, if you have it.

For the complete list of symptoms, please refer to the HSE Website. Symptoms may be subject to change so regular review of the HSE Website is advised. If you **do not** have symptoms, you can get a free COVID-19 (coronavirus) test at a COVID-19 walk-in test centre.

**COVID-19 Tracker App**

COVID Tracker app is a free and easy-to-use mobile phone app that will:

* alert you if you have been in close contact with someone who has tested positive for COVID-19 (coronavirus)
* keep other app users safe by alerting them if you test positive for COVID-19
* give you advice on what to do if you have symptoms

You can download the free app from Apple's AppStore or the GooglePlay store

**Employers and workers must keep themselves up to date on Public Health information as this can be updated on a regular basis.** Public Health information on close contacts, casual contacts and testing is available from the HSE website.

* 1. **Sláinteachas Anála / Respiratory Hygiene**

Déan cinnte de go leanann tú, agus na daoine atá thart ort, sláinteachas anála maith. Ciallaíonn sé seo do bhéal agus do shrón a chlúdach le ciarsúr nó casacht agus sraoth a ligean ar d'uilinn agus í crochta. Ansin faigh réidh leis an gciarsúr úsáidte láithreach agus go sábháilte i mbocsa bruscair in aice láimhe.

Má leanann tú sláinteachas anála maith, cosnóidh tú na daoine atá thart ort ó víris ar nós slaghdáin, fliú agus Covid-19.

*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 and safely into a nearby bin.*

*By following good respiratory hygiene, you protect the people around you from viruses such as cold, flu and Covid-19.*

* 1. **Sláinteachas Láimhe / Hand Hygiene**

Ba cheart go dtuigfeadh baill foirne agus daltaí an fáth a bhfuil sláinteachas láimhe tábhachtach agus an uair agus an dóigh lena lámha a ní.

Ba cheart go gcuirfeadh scoileanna sláinteachas maith chun tosaigh agus póstaeir a thaispeáint ar fud na scoileanna faoin dóigh le lámha a ní. Lean treoracha FSS ar lámha a ní:

https://www2.hse.ie/wellbeing/how-to-wash-your-hands.html

Is féidir sláinteachas láimhe a dhéanamh trí lámha a ní nó díghalrán láimhe a úsáid (nuair a bhíonn cuma ghlas ar na lámha).

Caithfear bainistíocht a dhéanamh ar úsáid áiseanna sláinteachais láimhe lena n-áirítear báisíní níocháin chun go seachnófar scuainí daltaí agus foirne atá ag fanacht le báisíní níocháin láimhe agus díghalráin láimhe a úsáid.

Ní mór rochtain a bheith againn ar shaoráidí níocháin láimhe i ndiaidh gníomhaíochtaí ar dóigh dóibh lámha a shalú, ar nós imirt lasmuigh nó gníomhaíochtaí spóirt áirithe mar nach n-oibríonn sláintitheoir láimhe ar lámha salacha.

Is féidir úsáid níos éasca a bhaint as dáileoirí sláintíochta láimhe ag pointí imeachta agus iontrála scoileanna agus seomraí ranga agus ba chóir a bheith cúramach aon doirteadh sláintíochta láimhe a ghlanadh chun rioscaí go dtitfeadh daoine a laghdú.

Is fearr uisce te ná uisce fuar agus lámha á ní ach mura dtagann as an gcóras pluiméireachta as uisce fuar, ba chóir gallúnach a eiblíonn gan stró in uisce fuar a úsáid.

Ba chóir báisíní níocháin láimhe, uisce reatha, gallúnach leachtach agus áiseanna triomú láimhe a chur ar fáil i ngach leithreas, cistin agus aon áit ina ndéantar bia a ullmhú.

Ba cheart áiseanna níocháin láimhe a choinneáil go maith agus ba cheart an méid gallúnach agus tuáillí atá ar fáil a líonadh suas go rialta chun gach duine a spreagadh chun iad a úsáid.

Is rogha eile inghlactha iad triomadóirí aer te le haghaidh triomú láimhe ach caithfear iad a chothabháil go rialta. Ní léir go bhfuil baint ag triomadóirí láimhe le riosca méadaithe tarchuir COVID-19.

Ba chóir póstaeir ar a dtaispeántar teicnící chun lámha a ní agus a chuireann níocháin láimhe chun cinn a chrochadh ar bhallaí in aice le háiseanna níocháin agus is féidir iad a lannú nó a chur i muinchille plaisteach.

Tá sláintitheoir láimhe oiriúnach le húsáid le haghaidh sláinteachas láimhe nuair nach bhfuil na lámha salacha le feiceáil (cuma ghlan orthu).

Is fearr fianaise ar éifeachtúlacht a thabhairt do shláintitheoir láimhe atá bunaithe ar alcól ach is féidir ungthaí úsáid a bhaint as ungthaí láimhe nach bhfuil bunaithe ar alcól freisin.

Nuair a bhíonn umgthaí láimhe / glóthacha á n-úsáid i gcúram scoile ba chóir cúram a ghlacadh chun a chinntiú nach ndéanann na daltaí iad a shlogadh toisc go bhfuil siad inadhainte agus tocsaineach. Níor chóir díghalráin alcóil-bhunaithe a stóráil nó a úsáid gar do theas nó do lasair gan chosaint.

Níor cheart go mbainfeadh leanaí óga úsáid as coimeádáin de fhoirmiú alcóil go neamhspleách.

**Minicíocht Sláinteachais Láimhe**

Ba cheart do dhaltaí agus do bhaill foirne agus do dhaltaí sláinteachas a dhéanamh ar na lámha:

* Ar theacht ar scoil dóibh;
* Sula n-itheann siad nó sula n-ólann siad;
* I ndiaidh dóibh dul chuig an leithreas;
* I ndiaidh dóibh a bheith ag súgradh lasmuigh;
* Nuair a bhíonn a lámha salach;
* Nuair a dhéanann siad castacht nó sraoth.

Tá socrú déanta ag an Roinn go mbunófar creat íostarraingthe le cur ar chumas scoileanna díghalráin láimhe agus aon soláthairtí TCP riachtanacha eile a cheannach le húsáid sa scoil. Cuirfidh an Roinn maoiniú ar fáil do na costais a bhaineann le sláintíocht láimhe agus riachtanais TCP i scoileanna.

Staff and pupils should understand why hand hygiene is important as well as when and how to wash their hands.

Schools should promote good hygiene and display posters throughout the schools on how to wash your hands. Follow the HSE guidelines on handwashing:

https://www2.hse.ie/wellbeing/how-to-wash-your-hands.html

Hand hygiene can be achieved by hand washing or use of a hand sanitiser (when hands look clean).

Use of hand hygiene facilities including wash hand basins needs to be managed so as to avoid congregation of pupils and staff waiting to use wash hand basins and hand sanitisers.

There is a requirement for access to hand washing facilities after activities that are likely to soil hands, for example playing outside or certain sporting activities as hand sanitiser does not work on dirty hands.

Hand sanitiser dispensers can be deployed more readily at exit and entry points of schools and classrooms and care should be taken to clean up any hand sanitiser spills to prevent risks of falls.

Warm water is preferable to hot or cold water for hand washing but if the plumbing system only supplies cold water, a soap that emulsifies easily in cold water should be used.

Wash hand basins, running water, liquid soap and hand drying facilities should be provided in all toilets, kitchens and any food preparation areas.

Hand washing facilities should be maintained in good condition and supplies of soap and towels should be topped up regularly to encourage everyone to use them.

Hot air dryers are an acceptable alternative for hand drying but must be regularly maintained. There is no evidence that hand dryers are associated with increased risk of transmission of COVID-19.

Posters displaying hand washing techniques and promoting hand washing should be placed on walls adjacent to washing facilities and can be laminated or placed in a plastic sleeve.

Hand sanitiser is suitable for use for hand hygiene when hands are not visibly soiled (look clean).

Evidence of effectiveness is best for alcohol based hand rubs but non-alcohol based hand rubs can be used too.

When hand rubs/gels are being used in school care should be taken to ensure that pupils do not ingest them as they are flammable and toxic. Alcohol-based sanitiser must not be stored or used near heat or naked flame

Young children should not have independent use of containers of alcohol gel.

**Frequency of Hand Hygiene**

Pupils and staff should perform hand hygiene:

* On arrival at school;
* Before eating or drinking;
* After using the toilet;
* After playing outdoors;
* When their hands are physically dirty;
* When they cough or sneeze.

The Department has arranged for a drawdown framework to be established to enable schools purchase hand-sanitisers and any other necessary PPE supplies for use in the school. The Department will provide funding for the costs associated with hand sanitising and PPE requirements in schools.

