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

**Gaelscoil an Chaisleáin, Baile an Chollaigh**

**Feabhra 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 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 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 23 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 Covid-19 Response Plan August 2020 but rather updates it in the light of the most recent guidelines. Both documents complement each other and are live working documents subject to continuous review.*

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

*The response plan will support the sustainable reopening of our school where the overriding objective is to protect the health of staff and pupils while promoting the educational and development needs of the children in the school. .*

*In line with the Return to Work Safely Protocol, the key to a safe and continued return to work, and re-opening of our schools requires strong communication and a shared collaborative approach between the Board of management, staff, pupils and parents.*

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

1. **Polasaí COVID-19 na Scoile / COVID-19 School Policy**
2. **Pleanáil agus Ullmhú don Fhilleadh ar Scoil / Planning and Preparing for Return to School**
	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 COVID-19 seo forléargas ar ár dtiomantas mar scoil i leith fheidhmiú an phlean agus cabhróidh sé linn scaipeadh an víris a chosc. Beidh an polasaí sínithe agus dátaithe ag an bPríomhoide agus ag Cathaoirleach an Bhoird Bhainistíochta agus cuirfear in iúl é do lucht foirne, daltaí, tuismitheoirí agus daoine eile.

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

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| **Ráiteas Polasaí um COVID-19** Tá Gaelscoil an Chaisleáin tiomanta do láthair oibre shábháilte shláintiúil a chur ar fáil dár bhfoireann agus timpeallacht sláinte foghlama a sholáthar dár ndaltaí uile. D'fhonn sin a chinntiú, tá an Plean Freagartha COVID-19 seo forbartha againn. Tá an Bord Bainistíochta agus foireann uile na scoile freagrach as feidhmiú an phlean seo agus cabhróidh a gcomhiarracht le scaipeadh an víris a mhoilliú. An plean: * déanfar faireachán leanúnach ar an bhfreagairt COVID-19 agus leasófar an plean seo i gcomhairle le lucht foirne
* cuirfear faisnéis suas chun dáta ar fáil don fhoireann agus do na daltaí faoin gcomhairle Sláinte Phoiblí a eiseoidh an FSS agus an Rialtas (Gov.ie)
* cuirfear comharthaí agus siomptóim COVID-19 agus na modhanna cearta le lámha a ní ar taispeáint
* aontófar ionadaí obrithe leis an bhfoireann a bheidh inaitheanta go héasca leis an ról atá imlínithe sa phlean seo maidir le soláthar samhraidh a chomhlíonadh
* cuirfear béasaíocht riachtanach sláinteachais agus riospráide, agus an bhéasaíocht maidir le scaradh fisiciúil in iúl don fhoireann agus do na daltaí uile
* déanfar an scoil a oiriúnú don scaradh fisiciúil de réir mar is cuí faoi threoir agus faoi stiúir na Roinne Oideachais agus Scileanna
* coinneofar loga teagmhálacha le rianú teagmhálacha a éascú
* cinnteofar go mbeidh an fhoireann agus na daltaí páirteach sna seisiúin ionduchtaithe/cleachtaithe a chuirfidh an Roinn Oideachais agus Scileanna ar fáil
* cuirfear na nósanna imeachtaí comhaontaithe atá le leanúint i gcás go léiríonn duine éigin siomptóim COVID-19 agus iad ar scoil i bhfeidhm
* cuirfear treoracha ar fáil do lucht foirne agus do dhaltaí a bheidh le comhlíonadh acu má fhorbraíonn siad comharthaí agus siomptóim COVID-19 le linn am scoile
* cuirfear glantachán i bhfeidhm de réir chomhairle na Roinne Oideachais agus Scileanna

Beifear i gcomhairle le gach ball foirne ar bhonn leanúnach agus spreagfar aiseolas faoi aon údar imní, saincheisteanna nó moltaí atá acu. Is féidir é seo a dhéanamh trí Phríomhionadaí na nOibrithe Sínithe: Máire Uí Dhonnabháin Dáta: 23/2/2021 (Cathaoirleach an Bhoird)Sínithe: Máire Uí Shé Dáta: 23/2/2021 (Príomhoide) |