* 1. **Scaradh Fisiceach / *Physical Distancing***

Féadtar an scaradh fisiceach a chur i bhfeidhm go húsáideach i mbunscoileanna agus is scoileanna speisialta, rud a fhágann go mbeidh roinnt solúbthachta ann nuair is gá. Ní mór é a chur i bhfeidhm ar bhealach praiticiúil chun a aithint nach féidir fócas a d’fhéadfadh níos mó dochair ná sochar a dhéanamh ar an timpeallacht foghlama. Beidh cuma dhifriúil ar scaradh fisiceach ar fud na n-aoisghrúpaí áirithe agus na gcéimeanna éagsúla foghlama. Ba cheart a bheith cúramach chun teannas nó coinbhleacht a d’fhéadfadh a bheith ann a sheachaint agus b'fhéidir go mbeadh solúbthacht ag teastáil ó am go céile chun na bearta a chur i bhfeidhm.

Aithnítear freisin nach féidir i gcónaí an fhoireann scaradh fisiceach a choinneáil ó dhaltaí agus níl sé oiriúnach go mbeifí ag súil leo i gcónaí nuair a d’fhéadfadh sé seo drochthionchar a imirt ar an dalta ie má bhaineann gortú de 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. Ba cheart dóibh bearta a dhéanamh freisin chun dlúth-theagmháil a sheachaint ag leibhéal aghaidh ar aghaidh cosúil le fanacht ina seasamh seachas suí in aice leis / ag cromadh síos.**

Titeann an scaradh fisiceach isteach i ndá chatagóir:

* Scaradh a mhéadú
* Teagmháil a laghdú

***Scaradh a mhéadú***

Ba cheart do scoileanna na doiciméid treorach a chuireann an Roinn Oideachais ar fáil maidir leis an leagan amach scoile is fearr agus a luaitear i g***Cuid 4.5*** thuas a úsáid chun scaradh a mhéadú chomh mór agus is féidir.

Chun fadú fisiceadh a choinneáil sa seomra ranga, ba cheart do bhunscoileanna agus scoileanna speisialta:

1. Seomraí ranga a leagan amach in athuair chun fadú fisiceach a uasmhéadú
2. An spás uile atá ar fáil sa scoil a úsáíd agus a leagan amach in athuair chun fadú fisiceach a uasmhéadú

Chun tacú le bunscoileanna agus le scoileanna speisialta maidir le fadú fisiceach a chur i bhfeidhm sa seomra ranga, d’fhorbair an Roinn sraith leagan amach léiritheach seomra ranga de roghanna a d'fhéadfadh a bheith ann (socruithe do ranganna speisialta ina measc) atá de réir na comhairle sláinte poiblí, agus ina nglactar leis...

* Troscán, seilfeanna, srl ar na ballaí a thabhairt amach as seomraí
* Éagsúlacht de mhéideanna na seomraí.

**Ba chóir go mbeadh deasc an mhúinteora 1m ar a laghad agus 2m ar shiúl ó deasca na ndaltaí más féidir.**

***Teagmháil a laghdú***

Beidh an méid agus a d'fhéadfaí idirghníomhaíocht a laghdú i mbunscoil nó i scoil speisialta ab brath ar shuíomh na scoile agus beidh cur chuige ciallmhar ag teastáil ina n-aithnítear teorainneacha ar féidir é seo a bhaint amach idir daltaí.

I mbunscoileanna agus i scoileanna speisialta ba chóir achar 1m a choinneáil idir deascaí nó idir daltaí aonair. Aithnítear nach dócha go gcoinneoidh leanaí níos óige fadú fisiceach agus iad i bhfoirgneamh na scoile. Mar sin de, ní réamhriachtanas é an moladh seo a bhaint amach sa chéad cheithre bliana de bhunscoileanna nó de scoileanna speisialta chun bunscoil nó scoil speisialta a athoscailt do gach dalta.

Nuair is féidir ba chóir stáisiúin oibre a thabhairt ar bhonn comhsheasmhach do na baill foirne agus leanaí céanna in áit spásanna a bheith ann atá comhroinnte.

D'fhéadfaí an riosca ionfhabhtaithe a laghdú trí dhaltaí agus a múinteoirí a struchtúrú i mBoilgeoga Ranga (ie grúpáil ranga a fhanann scartha ó ranganna eile a oiread agus is féidir) agus grúpaí faoi nó “Meithleacha” laistigh de na boilgeoga ranga sin, nuair a bhíonn sé seo praiticiúil.

Má dhéantar an rang a roinnt ina Meithleacha, ba chóir go mbeadh (achar 1m) ar a laghad idir Podanna aonair laistigh den Bhoilgeog Ranga agus idir dhaoine aonair sa mheitheal, nuair is féidir.

Tá sé i gceist go ginearálta teagmháil agus comhroinnt áiseanna comónta a theorannú idir daoine i mBoilgeoga Ranga áirithe (agus Meithleacha laistigh de na Boilgeoga Ranga sin) a oiread agus is féidir, seachas gach teagmháil idir Meithleacha a sheachaint, mar ní bheifear in ann an dara ceann a dhéanamh i dtólamh.

Is é is cuspóir leis an gcóras laistigh den scoil nach meascann grúpáil ranga ach lena rang féin ó thús an lae scoile go deireadh an lae scoile. Bearta sa bhreis is ea na Meithleacha sna Boilgeoga Ranga sin chun méid na dlúth-theagmhála laistigh den Bhoilgeoig Ranga a theorannú.

Ba chóir méideanna meithle a choinneáil chomh beag agus is dóigh a bheidh réasúnta praiticiúil i gcomhthéacs sonrach an tseomra ranga.

A mhéid is féidir, ba chóir go mbeadh na daltaí agus an fhoireann teagaisc sna Boilgeoga Ranga céanna go comhsheasmhach cé nach mbeifear in ann é sin a dhéanamh i gcónaí.

Ba cheart go mbeadh sosanna agus amanna béile nó áiteanna faoi leith ag Boilgeoga Ranga éagsúla ag am sosa nó béile (nó d’fhéadfadh sé seo a bheith ina mblianta difriúla ranga ie Dara Rang, Tríú Rang, srl.)

Ba cheart roinnt ábhar oideachasúil idir Meithleacha a sheachaint / a íoslaghdú nuair is féidir.

Ba chóir go mbeadh teorainn leis na baill foirne a aistríonn ó bhoilgeog ranga go boilgeog ranga eile a oiread agus is féidir.

***Áirítear leis na bearta breise chun idirghníomhaíocht a laghdú:***

Teorainn a chur le hidirghníomhaíocht ar theacht agus imeacht agus i hallaí agus i limistéir chomhroinnte eile.

Ba cheart cur in aghaidh teagmháil fhisiceach shóisialta (beannachtaí ó lámh go lámh, croíthe isteach).

Nuair a chaithfidh daltaí bogadh timpeall sa seomra ranga chun gníomhaíochtaí a dhéanamh (rochtain a fháil acmhainn chomhroinnte) ba chóir é a eagrú a mhéid is féidir ionas nach dtagann barraíocht le chéile ag an acmhainn chomhroinnte.

Níor chóir don fhoireann agus do dhaltaí míreanna pearsanta a roinnt.

Cuir in iúl do na daltaí chun iompraíochtaí a mbíonn teagmháil láimhe go béal leo a sheachaint (pinn / pinn luaidhe a chur sa bhéal).

Sa chás ina mbíonn méarchláir nó táibléid i gceist le haghaidh teagaisc agus foghlama, ba chóir dromchla teagmhála na feiste a ghlanadh go rialta agus sláinteachas láimhe a chur in iúl.

**Fad Fisiceach lasmuigh den seomra ranga agus sa scoil**

***Daltaí a fhágáil ón scoil/ a bhailiú ón scoil***

Ba chóir socruithe a dhéanamh chun daltaí a ligean amach / a bhailiú chun fadú fisiceach 2m a spreagadh nuair is féidir.

Ba chóir siúl / rothaíocht chun na scoile a spreagadh a oiread agus is féidir.

Ba chóir socruithe a dhéanamh chun achar 2m a choinneáil idir tuismitheoirí agus caomhnóirí agus idir tuismitheoirí agus caomhnóirí agus foireann na scoile.

Is é aidhm aon socruithe ná teacht le chéile daoine ag geataí na scoile a sheachaint i gcás nuair a bheidh sé doiligh orthu fadú fisiceach a dhéanamh

Ba cheart amanna fágála / bailithe agaithe a mheas nuair is praiticiúil agus indéanta.

Má tá pointí rochtana breise ag scoileanna, féadfar machnamh a dhéanamh an féidir iad a úsáid chun róphlódú a laghdú.

Ba cheart machnamh a dhéanamh ar an áit a dtagann daltaí le chéile nuair a bhaineann siad an scoil amach. D'fhéadfadh siad dul go díreach chuig an spás foghlama/ seomra ranga a cuireadh ar fáil dá ngrúpa beag féin.

***Foireann***

Moltar don fhoireann achar 2m a choinneáil eatarthu féin le haghaidh scaradh fisiceach. Tá sé seo ábhartha go háirithe maidir le fadú idir daoine fásta nuair nach mbíonn siad ag teagasc agus in áiteanna ar nós an tseomra foirne agus iad ag teacht ar obair.

Murar féidir 2m a choinneáil i ngrúpaí foirne, ba cheart an fad agus is féidir agus treoir nuashonraithe ar chlúdach aghaidhe a chomhlíonadh.

Ba cheart cloí le fadú fisiceach idir baill foirne sa seomra foirne trí shosanna agaithe srl a úsáid.

Ba chóir cruinnithe foirne a reáchtáil ó chian nó i ngrúpaí beaga nó i spásanna móra chun fadú fisiceach a éascú.

Polasaí gan croitheadh ​​láimhe a chur i bhfeidhm.

Íoslaghdaigh bailiú le chéile baill foirne ag tús nó ag deireadh an lae scoile.

Is féidir leis an bhfoireann sealaíocht a dhéanamh idir réimsí / ranganna ach ba cheart é seo a íoslaghdú nuair is féidir.

***Bialann***

Déan cinnte de go mbíonn fadú fisiceach i bhfeidhm in áiseanna bialanna.

Déan úsáid na bialainne a agú agus leathnaigh uaireanta freastail le teacht le grúpáil ranganna.

Cuir i bhfeidhm córas bainistithe scuainí.

Déan cinnte de go níonn daltaí a lámha sula dtéann isteach sa bhialann agus i ndiaidh dóibh an bhialann a fhágáil.

***Pasáistí agus Staighre***

Is dócha nach gcuirfidh teagmháil ghairid le duine i halla go mór le leathadh an ionfhabhtaithe mura mbíonn teagmháil fhisiceach idir daoine agus plé neamhfhoirmiúla grúpa a sheachaint.

***Clós/ Maoirseacht***

Tá go leathfar an galar mar gheall ar theagmháil le dromchlaí seachtracha nó áiteanna súgartha íseal.

Athraigh am súgartha / gníomhaíochtaí lasmuigh chun an slua ag an mbealach isteach agus na bealaí amach a íoslaghdú.

Ní féidir scaradh fisiceach a choinneáil nuair a bhíonn daltaí i mbunscoileanna nó i scoileanna speisialta ag súgradh le chéile lasmuigh, ach tá sé ina chuidiú cloí leis na grúpaí céanna a oiread agus is féidir.

Déan amanna sosa agus rochtain ar an taobh amuigh a agú.

Ba chóir leanaí a spreagadh chun sláinteachas láimhe a dhéanamh roimh agus tar éis gníomhaíochtaí lasmuigh.

Íoslaghdaigh comhroinnt trealaimh agus ní trealamh comhroinnte idir daoine áirithe iad a úsáid.

***Aeráil***

Tá treoir foilsithe ag an Roinn a leagann amach na céimeanna praiticiúla maidir le haeráil mhaith i gcomhréir le sláinte poiblí ' *Céimeanna Praiticiúla chun Dea-Chleachtais Aerála a Úsáid i Scoileanna'* Leagann an treoir amach cur chuige foriomlán do scoileanna gur chóir go mbeadh fuinneoga ar oscailt chomh hiomlán agus is féidir nuair nach bhfuil seomraí ranga in úsáid (m.sh. le linn am sosa nó ag am lóin (ag glacadh leis nach bhfuil siad in úsáid) agus ag deireadh gach lae scoile freisin) agus oscailte go páirteach nuair atá seomraí ranga in úsáid. Tá foráil sa treoir gur féidir aeráil mhaith a bhaint amach i seomraí ranga gan míchompord a chruthú, go háirithe le linn aimsir fhuar. D’fhoilsigh an Roinn comhairle freisin maidir le cur leis na céimeanna praiticiúla sin agus iad a fheabhsú trí leas a bhaint as monatóir dé-ocsaíde charbóin (CO2). Is féidir teacht ar naisc chuig an treoir thuasluaite go léir anseo.

*Physical distancing can be usefully applied in primary and special school settings allowing for some flexibility when needed. It must be applied in a practical way to recognise that the learning environment cannot be dominated by a potentially counterproductive focus on this issue. Physical distancing will look different across the various ages and stages of learning. Care should be taken to avoid generating tension or potential conflict and some flexibility in the implementation of measures may be required at times.*

*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 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. They should also take measures to avoid close contact at face to face level such as remaining standing rather than sitting beside/crouching down****.*

*Physical distancing falls into two categories:*

* *Increasing separation*
* *Decreasing interaction*

***Increasing separation***

*The guidance documents provided by the Department of Education on optimal school layout and referenced at* ***Section 4.5*** *above should be used by schools to increase separation to the greatest degree possible*

*To maintain physical distancing in the classroom, primary schools and special schools should:*

1. *Reconfigure class spaces to maximise physical distancing*
2. *Utilise and reconfigure all available space in the school in order to maximise physical distancing*

*To support primary schools and special schools in the implementation of physical distancing in the classroom, the Department has developed a suite of illustrative classroom layouts of potential options (including arrangements for special classes) which are in accordance with the public health advice, and assumes*

* *Room is clear of any unnecessary furniture/shelves etc. on the walls*
* *A variety of classroom sizes.*

*A link to the suite of illustrative primary classroom layouts is available here.*

*A link to illustrative special classes is available here.*

*Funding has been provided under the enhanced minor works grant to facilitate this classroom re-configuration works. .*

***The teacher’s desk should be at least 1m and where possible 2m away from pupil desks.***

***Decreasing interaction***

*The extent to which decreasing interaction is possible in a primary or special school will depend on the school setting and a common-sense approach is required recognising the limits to which this can be achieved between pupils.*

*In primary and special schools a distance of 1m should be maintained between desks or between individual pupils. It is recognised that younger children are unlikely to maintain physical distancing indoors. Therefore achieving this recommendation in the first four years of primary or special schools, is not a pre-requisite to reopening a primary or special school for all pupils.*

*Where possible work stations should be allocated consistently to the same staff and children rather than having spaces which are shared.*

*The risk of infection may be reduced by structuring pupils and their teachers into Class Bubbles (i.e. a class grouping which stays apart from other classes as much as possible) and discrete groups or “Pods” within those class bubbles, to the extent that this is practical.*

*If the class is divided into Pods, there should be at least (1m distance) between individual Pods within the Class Bubble and between individuals in the pod, whenever possible.*

*Generally speaking the objective is to limit contact and sharing of common facilities between people in different Class Bubbles (and Pods within those Class Bubbles) as much as possible, rather than to avoid all contact between Pods, as the latter will not always be possible.*

*The aim of the system within the school is that class grouping mix only with their own class from arrival at school in the morning until departure at the end of the school day. The Pods within those Class Bubbles is an additional measures, to limit the extent of close contact within the Class Bubble.*

*Pod sizes should be kept as small as is likely to be reasonably practical in the specific classroom context.*

*To the greatest extent possible, pupils and teaching staff should consistently be in the same Class Bubbles although this will not be possible at all times.*

*Different Class Bubbles should where possible have separate breaks and meal times or separate areas at break or meal times (or this could be different class years i.e. 2nd class, 3rd class etc.)*

*Sharing educational material between Pods should be avoided/minimised where possible.*

*Staff members who move from class bubble to class bubble should be limited as much as possible.*

***Additional measures to decrease interaction include:***

*Limit interaction on arrival and departure and in hallways and other shared areas.*

*Social physical contact (hand to hand greetings, hugs) should be discouraged.*

*Where pupils need to move about within the classroom to perform activities (access to a shared resource) it should be organized to the greatest degree possible to minimize congregation at the shared resource.*

*Staff and pupils should avoid sharing of personal items.*

*Encourage pupils to avoid behaviours that involve hand to mouth contact (putting pens/pencils in the mouth).*

*Where teaching and learning involves use of keyboards or tablets, the contact surface of the device should be cleaned regularly and hand hygiene encouraged.*

***Physical Distancing outside of the classroom and within the school***

***School drop off/collection***

*Arrangements for dropping off/collecting pupils should be arranged to encourage physical distancing of 2m where possible.*

*Walking/cycling to school should be encouraged as much as possible.*

*Arrangements should be made to maintain a distance of 2m between parents and guardians and between parents and guardians and school staff.*

*Aim of any arrangements is to avoid congregation of people at the school gates where physical distancing may not be respected.*

*Staggered drop off/pick up times should be considered where practical and feasible.*

*If schools have additional access points, consideration may be given to whether they can be used to reduce congestion.*

*Consideration may be given to where pupils congregate as they arrive at school. This could include heading straight to their small group designated learning space/classroom.*