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|  **COVID 19 Policy Statement** Gaelscoil an Chaisleáin is committed to providing a safe and healthy workplace for all our staff and a safe learning environment for all our pupils. To ensure that, we have developed the following COVID19 Response Plan. The BOM and all school staff are responsible for the implementation of this plan and a combined effort will help contain the spread of the virus. We will: * continue to monitor our COVID-19 response and amend this plan in consultation with our staff
* provide up to date information to our staff and pupils on the Public Health advice issued by the HSE and Gov.ie
* display information on the signs and symptoms of COVID-19 and correct hand-washing techniques
* agree with staff, a worker representative who is easily identifiable to carry out the role outlined in this plan in relation to summer provision
* inform all staff and pupils of essential hygiene and respiratory etiquette and physical distancing requirements
* adapt the school to facilitate physical distancing as appropriate in line with the guidance and direction of the Department of Education and Skills
* keep a contact log to help with contact tracing
* ensure staff and pupils engage with the induction / familiarisation briefing provided by the Department of Education and Skills
* implement the agreed procedures to be followed in the event of someone showing symptoms of COVID-19 while at school
* provide instructions for staff and pupils to follow if they develop signs and symptoms of COVID-19 during school time
* implement cleaning in line with Department of Education and Skills advice

All school staff will be consulted on an ongoing basis and feedback is encouraged on any concerns, issues or suggestions. This can be done through the Lead Worker Representative(s) Signed: Máire Uí Dhonnabháin Dáta: 23/2/2021 (Chairperson, BOM)Signed: Máire Uí Shé Date: 23/2/2021 (Principal) |

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

Tá sé d'aidhm ag an mBord Bainistíochta atosú an 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 2.***

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.

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| ***Ainm (neacha) Príomhionadaí Oibrithe;*** | ***Sonraí Teagmhála:*** |
| Sinead Ní Shéoigh | 087 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* | *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**

Beidh ar scoileanna comharthaíocht a thaispeáint ar a léireofar comharthaí agus siomptóim COVID-19 agus tacú le sláinteachas maith láimhe agus riospráide.

Tá póstaeir clóite curtha ar fáil ag an Roinn do scoileanna, le príomhtheachtaireachtaí sláinte atá fóirsteanach do leanaí - béasa níocháin láimhe, sraotha agus casachta srl.

Féach an nasc thíos do na póstaeir seo a ligfidh do scoileanna ar mian leo é soláthar breise póstaer a chur ar fáil. Is féidir soláthar ar bith den chineál seo a lorg ar bhonn áitiúil.

Féadfaidh scoileanna socruithe a dhéanamh chun 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

*Schools will be required to display signage outlining the signs and symptoms of COVID-19 and to support good hand and respiratory hygiene.*

*The Department has provided printed posters to schools, with age appropriate key health messages – hand washing, sneeze and cough etiquette etc.*

*Please see link below to these posters which will allow schools who may wish to have an additional supply of posters available. Any such supply can be sourced locally.*

*https://www.education.ie/en/The-Department/Announcements/information-for-schools-preschools-and-third-level-institutions-on-the-coronavirus.html#1*

*Schools can then arrange to display the posters 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 tuilleadh faisnéise faoin dóigh ar féidir scaradh sóisialta a úsáid i dtimpeallacht na scoile le fáil ag ***Cuid 5.4*** thíos lena n-áirítear nasc chuig samplaí agus íomhánnna áirithe de leaganacha amac seomraí ranga (ranganna speisialta san áireamh)***.***

Ba chóir do scoileanna seomraí ranga agus áiteanna eile sa scoil a athchumrú 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. Further information on how physical distancing can be used in the school environment is found at* ***Section 5.4*** *below including a link to the suite of illustrative primary classroom layouts (including special classes).*

*Schools should reconfigure classrooms and other areas as necessary 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***

Baol i dtimpeallacht na scoile atá in COVID-19 i gcomhthéacs na sláinte agus na sábháilteachta. Tá teimpléad maidir le measúnú riosca chun na bearta rialaithe atá ag teastáil chun riosca COVID-19 a mhaolú i suíomhanna scoile ceangailte ag ***Aguisín 4.***

Is tábhachtach go ndéanann scoileanna athbhreithniú 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.