***Staff***

*A distance of 2m is recommended for physical distancing by staff. This is particularly relevant to distancing between adults when they are not engaged in teaching such as the staff room and arriving to work.*

*If 2m cannot be maintained in staff groups, as much as distance as is possible and updated guidance on face covering should be observed.*

*Physical distancing should be observed between staff members within the staff room through the use of staggered breaks etc.*

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

*Implement no hand shaking policy.*

*Minimise gathering of school staff at the beginning or end of the school day.*

*Staff can rotate between areas/classes but this should be minimized where possible.*

***Canteen***

*Ensure physical distancing is applied in canteen facilities*

*Stagger canteen use and extend serving times to align with class groupings.*

*Implement a queue management system.*

*Make sure pupils clean their hands before and after entering the canteen area.*

***Corridors and Stairwells***

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

***Yard/Supervision***

*The risk of transmission from contact with outside surfaces or play areas is low.*

*Adjust play time/outdoor activities to minimise crowding at the entrance and exits.*

*It is not possible to maintain physical distancing when pupils in primary or special schools play together outdoors, but in so far as practical it is helpful to keep to consistent groups.*

*Stagger break times and outdoor access.*

*Children should be encouraged to perform hand hygiene before and after outdoor activities.*

*Minimise equipment sharing and clean shared equipment between uses by different people.*

***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. The Department has also published guidance regarding on how these practical steps measures can be supplemented and enhanced by the use of Carbon Dioxide (CO2) monitors. Links to all aforementioned guidance can be accessed here.

* 1. **Úsáid TPC i Scoileanna / Use of PPE in Schools**

D’fhoilsigh an Roinn “Treoir do Bhunscoileanna agus do Scoileanna Speisialta maidir le TCP,tomhaltáin agus trealamh ” ar gov.ie/backtoschool. Solátrhraíonn sé seo an t=eolas a theastaíonn ó scoileanna faoi na cainníochtaí cuí d’earraí inchaite agus trealamh TCP chun tacú le hathoscailt iomlán sábháilte na scoileanna.

Moladh sa chomhairle nuashonraithe ón LFCS don Roinn Oideachais gur chóir do bhaill foirne clúdaigh aghaidhe a chaitheamh i gcás nach féidir achar fisiceach 2 mhéadar a choinneáil ó bhaill foirne eile, ó thuismitheoirí, ó chuairteoirí riachtanacha nó daltaí. Ghlac An Roinn leis an moladh seo. Mar sin de, tá sé riachtanach do bhaill foirne clúdaigh aghaidhe a chaitheamh i gcás nach féidir achar fisiceach 2 mhéadar a choinneáil ó bhaill foirne eile, ó thuismitheoirí, ó chuairteoirí riachtanacha nó daltaí. Féach an nóta maidir le maisc ghrád liachta ar leathanach 26.

 Ar a bharr sin, caithfear TCP a úsáid le linn chineál gníomhaíochtaí oibre nó réimsí oibre áirithe. D’fhéadfadh róil mar seo a leanas a bheith i gceist:

* Dlúthchúram peasanta a dhéanamh
* Sa chás ina n-aithnítear cás amhrasta de COVID-19 agus an scoil ag feidhmiú
* Sa chás go bhfuil baill foirne go háirithe i mbaol ionfhabhtaithe ach nach bhfuil siad ar liosta na ndaoine a rangaítear mar dhaoine i ngrúpaí ardriosca, nó a d’fhéadfadh a bheith ina gcónaí le daoine atá i gcatagóir riosca an-ard
* Garchabhair a sholáthar
* Cruinnithe Tuismitheoirí-Múinteoirí

Sa chás ina dtugann baill foirne cúram sláinte do leanaí a bhfuil riachtanais leighis acu i dtimpeallacht na scoile ba chóir dóibh réamhchúraimí caighdeánacha a chur i bhfeidhm de réir an ghnáthchleachtais.

**Limistéir Fháiltithe**

Ba cheart scáiáin Perspex a úsáis i limistéir fháiltithe gcás nach féidir achar fisiceach 2 mhéadar a choinneáil ó bhaill foirne eile, nó ó dhaltaí. Féadfaidh deontas maoinithe do mhionoibreacha a úsáid chun na críche seo.

**Clúdaigh aghaidhe/Scáthláin Aghaidhe/Maisc**

Feidhmíonn clúdaigh aghaidhe éadaigh mar mar bhac chun cosc a chur ar bhraoiníní riospráide taisteal isteach san aer agus ar dhaoine eile nuair a bhíonn an duine atá ag caitheamh an clúdach ag casacht, ag sraothartach, ag caint nó ag ardú a ghuth. Mar sin de, tá sé i gceist le clúdaigh aghaidhe éadaigh tarchur an víris a chosc ón té atá ag caitheamh an chlúdaigh (nach bhfuil a fhios acu go bhfuil siad ionfhabhtaithe) chuig na daoine a dtagann siad i ndlúth-theagmháil leo.

I suíomhanna cúram leanaí agus oideachais, tá sé dúshlánach úsáid éigeantach clúdaigh aghaidhe a chur i bhfeidhm, mar tuigtear go mbeidh lamháltas agus cumas níos ísle ag leanaí an clúdach aghaidhe a úsáid mar is ceart, agus féasfaidh strus míchuí a chur ar leanaí má chaitheann múinteoirí agus baill foirne atá ag tabhairt aire dóibh chlúdaigh aghaidhe.

Ní mholtar do leanaí atá ag freastal ar bhunscoil clúdaigh aghaidhe a chaitheamh.

Mar sin de, tá s riachtanach do bhaill foirne clúdaigh aghaidhe a chaitheamh i gcás nach féidir achar fisiceach 2 mhéadar a choinneáil ó bhaill foirne eile, ó thuismitheoirí, ó chuairteoirí riachtanacha nó daltaí.

I gcásanna áirithe ba cheart machnamh a dhéanamh ar scáthláin shoiléire a úsáid, mar shampla baill foirne ag idirghníomhú le daltaí a bhfuil deacrachtaí éisteachta nó deacrachtaí foghlama acu.

Níor cheart d’aon cheann de na grúpaí seo a leanas ag clúdach aghaidhe éadaigh a chaitheamh:

* Leanaí bunscoile
* Duine ar bith a bhfuil fadhbanna ánalaithe aige/aici
* Duine ar bith atá gan aithne nó atá éagumasaithe
* Duine ar bith nach bhfuil ábalta an clúdach aghaidhe a bhaint de gan chabhair.
* Duine ar bith a bhfuil riachtanais speisialta aige agus a d'fhéadfadh a bheith míshásta nó iontach míchomporadh agus clúdach aghaidhe á chaitheamh aige, mar shampla daoine a bhfuil míchumais intleachtach nó forbartha orthu, fadhbanna sláinte meabhrach, imní céadfach nó goilliúnacht thadhlach.

Ba cheart a chur i gcuimhne do gach ball foirne a chaitheann clúdaigh aghaidhe gan teagmháil a dhéanamh leis an gclúdach aghaidhe agus a lámha a ní nó a dhíghalrú (ag úsáid díghalrán láimhe) sula gcuireann siad an clúdach aghaidhe air agus tar éis sin.

Ba cheart faisnéis a chur sr fil faoi úsáid cheart, baint agus níiochán na gclúdach aghaidhe

[https://www.youtube.com/watch?v=T6ZqdpLfSqw

Ba cheaqqrt clúdaigh aghaidhe éadaigh a ní tar éis gach lá úsáide, agus/nó sula n-úsáidtear arís iad, nó má tá sé soiléir le feiceáil go bhfuil siad salach.

Níor cheart clúdaigh aghaidhe éadaigh a chaitheamh má tá siad fliuch. Is féidir go mbeadh sé deacair análú le clúdach aghaidh éadaigh fliuch.

Ba chóir do scoileanna machnamh a dhéanamh ar chlúdaigh aghaidhe aon uaire breise a bheith ar fáil don fhoireann i gcás go dteastaíonn clúdach aghaidhe mar chúltaca i rith an lae.

Cé go mb’fhéidir gur mhaith le baill foirne a gclúdach aghaidhe féin a úsáid ó lá go lá, ba cheart go mbeadh stoc de chlúdaigh aghaidhe aon uaire nó ilúsáidte breise ar fáil do scoileanna, nó scáthláin aghaidhe más iomchuí, ar fáil don fhoireann mar chlúdaigh aghaidhe cúltaca má theastaíonn clúdach aghaidhe uathu i rith an lae nó nuair is gá ar bhonn leanúnach.

**Maisc Ghrád Leighis**

Ní mór do scoileanna maisc ghrád leighis sa chatagóir EN14683 a sholáthar do gach CRS agus do mhúinteoirí i scoileanna speisialta agus ranganna speisialta agus do na baill foirne sin, de réir mar is gá, a chaithfidh a bheith go leanúnach in aice le daltaí a bhfuil riachtanais chúraim phearsanta acu. Áirítear Coimhdirí Bus Scoile orthu seo freisin.

Ní chealaíonn caitheamh clúdach aghaidhe nó masc aghaidhe an gá le fanacht sa bhaile má tá tú siomptómach

*The Department has published “**Guidance to Primary and Special Schools on PPE consumables and equipment**” on* *www.gov.ie/backtoschool*

*This provides schools with the information needed on the appropriate quantities of PPE consumables and equipment to support the full and safe reopening of schools.*

*The updated advice from the HPSC to the Department of Education has recommended that face coverings should be worn by staff members where it is not possible to maintain a physical distance of 2 metres from other staff, parents, essential visitors or pupils.  The Department has accepted this recommendation.  Accordingly, it is now a requirement for face coverings to be worn by staff members where it is not possible to maintain a physical distance of 2 metres from other staff, parents, essential visitors or pupils. (Please see note re medical grade masks on page 24)*

*PPE will also need to be used at certain work activities or work areas. These might include roles such as:*

* *Performing intimate care*
* *Where a suspected case of COVID-19 is identified while the school is in operation*
* *Where staff are particularly vulnerable to infection but are not in the list of those categorised as people in very high risk groups, or may be living with people who are in a very high risk category*
* *Administering first aid*
* *Parent Teacher meetings*

*Where staff provide healthcare to children with medical needs in the school environment they should apply standard precautions as per usual practice.*

***Reception Areas***

*Consideration should be given to the use of Perspex in reception areas where it is not possible for staff to maintain a physical distance of 2 metres from other staff or pupils. Minor works funding grant can be used for this purpose.*

***Face Coverings/Face Visors/Masks***

*Cloth face coverings act as a barrier to help prevent respiratory droplets from travelling into the air and onto other people when the person wearing the face covering coughs, sneezes, talks or raises their voice. Cloth face coverings are therefore intended to prevent transmission of the virus from the wearer (who may not know that they are infected) to those with whom they come into close contact.*

*In childcare and educational settings, the implementation of mandatory face-covering usage is challenging, as it is known that children will have a lower tolerance and ability to use the face covering properly, and use of face-coverings by teachers and staff caring for very young children may cause undue stress to the children.*

*It is not recommended that children attending primary school wear face-coverings.*

*It is now a requirement for face coverings to be worn by staff members where it is not possible to maintain a physical distance of 2 metres from other staff, parents, essential visitors or pupils.*

*In certain situations the use of clear visors should be considered, for example staff interacting with pupils with hearing difficulties or learning difficulties.*

*Cloth face coverings should not be worn by any of the following groups:*

* *Primary school children*
* *Any person with difficulty breathing*
* *Any person who is unconscious or incapacitated*
* *Any person who is unable to remove the face-covering without assistance*
* *Any person who has special needs and who may feel upset or very uncomfortable wearing the face covering, for example persons with intellectual or developmental disabilities, mental health conditions, sensory concerns or tactile sensitivity.*

*All staff wearing face coverings should be reminded to not touch the face covering and to wash or sanitise their hands (using hand sanitiser) before putting on and after taking off the face covering.*

*Information should be provided on the proper use, removal, and washing of cloth face coverings*

*https://www.youtube.com/watch?v=T6ZqdpLfSqw*

*Cloth face coverings should be washed after every day of use and/or before being used again, or if visibly soiled.*

*Face coverings should not be worn if they are wet. A wet cloth face covering may make it difficult to breathe.*

*Schools should consider having additional disposable face coverings available for staff in case a back-up face covering is needed during the day.*

*Whilst staff may wish to utilise their own face covering on a day-to-day basis, schools should have available a stock of additional disposable or multi-use face coverings, or if appropriate face visors, available for staff in case a back-up face covering is needed throughout the day or where required on an ongoing basis.*

***Medical Grade Masks***

*Schools must provide medical grade masks in the EN14683 category to all SNAs and teachers in special schools and special classes and those staff by necessity that need to be in close and continued proximity with pupils with intimate care needs including School Bus Escorts.*

*Wearing a face covering or mask does not negate the need to stay at home if symptomatic.*

*On the use of face masks by staff, schools should consider the specific circumstances where the use of medical face masks, to EU Standard EN 14683, may be more appropriate for staff (for example where staff by necessity need to be in close and continued proximity with pupils with intimate care needs such as SNAs or School Bus*

*Escorts).*

*Wearing a face covering or mask does not negate the need to stay at home if symptomatic.*

**Lámhainní / Gloves**

De ghnáth, níl úsáid lámhainní aon uaire ag daltaí nó ag múinteoirí i scoileanna cuí, ach d’fhéadfadh sé go mbeadh gá leo le haghaidh glantacháin, suíomhanna cúraim phearsanta agus nuair a bhíonn garchabhair á chur ar fáil. Ní thugann an ghnáthúsáid cosaint don té atá á gcaitheamh agus d’fhéadfadh daoine eile a bheith i mbaol ó lámhainní truaillithe.

Ní hionann úsáid rialta lámhainní indiúscartha agus sláinteachas láimhe.

*The use of disposable gloves in the school by pupils or staff is not generally appropriate but may be necessary for cleaning, intimate care settings and when administering first aid. Routine use 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*

**Naprúin / Aprons**

D’fhéadfadh sé go mbeadh naprúin oiriúnach freisin i gcúinsí áirithe lena n-áirítear riachtanais chúraim phearsanta nó i gcás baill foirne a imlonnaítear do limistéar a ghlanadh ina raibh cás amhrasta nó dearbhaithe de COVID-19.

*Aprons may also be appropriate in certain circumstances including for intimate care needs or for staff assigned to cleaning an area where a suspected or confirmed case of COVID-19 was present.*

**6*.Tionchar COVID-19 ar ghníomhaíochtaí áirithe scoile / Impact of Covid-19 on Certain School Activities***

*Oibreoidh an Roinn le páirtithe leasmhara chun comhairle níos mionsonraithe a sholáthar maidir le gníomhaíochtaí áirithe* scoileanna sula n-athosclófar an scoil.

*Cór / Léiriú Ceoil*

D’fhéadfadh leibhéal níos airde riosca a bheith i gcleachtais / léirithe cór agus cleachtais / léirithe ceoil a bhaineann le huirlisí gaoithe agus ba cheart aird ar leith a thabhairt ar an dóigh a gcoinnítear iad ag cinntiú go bhfuil an seomra aeráilte go maith agus go gcoinnítear an scaradh cuí idir na ceoltóirí.

*Gníomhaíochtaí Spóirt*

Ba cheart do scoileanna tagairt a dhéanamh do threoir HPSC maidir le Filleadh ar Spórt. Tá nasc chuig na prótacail maidir le Filleadh ar Spórt ar fáil anseo.

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

*Trealamh Comhroinnte*

Bréagáin

Ba chóir gach bréagán a ní ar bhonn rialta, mar shampla gach seachtain. Bainfidh sé seo dusta agus salachar eile a d'fhéadfadh frídíní a iompar.

Ba chóir bréagáin ar léir dóibh a bheith salach nó truaillithe le fuil nó sreabháin choirp a ghlacadh as úsáid láithreach chun iad a ghlanadh nó a chaitheamh amach.

Roghnaigh bréagáin atá soghlanta agus furasta a dhíghalrú (nuair is gá) agus bréagáin á gceannach agat.

Má úsáidtear éadach nó bréagáin bhog ba chóir go mbeadh siad in-nite le meaisín.

Ba cheart go mbeifí in ann míreanna mearaí, puzail agus bréagáin a bhféadfadh daltaí óga dóibh siúd a bhfuil riachtanais speisialta oideachais acu a chur ina mbéal a níochán agus a dhíghalrú.

Ba chóir gach trealamh súgartha a sheiceáil le haghaidh comharthaí damáiste mar shampla briseadh nó scoilteanna. Murar mbítear in ann iad a dheisiú nó a ghlanadh ba chóir iad a chaitheamh amach.

Ba chóir bréagáin agus trealamh glan a stóráil i gcoimeádán glan nó i gcófra glan. Ba cheart treoracha an mhonaróra a leanúint i gcónaí.

Ag an am seo ba chóir go mbeadh ábhair shamhaltú bog agus taos súgartha in úsáid aonair amháin.