Ba cheart do scoileanna athbhreithniú a dhéanamh ar na measúnuithe riosca atá acu cheana féin chun aon rioscaí nua a bhíonn ann mar gheall ar Phlean Freagartha COVID-19 na scoile a mheas. Ba cheart athrú ar bith ar mheasúnuithe riosca reatha na scoile a 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. A template risk assessment to identify the control measures required to mitigate the risk of COVID-19 in school settings is attached at* ***Appendix 4.***

*It is important that schools review their 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.*

*Schools should also review their 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 should also 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 loga samplach ar fáil in ***Aguisín 5.***

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. A sample contact log is available at* ***Appendix 5.***

*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 leathadh COVID-19 a chosc is tábhachtach eolas a bheith agat faoi na siomptóim agus iad a aithint. Is iad sin:

* Teocht ard
* Casacht
* Gearranáil
* Boladh nó blas a bheith caillte nó blas as riocht

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.

Áirítear i measc na siomptóm coitianta don choróinvíreas:

* 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.

Má tá aon cheann de ghnáthshiomptóim COVID-19 (coróinvíreas) agat, déan féin-aonrú (fan i do sheomra) agus glaoigh ar an dochtúir teaghlaigh ar an bpointe le fáil amach an bhfuil gá agat le tástáil COVID-19. Beidh ar dhaoine eile i do theaghlach srian a chur lena ngluaiseachtaí (fanacht sa bhaile).

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.

**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

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

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

*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**.*

*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*

*If you have any common symptoms of COVID-19 (coronavirus),**self-isolate**(stay in your room) and phone your family doctor straight away to see if you need**a COVID-19 test**. Other people in your household will need to**restrict their movements**(stay at home).*

*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**.*

***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*

* 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.

Tá nasc chuig an sraith leagan amach léiritheach seomra ranga le fáil anseo.

Tá nasc chuig leagan amach léiritheach ranganna speisialta le fáil anseo.

Cuireadh maoiniú ar fáil faoin deontas feabhsaithe mionoibreacha chun na hoibreacha athchumraíochta seomra ranga seo a éascú.

**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.

*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.*

* 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 an ionad leithlise, 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. The possibility of having more than one person displaying signs of COVID-19 should be considered and a contingency plan for dealing with additional cases put in place. The designated isolation area should be behind a closed door and away from other staff and pupils.*

*If a staff member/pupil displays symptoms of COVID-19 while at 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.*

**AGUISÍN 1 Ráiteas Beartais COVID-19**

Tá [Aimn na Scoile] tiomanta ionad oibre sláintiúil agus sábháilte dár bhfoireann ar fad agus timpeallacht foghlama shábháilte dár ndaltaí uile a chothú. Lena chinntiú, tá an Plean Freagartha COVID-19 seo a leanas forbartha agus nuashonraithe againn. Tá Bainistíocht agus foireann na scoile go léir freagrach as cur i bhfeidhm an plean seo agus cuideoidh iarracht comhchoiteanna le bac a chur ar scaipeadh an bhvíreas. Tá sé mar aidhm againn:

* leanúint ar aghaidh le monatóireacht a dhéanamh ar ár bhfreagra COVID-19 agus an plean seo a leasú i gcomhairle lenár bhfoireann
* eolas rídhéanaí maidir le treoracha shláinte poiblí an FSS agus Gov.ie a chur ar fáil dár bhfoireann agus daltaí
* eolas faoi comharthaí COVID-19 agus conas ba cheart do lámha a ní a thaispeáint
* ionadaí oibrithe a bhfuil furasta le aithint a aontú leis an bhfoireann chun an ról atá leagtha amach sa phlean seo a chomhlíonadh
* an fhoireann agus na daltaí go léir a chur ar an eolas faoi sláinteachas riachtanach maraon le béasaíocht anála agus riachtanais scaradh sóisialta
* an scoil a athchóiriú chun scaradh sóisialta a chur i bhfeidhm mar is oiriúnach le treoracha agus orduithe na Roinne Oideachais
* logleabhar teagmhála a choimeád chun chabhrú le rianú teagmhála
* cinntiú go rachaidh an fhoireann i dteagmháil leis an faisnéis ionduchtaithe / taithíocha a chur an Roinn Oideachais ar fáil
* an próiseas chomhaontaithe i gcás go mbeadh duine sa scoil ag taispeáint na comharthaí de COVID-19 agus iad ar scoil a chur i bhfeidhm
* treoracha a chur ar fáil don fhoireann agus dosna daltaí i gcás go bhfuil siad ag taispeáint na comharthaí de COVID-19 agus iad ar scoil
* glantóireacht a chloíonn le treoracha na Roinne Oideachais a dhéanamh

Rachfar i comhairliúchán leis an bhfoireann ar bhonn leantach agus fáiltítear aiseolas ar pé ábhar imní, fadhbanna nó moltaí.

Is féidir é seo a dhéanamh tríd an bPríomhionadaí (/-ithe) Oibrithe, a dtacófar leis/léi de réir an chomhaontaithe idir an Roinn agus na páirtithe oideachais.

Síniú: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dáta: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Aguisín 2: Foirm um Fhilleadh ar Obair (FO)

Ní mór do bhaill foirne an cheistneoir seo a chomhlánú sula bhfillfidh siad ar an obair.

Má fhreagraítear "Tá" ar aon dosna ceisteanna thíosluaite, ba cheart duit comhairle leighis a lorg roimh filleadh ar ais i mbun oibre.

Aimn: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Ainm na Scoile: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Ainm an Phríomhoide: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dáta: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Ceisteanna** | **TÁ** | **NÍL** |
| 1. | An bhfuil aon siomptóim ort a bhaineann le casacht, fiabhras, teocht ard, deacracht análaithe, caillteanas nó athrú i do chumas bolaidh nó blais anois nó le 14 lá anuas? |  |  |
| 2. | An ndearnadh diagnóis COVID-19 deimhnithe nó amhrasta ort le 14 lá anuas? |  |  |
|  3 | An bhfuil tú ag fanacht le torthaí tástála COVID-19? |  |  |
|  4 | Le 14 lá anuas, an raibh tú i dteagmháil le haon duine ar cás deimhnithe nó amhrasta COVID-19 é? |  |  |
|  5 | An ndúirt dochtúir leat go ceart duit féin-aonrú a dhéanamh ag an am seo? |  |  |
| 6 | Ar tugadh comhairle duit srian a chur ar do ghluaiseachtaí ag an am seo? |  |  |
| 7 | Ar tugadh comhairle duit clutharú ag an am seo? Tabhair aire: Is féidir go dtabharfar comhairle do dhaoine a bhfuil riosca an-ard ó COVID-19 ag baint leo (i mbaol mór) clutharú: |  |  |

Dearbhaím chomh fada is a bhfuil ar fhios agam nach bhfuil comharthaí COVID-19 agam, nílim ag féin-aonrú nó ag fanacht ar thorthaí tástála COVID-19 agus níor thugadh comhairle dom mo ghluaiseachtaí a shrianadh.

Tabhair faoi deara: Tá an scoil ag bailiú na sonraí pearsanta íogaire seo chun sábháilteacht san ionad oibre a chinntiú mar thoradh ar an bpaindéime Covid-19. Tá an bunús dlí do bhailiúchán na sonraí seo bunaithe ar ábhair spéise sláinte poiblí ríthábhachtacha agus ar shláinte cheirde a chothabháil agus coinneofar na sonraí seo go daingean de réir ár mbeartas coinneála.

Síniú: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Aguisín 3 Príomhionadaí Oibrithe – Bunscoileanna agus Scoileanna Speisialta**

Dearadh an Prótacal um Oibriú go Sábháilte chun tacú le fostóirí agus oibrithe bearta rialaithe ionfhabhtaithe a chur i bhfeidhm a choiscfidh scaipeadh COVID-19 san ionad oibre. Cruthaíodh an prótacal tar éis plé agus comhaontú ag Fóram Eacnamaíoch na bhFostóirí Saothair idir an Rialtas, na Ceardchumainn agus Fostóirí.

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 scaipeadh COVID-19 a chosc agus monatóireacht a dhéanamh ar an méid atáthar ag cloí leis na bearta sin agus beidh ról aige/aici maidir le comhairle sláinte maidir le COVID-19 a chur in iúl san ionad oibre.

Is é is cuspóir leis an alt seo ná na forálacha maidir leis an PO a leagan amach i scoileanna. Déanfaidh na páirtithe athbhreithniú rialta ar feidhmiúchán na forálacha seo.

Ba chóir an doiciméad seo a léamh i dteannta le:

* an
* Treoir agus Ceisteanna Coitianta le haghaidh Fostóirí sa Seirbhís Poiblí Le Linn COVID-19;
* Plean Freagartha COVID-19 maidir le hAthoscailt Bhunscoileanna agus Scoileanna Speisialta go Sábháilte

## 1. Cur chuige Cumarsáideach

Is ar an mBord Bainistíochta / Oideachais agus Oiliúna agus bainistíocht na scoile atá an fhreagracht as forbairt agus cur i bhfeidhm Phlean Freagartha COVID-19 agus na bearta rialaithe ionfhabhtú a ghabhann leis a chosc.

Tá tábhacht ollmhór ag baint le cumarsáid láidir agus cur chuige comhoibritheach chun leathadh 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 Fhilleadh ar Obair 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 smachta 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 bPO a rachaidh i dteagmháil le bhainistíocht na scoile.

## 2. Príomhionadaí 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;
* Cuidiú le bainistíocht na scoile bearta a chur i bhfeidhm chun COVID-19 a chur faoi chois san ionad oibre de réir an Phrótacail um Oibriú 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;
* Measúnú a dhéanamh i gcomhpháirt le bainistíocht na scoile ar aon ghníomh atá le déanamh i ndiaidh eachtra ar bith;
* 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.

**3. Príomhionadaí Oibrithe**

Tá sé de ceart ag an PO dul i gcomhairle le bainistíocht na scoile agus uiríll a dhéanamh ina leith maidir le aon ábhar imní atá bainte le COVID-19. Ina measc tá fadhbanna ag baint le:

* Nósanna imeachta glantóireachta agus a bhfeidhmiú
* Scaradh Sóisialta
* Feidhmiú chórais aon-bhealach sa scoil chun scaradh sóisialta a chinntiú, ag dul isteach is amach as an scoil san áireamh
* Saoráidí Shláinteachais Láimhe, a suíomh agus an ndéantar stócáil agus cothabháil orthu san áireamh
* Díghalrán Lámh
* Tuiscint Foirne maidir le sláinteachas láimhe sa scoil
* Sláinteachas Anála
* Trealamh Cosanta Pearsanta
* Grúpaí atá i mbaol níos mó
* Cuairteoirí/Conraitheoirí

## 4. Príomhionadaí Oibrithe

Beidh Príomhionadaí Oibrithe amháin á cheapadh ag gach scoil.

**5. Leas-Ionadaí Oibrithe/Ionadaí Oibrithe Cúnta**

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 a bhfuil an PO as láthair.