Nós Imeachta Glantacháin do Bréagáin

* Nigh an bréagán in uisce te gallúnaí, agus bain úsáid as scuab chun dul isteach i scoilteanna.
* Rinseáil an bréagán in uisce glan.
* Triomaigh an bréagán go maith.
* D’fhéadfadh go mbeadh roinnt bréagán crua plaisteacha oiriúnach le glanadh sa mhiasniteoir.
* Ba chóir bréagáin leictreonacha nó tochrais nach féidir a thumadh in uisce a ghlanadh le héadach tais agus a thriomú.
* I gcásanna áirithe b’fhéidir go gcaithfí bréagáin / trealamh a dhíghalrú tar éis iad a ghlanadh, mar shampla: bréagáin / trealamh a chuireann daltaí ina mbéal. Bréagáin/trealamh a bhí salach le fuil nó sreabháin choirp nó bréagáin inar aithníodh cás de COVID-19.
* Má bhíonn díghalrú ag teastáil: Ba chóir díghalrán a scaoileann clóirín a úsáid caolaithe go tiúchan de chlóirín 1,000ppm. Ba chóir an earra a shruthlú agus a thriomú go maith.

Ealaín - Ba chóir na daltaí a spreagadh nuair is féidir chun a gcuid soláthairtí ealaíne agus trealaimh aonair féin a thabhairt leo.

Leictreonaic - Ba cheart giúirleoidí leictreonacha comhroinnte mar tháibléid, scáileáin tadhaill, méarchláir a ghlanadh idir úsáid agus d’fhéadfaí machnamh a dhéanamh ar chlúdaigh inúsáidte a úsáid le haghaidh leictreonaic chun glanadh a éascú.

Trealamh / Uirlisí Ceoil - Níor cheart uirlisí a chomhroinnt a oiread agus is féidir idir daltaí agus má theastaíonn comhroinnt, ba cheart na huirlisí a ghlanadh idir úsáidí.

Polasaí Leabharlainne - Ba chóir go mbeadh a gcuid leabhar féin ag daltaí nuair is praiticiúil. Ba chóir go mbeadh na téacsleabhair a dhéantar a chomhroinnt clúdaithe le clúdach plaisteach inúsáidte ar féidir é a ghlanadh idir úsáidí le gníomhaire glanta tí oiriúnach. Ba chóir daltaí a spreagadh chun sláinteachas láimhe a dhéanamh tar éis aon earra comhroinnte a úsáid.

Trealamh Spóirt Comhroinnte- Íoslaghdaigh comhroinnt trealaimh agus glan trealamh comhroinnt idir úsáidí ag daoine éagsúla.

*The Department will work with stakeholders to provide more detailed advice on certain schools’ activities in advance of school reopening.*

*Choir/Music Performance*

*Choir practices/performances and music practices/performances involving wind instruments may pose a higher level of risk and special consideration should be given to how they are held ensuring that the room is well-ventilated and the distance between performers is maintained.*

*Sport Activities*

*Schools should refer to the HPSC guidance on Return to Sport. Link to return to sport protocols is found here.*

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

*Shared Equipment*

*Toys*

*All toys should be cleaned on a regular basis for example weekly. This will remove dust and dirt that can harbour germs.*

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

*When purchasing toys 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.*

*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.*

*Library Policy – Where practical pupils should have their own books. Textbooks that are shared should be covered in a wipeable plastic covering that can be wiped with a suitable household cleaning agent between uses. Pupils should be encouraged to perform hand hygiene after using any shared item.*

*Shared Sports Equipment – Minimise equipment sharing and clean shared equipment between uses by different people.*

**7.Sláinteachas agus Glantachán i Scoileanna / *Hygiene and Cleaning in Schools***

Tá maoiniú breise curtha ar fáil ag an Roinn Oideachais do scoileanna chun tacú leis an nglantachán feabhsuithe a bhfuil gá leis chun rioscaí COVID-19 a íoslaghdú. Tugadh sonraí faoi na tacaíochtaí maoinithe do scoileanna trí chiorclán agus déanfar iad a nuashonrú de réir mar is gá.

Tá an chomhairle faoi leith maidir le glantachán scoile leagtha amach i gcomhairle HPSC agus clúdófar í san oiliúint ionduchtaithe. Leagtar amach sa chomhairle seo an córas glantacháin atá ag teastáil chun tacú le scoileanna ionfhabhtuithe COVID-19 a chosc agus an glantachán feabhsaithe atá ag teastáil i gcás cásanna amhrasta de COVID-19. Iarrtar ar scoileanna an chomhairle ghlantacháin a léamh agus a thuiscint go cúramach agus í sin a chur i bhfeidhm, mar chomhairle, ar gach réimse den scoil de réir mar is cuí.

Meabhraítear do scoileanna aire ar leith a thabhairt do na socruithe sláinteachais d’áiseanna níocháin láimhe agus leithris.

Go hachomair, ba chóir gach suíomh scoile a ghlanadh ar **uair amháin sa lá ar a laghad**. Ba chóir go mbeadh glantachán breise ann má tá sé ar fáil dírithe ar dhromchlaí a mbíonn teagmháil go minic leo - hanlaí doirse, ráillí láimhe, cathaoireacha / scítheanna láimhe, áiteanna itheacháin phobail, doirteal agus áiseanna leithris.

Beidh rochtain ag gach ball foirne ar tháirgí glantacháin agus beidh orthu a limistéir féin oibre a choinneáil glan. Níor chóir na hábhair ghlantacháin seo a bhaint den fhoirgneamh ar chúinse ar bith.

Ba chóir don fhoireann a limistéar oibre a ghlanadh agus a dhíghalrú go críochnúil roimh agus tar éis é a úsáid gach lá.

Ba cheart málaí diúscartha dramhaíola athúsáidte a bhailiú go rialta ó oifigí agus ó limistéir eile laistigh den áis scoile**.**

Ní bheidh saoráidí cithfholcadáin ar fáil le húsáid ag baill foirne ná ag na daltaí mar gheall ar an riosca méadaithe a bhaineann le saoráidí agus limistéir cithfholcadáin chomhroinnte. Déanfar é seo a athbhreithniú de réir threoir an rialtais.

Ní mór do bhaill foirne a dtrealamh agus a n-uirlisí féin a úsáid agus a ghlanadh (cupán, sceanra, pláta srl.)

***Seomraí glantacháin / díghalraithe ina raibh dalta / ball foirne a raibh amhras faoi COVID-19 i láthair***

Ba chóir an seomra a ghlanadh a luaithe agus is féidir.

Nuair a bheidh an seomra folamh níor chóir an seomra a athúsáid go dtí go mbeidh an seomra glanta agus díghalraithe go maith agus go bhfuil na dromchlaí uile tirim.

Ní oibríonn díghalrú ach ar rudaí atá glan. Nuair a bhíonn díghalrú ag teastáil ní mór glantachán a dhéanamh freisin.

Ba chóir go seachnódh an duine a mbíonn air an glantachán a dhéanamh teagmháil lena aghaidh agus iad ag glanadh agus ba chóir dó lámhainní tí agus naprún plaisteach a chaitheamh.

Glan an timpeallacht agus an troscán agus bain úsáid as éadach glantacháin indiúscartha agus glantach tí agus ansin díghalrú le táirge clóirín-bhunaithe (tuar tí).

Tabhair aird faoi leith ar dhromchlaí a mbíonn teagmháil go minic leo, cúl cathaoireacha, clóis, hanlaí doirse agus aon dromchlaí atá salach le sreabháin choirp.

Nuair a bheidh an seomra glanta agus díghalraithe agus na dromchlaí uile tirim, is féidir an seomra a úsáid arís.

Má tá am caite ag dalta nó ball foirne a ndearnadh diagnóis orthu le COVID-19 am i limistéar comhroinnte cosúil le bialann, limistéar súgartha nó má d’úsáid siad na leithris nó seomra folctha, ba chóir na limistéir sin a ghlanadh le glantach tí agus díghalrán ina dhiaidh (mar atá mínithe na Comhairle sláinte eatramhaí ón HPSC) a luaithe is féidir.