## 6. Roghnú an Príomhionadaí Oibrithe/ Leas-Ionadaí Oibrithe/ Ionadaí Oibrithe Cúnta

Tá sé de ceart ag foireann na scoile baill foirne a cheapadh do ról an PO, Leas-Ionadaí Oibrithe nó Ionadaí Oibrithe Cúnta mar oiriúnach. Déanann an PO/Leas-Ionadaí Oibrithe/Ionadaí Oibrithe Cúnta ionadaíocht ar son an fhoireann ar fad san ionad oibre, beag beann ar an ról atá acu, agus ní mór dóibh a bheith ar an eolas ar na saincheisteanna a d'fhéadfadh teacht chun cinn maidir le cohóirt áirithe foirne. Mar thoradh, dá roghnófar múinteoir do ról an PO ba cheart an Leas-Ionadaí Oibrithe/Ionadaí Oibrithe Cúnta a roghnú ón bhfoireann neamhtheagaisc nuair is féidir agus a mhalairt.

Ba cheart próiseas roghnúcháin agus ceapacháin an PO/Leas-Ionadaí Oibrithe/Ionadaí Oibrithe Cúnta mar is cuí a fhorbairt trí chomhairliúchán agus comhaontú a dhéanamh ar bhonn scoile, trí shaorálaithe a lorg le tabhairt faoi na postanna seo. Nuair atá níos mó ná saorálaí amháin, ba chóir don fhoireann scoile ar fad vótáil chun an PO/Leas-Ionadaí Oibrithe/Ionadaí Oibrithe Cúnta a roghnú.

Beidh an PO/Leas-Ionadaí Oibrithe/Ionadaí Oibrithe Cúnta ceaptha go hoifigiúil ag an bhfostóir, tar éis iad a bheith roghnaithe ag foireann na scoile. Roimh an ról a thosú ní mór don PO/Leas-Ionadaí Oibrithe/Ionadaí Oibrithe Cúnta deimhniú go bhfuil an traenáil cuí críochnaithe acu agus go bhfuil siad ar an eolas maidir le riachtanais an róil.

**7. Tacaíochtaí don Phríomhionadaí Oibrithe/ Leas-Ionadaí Oibrithe/ Ionadaí Oibrithe Cúnta**

Tá sé de ceart ag an bPríomhionadaí Oibrithe/ Leas-Ionadaí Oibrithe/ Ionadaí Oibrithe Cúnta:

* Faisnéis agus oiliúint maidir lena róil a fháil;
* bheith i mbun comhairliúcháin le bainistíocht na scoile maidir leis na bearta smachta atá curtha i bhfeidhm ag an scoil chun baoil nochta do COVID-19 a laghdú;
* bheith i mbun cumarsáide rialta le bainistíocht na scoile maidir le saincheisteanna atá bainte le COVID-19;
* Eolas a fháil maidir le athruithe i gcleachtas a thagann as bearta fhreagrachta COVID-19;

Nuair múinteoir é/í an PO/Leas-Ionadaí Oibrithe (sealbhóir phoist san áireamh) bainfidh siad úsáid as na 10 n-uaire Pháirc an Chrócaigh a úsáidtear faoi láthair le haghaidh pleanála nach bhfuil ar bhonn scoile iomláine chun a gcuid dualgais sa ról seo a chomhlíonadh.

Nuair cúntóir riachtanas speisialta é/í an PO/Leas-Ionadaí Oibrithe bainfidh siad úsáid as na "72 uair a chloig" chun a gcuid dualgais sa ról seo a chomhlíonadh.

Nuair Rúnaí nó Feighlí é/í an PO/Leas-Ionadaí Oibrithe ba chóir do bhainistíocht na scoile a n-obair a chur in ord nua tosaíochta ionas go mbeadh go leor ama ag an mbaill foirne a gcuid dualgais sa ról seo a chomhlíonadh.