*The Department of Education has provided additional funding to schools to support the enhanced cleaning required to minimise the risks of COVID-19. Details of the funding supports have been provided to schools by way of circular and will be updated as required.*

*The specific advice in relation to school cleaning is set out in the HPSC advice and is covered in the induction training. This advice sets out the cleaning regime required to support schools to prevent COVID-19 infections and the enhanced cleaning required in the event of a suspected cases of COVID-19. Schools are asked to carefully read and understand the cleaning advice and to apply that to all areas of the school as appropriate.*

*Schools are reminded to take particular care of the hygiene arrangements for hand washing and toilet facilities.*

*In summary, each school setting should be cleaned at* ***least once per day****. Additional cleaning if available should be focused on frequently touched surfaces – door handles, hand rails, chairs/arm rests, communal eating areas, sink and toilet facilities.*

*All staff will have access to cleaning products and will be required to maintain cleanliness of their own work area. Under no circumstances should these cleaning materials be removed from the building.*

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

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

*Shower facilities shall not be available for use by staff or pupils due to the increased risk associated with communal shower facilities and areas. This shall be reviewed in line with government guidance.*

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

***Cleaning/Disinfecting rooms where a pupil/staff member with suspected COVID-19 was present***

*The room should be cleaned as soon as practicably possible.*

*Once the room is vacated the room should not be reused until the room has been thoroughly cleaned and disinfected and all surfaces are dry.*

*Disinfection only works on things that are clean. When disinfection is required it is always as well as cleaning.*

*Person assigned to cleaning should avoid touching their face while they are cleaning and should wear household gloves and a plastic apron.*

*Clean the environment and furniture using disposable cleaning cloths and a household detergent followed by disinfection with a chlorine based product (household bleach).*

*Pay special attention to frequently touched surfaces, the back of chairs, couches, door handles and any surfaces that are visibly soiled with body fluids.*

*Once the room has been cleaned and disinfected and all surfaces are dry, the room can be reused.*

*If a pupil or staff diagnosed with COVID-19 spent time in a communal area like a canteen, play area or if they used the toilet or bathroom facilities, then the areas should be cleaned with household detergent followed by a disinfectant (as outlined in the HPSC interim health advice) as soon as is practically possible.*

**8.Ag Déileáil le Cás Amhrasta do COVID-19 / Dealing with a Suspected Case of Covid-19**

*Ní mór do bhaill foirne nó daltaí fanacht sa bhaile agus iad ag taispeáint comhartha ar bith do COVID-19. Ní mór na treoracha seo a leanúint nuair atá scoil faoi leith ag iarraidh dul i ngleic le cás amhrasta sa scoil.*

*Ba cheart ionad leithlise in fhoirgneamh na scoile a ainmniú. Ba cheart go mbeidh plean teagmhais ann a thógann faoi deara go bhféadfadh níos mó ná duine amháin le chomharthaí COVID-19 a bheith ann agus a d'fhéadfadh déileáil le cásanna breise. Ní mór don ionad leithlise bheith in áit phríobháideach agus i bhfad ón bhfoireann agus na daltaí eile.*

*Dá mbeadh comharthaí COVID-19 á thaispeáint ag foireann/dalta agus iad ar scoil, ní mór na nósanna imeachta seo a leanúint:*

* *Más rud é gur dalta é/í an duine le cás amhrasta, ní mór dul i dteagmháil le tuismitheoirí/caomhnóirí an pháiste gan mhoill;*
* *Ní mór an duine a leithlisiú agus nós imeachta a chur i bhfeidhm chun iad a thabhairt ar an mbealach leithlise go dtí spás sabháilte ag bealach eigeandála an ranga, ag fanacht 2m nó níós faide ón duine tinn agus ag déanamh cinnte go bhfuil gach éinne eile 2m ar a laghad ón duine tinn i gcónaí;*
* *Ní gá don ionad leithlise bheith ina sheomra faoi leith, ach sa chás nach seomra é ba cheart go mbeadh an ionad 2m i bhfad óna daoine eile sa seomra;*
* *Mura féidir achar 2m a choinneáil, ba chóir do bhall foirne atá ag tabhairt aire do dhalta clúdach aghaidhe nó masc a chaitheamh. Ná chaith lámhainní mar ní thaistealaínn an víreas tríd an gcraiceann;*
* *Cuir masc ar fáil don duine a bhfuil na siomptóim air. Ní mór dó/di an maisc a chaitheamh i gcomhlimistéar le daoine eile, agus nuair a bhfuil sé/sí ag filleadh ón scoil;*
* *Déan measúnú ar chumas an duine le comharthaí COVID-19 filleadh abhaile gan moill (leo féin nó lena dtuismitheoirí) agus ansin dul i dteagmháil lena dochtúir agus féin-aonrú a chleachtadh sa bhaile;*
* *Muna bhfuil an duine tinn in ann dul abhaile gan moill, cabhair leo le leithlisiú ar scoil agus le teagmháil a dhéanamh lena dochtúir. Ní chóir dóibh a lámha a chur ar daoine eile, dromchlaí nó rudaí. Ba chóir comhairle a thabhairt don duine le comharthaí COVID-19 a bhéal agus a shrón a chlúdach leis an gciarsúir indiúscartha a chuirtear ar fáil nuair a bhíonn siad ag casacht nó ag sraothartach, agus an ciarsúir a chur sa mhála dramhaíola a chuirtear ar fáil;*
* *Más bhfuil sé de cumas ag an duine filleadh abhaile, socraigh go n-iompróidh ball clainne iad abhaile chomh luath is féidir agus tabhair comhairle dóibh a gcuid comharthaí a chur in iúl dá dhochtúir ar an bhfón. Ní mór iompar poiblí a sheachaint;*
* *Más bhfuil siad ró-tinn chun filleadh abhaile nó más bhfuil comhairle breise de dhíth agat, cur glaoch ar 999 nó 112 agus cur in iúl dóibh gur cás amhrasta COVID-19 é/í an duine tinn;*
* *Déan measúnacht ar an eachtra a bheith mar pháirt den chinneadh maidir le gníomhaíochtaí leantacha agus téarnamh;*
* *Socraigh go ndéanfar an limistéar leithlisithe agus na réimsí oibre atá i gceist a ghlanadh go cuí -* ***(mionsonraí ag Cuid 7)****.*

*Cuirfidh an FSS aon teagmháil le cás daingnithe a raibh ag baill foirne/tuismitheoirí in iúl dóibh tríd an bpróiseas rianaithe teagmhála. Rachaidh an FSS i dteagmháil le gach duine ábhartha i gcás go ndéanfadh diagnóis COVID-19. Ní mór treoracha an FSS a leanúint agus tá rúndacht na foirne agus na ndaltaí riachtanach i gcónaí. Ba cheart baill foirne na scoile a spreagadh chun aip rianaithe FSS COVID-19 a íoslódáil chun cabhrú le Sláinte Phoiblí chun críocha colgadh a rianú. Laistigh agus lasmuigh de shuíomh na scoile.*

*Staff or pupils should not attend school if displaying any symptoms of COVID-19. The following outlines how a school should deal with a suspected case that may arise in a school setting.*

*A designated isolation area should be identified within the school building. In the case of Gaelscoil an Chaisleáin and its very young pupil population, this will be organised on the perimeter of the classroom with the 2 meter distance requirement strictly adhered to. The possibility of having more than one person displaying signs of COVID-19 should be considered and additional 2 meter requirement or ventilated space will be put in place should this occur. This designated isolation area will be organised at a safe 2 meter distance from other staff and pupils.*

*If a staff member/pupil displays symptoms of COVID-19 while at school 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 2m away from the symptomatic person and also making sure that others maintain a distance of at least 2m from the symptomatic person at all times;*
* *The isolation area does not have to be a room but if it is not a room it should be 2m away from others in the room;*
* *If it is not possible to maintain a distance of 2m, a staff member caring for a pupil should wear a face covering or mask. Gloves should not be used as the virus does not pass through skin;*
* *Provide a mask for the person presenting with symptoms. 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 who will 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 – (****details at Section 7****).*

*The HSE will inform any staff/parents who have come into close contact with a diagnosed case via the contact tracing process. The HSE will contact all relevant persons where a diagnosis of COVID-19 is made. The instructions of the HSE should be followed and staff and pupil confidentiality is essential at all times. School staff should be encouraged to download the HSE COVID-19 tracker app to assist Public Health for contract tracing purposes. Both in and out of the school setting (see section 5.1).*

**9.Riachtanais Speisialta Oideachais / Special Education Needs**

**Dálaí Breise Do Pháistí a bhfuil Riachtanais Speisialta Oideachais Acu**

I go leor cásanna ní rud praiticiúil nó oiriúnach é scaradh sóisialta a chur i bhfeidhm le páistí a bhfuil Riachtanais Speisialta Oideachais (RSO) acu. Mar sin ba cheart déanamh cinnte go bhfuil tuiscint breise ag tuismitheoirí/caomhnóirí maidir le comharthaí nó athruithe as an ghnách a d'fheadfadh bheith ina comhartha do tinneas/tinneas COVID-19, agus nuair a bhfuil na comharthaí seo i láthair ní mór do pháistí fanacht sa bhaile.

Mar an gcéanna ba chóir go mbeadh 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 uisce agus gallúnach nó le díghalrán láimhe (más bhfuil a lámha glan), mar a mhínítear cheana féin.

*Trealamh*

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

Is féidir leis na pointí seo treoir a thabhairt d'fhorbairt an sceidil ghlantacháin:

* Ní mór don trealamh a úsáidtear le haghaidh cúram a sholáthar a bheith glan go feiceálach;
* Ní mór an trealamh chúraim a ghlanadh de réir treoracha an déantóra. Baintear glantóireacht amach de ghnáth trí ghlantach ilchuspóireach agus uisce te a úsáid.
* Ní mór trealamh a n-úsáidtear le páistí éagsúla a ghlanadh agus a dhíghalrú, más gá, díreach tar éis an trealamh a úsáid agus roimh a bhaineann páiste eile úsáid as, m.sh. áiseanna leithris;
* Dá n-éireoidh an trealamh salach le sreabhán coirp:
* I dtús báire, glan an trealamh go críochnúil le glantach agus uisce;
* Ansin bain úsáid as tuaslagán díghalraithe úr chun an trealamh a dhíghalrú;
* Sruthlaigh le huisce agus triomaigh.

***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.*

**10.Dualgas Foirne / Staff Duties**

Tá dualgas reachtúil ag an bhfoireann chun cúram réasúnta a thabhairt dá sláinte agus dá sábháilteacht féin, chomh maith le sláinte is sábháilteacht a gcomhghleacaithe agus páirtithe eile. Tá comhoibriú agus cabhair na foirne riachtanach chun scaipeadh COVID-19 a laghdú agus chun sláinte agus sábháilteacht a chosaint chomh fada is féidir sa scoil. Tá ról lárnach ag gach ball foirne. Mar sin de, chun filleadh sábháilte ar ais ar an obair a éascú, áirítear ar na dualgais seo a leanas, ach níl siad teoranta dóibh:

* Cloí le Plean Freagartha COVID-19 na Scoile agus leis na bearta rialaithe atá leagtha amach.
* An Foirm um Réamh-fhilleadh ar an Obair a chomhlánú roimh filleadh ar ais i mbun oibre.
* Cur an príomhoide ar an eolas maidir le aon rud bainte le COVID-19 nach bhfuil luaite ar an bhfoirm agus a bheith riachtanach a nochtadh chun filleadh sábháilte ar an ionad oibre a éascú.
* Glac páirt in Oiliúint Ionduchtaithe COVID-19 agus aon traenáil eile a bhfuil de dhíth roimh filleadh ar ais ar scoil
* Bí ar an eolas agus cloí le dea-chleachtais béasaíochta shláinteachais agus anála.
* Obair go dlúth lena gcomhoibrithe ionas go mbeadh scaradh sóisialta maith i bhfeidhm.
* Bí ar an eolas maidir le comharthaí COVID-19 agus tabhair aire dá folláine féin.
* Féin-aonrú sa bhaile agus téigh i dteagmháil gan moill lena ndochtúir chun tuilleadh comhairle a fháil má thaispeánann siad aon comhartha de COVID-19.
* Fan sa bhaile agus ná fill ar an scoil dá mbeadh aon comhartha de COVID-19 acu.
* Ná fill ar an scoil ná freastal uirthi i gcás na nithe seo a leanas:
* má aithnítear gur dhlúth-theagmhálacha iad le cás dearbhaithe de COVID-19
* má chónaíonn siad le duine a bhfuil siomptóim dhearfacha an viris orthu
* Má tá taisteal déanta acu taobh amuigh d’Éirinn; i gcásanna mar sin moltar do bhaill foirne féachaint ar an gcomhairle is déanaí ón Rialtas maidir le taisteal ar an gcoigríoch.
* Má thaispeánann siad aon comharthaí de COVID-19 agus iad ar scoil, cloí leis an nós imeachta thuasluaite.
* Bí ar an eolas agus cloí le treoracha na n-údarás sláinte poiblí is déanaí.

Comhoibriú le haon phearsanra sláinte poiblí agus a scoil chun críocha rianaithe teagmhála agus lean aon chomhairle sláinte poiblí a thugtar i gcás cás nó ráige ina scoil

Téigh faoi aon tástáil COVID-19 a d’fhéadfadh a bheith ag teastáil mar chuid d’olltástáil nó de thástáil shrathach de réir mar a mholann An tÚdarás Sláinte Poiblí.

*Staff have a statutory obligation to take reasonable care for their own health and safety and that of their colleagues and other parties. 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. In this regard and 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.*
* *Complete the RTW form before they return to work.*
* *Must inform the principal if there are any other circumstances relating to COVID19, 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.*
* *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 at home and contact their GP promptly for further advice if they display any symptoms of COVID-19.*
* *Not return to or attend school if they have symptoms of COVID-19 under any circumstances.*
* *Not to return to or attend school in the event of the following:*
* *if they are identified as a close contact of a confirmed case of COVID-19*
* *if they live with someone who has symptoms of the virus*
* *If they have travelled outside of Ireland; in such instances staff are advised to consult and follow latest Government advice in relation to foreign travel.*
* *If they develop any symptoms of COVID-19 whilst within the school facility, they should adhere to the procedure outlined above.*
* *Keep informed of the updated advice of the publ****ic*** *health authorities and comply with same.*

*Cooperate with any public health personnel and their school for contact tracing purposes and follow any public health advice given in the event of a case or outbreak in their school*

*Undergo any COVID-19 testing that may be required as part of mass or serial testing as advised by Public Health*

**11.COVID-19 related Bainistiú Neamhláithreachta / *COVID-19 related Absence Management***

Déanfar bainistíocht ar neamhláithreacht a bhaineann le COVID-19 de réir nósanna imeachta comhaontaithe leis an Roinn Oideachais.

*The management of a COVID-19 related absence will be managed in line with agreed procedures with the Department of Education.*

**12.Clár um Chúnamh agus Fholláine Oibrithe / Employee Assistance and Well-Being Programme**

Aithníonn an Roinn an riachtanas atá le folláine foirne scoile agus féinchúram comhchoiteann. Cuirfidh Seirbhísí Tacaíochta na Roinne, an PDST agus CSL san áireamh, agus Foireann Chur Chun Cinn Sláinte an FSS tacaíocht ar fáil d’fholláine na foirne scoile. Tá Straitéis Sláinte Ceirde i bhfeidhm mar acmhainn tacaíochta don foireann scoile. S'é aidhm an Straitéis Sláinte Ceirde ná sláinte na fostaithe a chur chun cinn san ionad oibre, agus dírítear go príomha ar chosc in ionad réitigh. Cuimsíonn an Straitéis Sláinte Ceirde an tSeirbhís Cúnaimh d’Fhostaithe agus an tSeirbhís Sláinte Ceirde. Cuireann Spectrum.Life an tSeirbhís Cúnaimh d’Fhostaithe (SCF) ar fáil faoin brat 'Wellbeing Together: *Folláine Le Chéile'.*

Is seirbhís féin-atreoraithe í an SCF ina mbíonn rochtain ag fostaithe ar líne chabhrach rúnda thiomnaithe saorfhóin 1800 411 057 atá ar fáil 24 uair sa lá, 365 lá sa bhliain a sholáthraíonn comhairle ar raon saincheisteanna amhail folláine, dlí, airgeadais, idirghabháil, tacaíocht bainistíochta srl. Tá an tseirbhís ar fáil go fóill trí SMS, Whatsapp, ríomhphost, comhrá beo agus iarraidh ar ghlaoigh ar ais. Is gairmithe sláinte meabhrach cáilithe, creidiúnaithe agus a bhfuil taithí acu iad gach pointe teagmhála don tseirbhís.

Más gá tá comhairleoireacht ghearrthéarmach ar fáil d'fhostaithe agus a dteaghlaigh (dóibh siúd atá ós cionn 18 mbliana d'aois agus ina gcónaí sa bhaile).

Tá tairseach agus aip folláine saincheaptha ar fáil a thairgeann rochtain ar phodchraoltaí, blaganna, comhráite beo agus físeáin ar ábhair a bhaineann le folláine agus sláinte mheabhrach, saol an teaghlaigh, aclaíocht agus cothú. Tá cláir r-Fhoghlama a bhaineann le sláinte mheabhrach, codladh agus raon ábhar folláine ar fáil freisin. Cuirtear teiripe iompraíochta cognaíocha ar fáil ar líne freisin. Mar chuid dosna seirbhísí a sholáthraíonn Spectrum.Life tá Bainisteoir um Chur Chun Cinn Sláinte Meabhrach ar fáil chun tionscnaimh sláinte meabhrach agus folláine atá bunaithe ar fhianaise a fhorbairt agus a sheachadadh chun smál a laghdú agus chun litearthacht sláinte meabhrach a fheabhsú, agus chun rannpháirtíocht leis an tseirbhís a mhéadú. Tá sraith seimineár gréasáin seachtainiúil agus cainteanna beo chun folláine foirne a chur chun cinn i scoileanna ar fáil faoi láthair ar an tairseach folláine.

*The Department recognises 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’.*

*The EAS is a self-referral service where employees have access to 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. The service is also available via SMS, WhatsApp, e-mail, live chat and call back request. All points of contact for the service are qualified, accredited and experienced mental health professionals.*

*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 is available which offers access to podcasts, blogs, live chats and videos on topics around wellbeing and mental health, family life, exercise and nutrition. E-Learning programmes across mental health, sleep and a range of wellbeing topics are 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.  A series of weekly webinars and live talks to promote staff wellbeing in schools is current available on the wellbeing portal.*