**8. Nós Imeachta le haghaidh déileáil le Saincheisteanna a thagann chun cinn**

I gcás go n-aithníonn an PO ábhar imní (nó nuair a chuireann an foireann in iúl don PO é) ba chóir dó/di a chur faoi bhráid an Phríomhoide é. Ba chóir don PO pointí ghníomhartha a aontú leis an bPríomhoide chun an saincheist a réitiú, chomh fada is féidir. Ba chóir eolas a thabhairt don fhoireann maidir leis an dtoradh.

Nuair nach féidir leo teacht ar réiteach, is féidir leis an PO an saincheist a chur faoi bhráid an Bhoird Bainistíochta (Cathaoirleach an Bhoird ar an gcéad dul síos) / príomhoifig an Bhoird Oideachais agus Oiliúna. Ba chóir don PO pointí ghníomhartha a chomhaontú le bainistíocht na scoile/príomhoifig an BOO chun an saincheist a réitiú, chomh fada is féidir. Ba chóir eolas a thabhairt don fhoireann maidir leis an dtoradh.

## Gluais Téarmaí

* **Plean Freagartha COVID-19**: plean atá deartha chun tacú leis an bhfoireann agus le BB/BOO bearta rialaithe um chosc ar ionfhabhtú a chur i bhfeidhm a choiscfidh scaipeadh COVID-19 i dtimpeallacht na scoile. Soláthraíonn an plean mionsonraí faoi na beartais agus na cleachtais atá riachtanach chun go gcomhlíonfaidh scoil an Prótacal um Oibriú go Sábháilte, treoir na Roinne Oideachais agus treoir sláinte poiblí, chun cosc a chur ar thabhairt isteach agus ar leathadh Covid-19 i dtimpeallacht na scoile. Tá Pleananna Freagartha COVID-19 le haghaidh Bunscoileanna agus Scoileanna Speisialta ar fáil ar shuíomh Idirlíne na Roinne.
* **Fóram Eacnamaíocha na Fhostóirí Oibrithe (LEEF):** Fóram le haghaidh idirphlé ardleibhéil idir ionadaithe Rialtais, Ceardchumann agus Fostóirí ar ábhair a bhfuil tábhacht straitéiseach náisiúnta leo a bhfuil i gceist leis an bhfóram seo- glacann Comhdháil Cheardchumainn na hÉireann, an Rialtas agus na Fostóirí páirt.
* **An Prótacal um Oibriú go Sábháilte:** prótacal náisiúnta a dearadh chun tacú le fostóirí agus oibrithe bearta a chur i bhfeidhm a chuirfidh cosc ar scaipeadh COVID-19 san ionad oibre.
* **Ionadaí Sábháilteachta:** Leagann Alt 25 don Acht um Shábháilteacht, Sláinte agus Leas ag an Obair 2005 amach scagadh agus ról an Ionadaí Sábháilteachta san ionad oibre. Leagtar cearta an Ionadaí Sábháilteachta amach sa reachtaíocht. (Nóta: De réir an Acht 2005 tá cearta seachas dualgais ag an Ionadaí Sábháilteachta). Is ról difriúil é seo do ról an PO COVID-19.

# Aguisín 4: Measúnú Riosca

Teimpléad Riosca COVID-19 (Aithníonn an liosta COVID-19mar an ghuais agus leagtar amach ann bearta rialaithe um chosc a chur ar ionfhabhtú atá riachtanach chun déileáil leis an riosca seo)

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Guaiseacha | An bhfuil an guais ann? TÁ/ NÍL | Cén riosca atá ann? | Ráta RioscaA= ArdM= Meán I= Íseal | Bearta Smachta(Nuair atá na bearta smachta go léir i bhfeidhm beidh laghdú ar an riosca) | An bhfuil an bearta smachta i bhfeidhm? | Gníomhartha/Le Déanamh/Bearta Smachta le cur i bhfeidhm\*Baineann an ráta riosca leis na bearta smachta leagtha amach sa cholúin seo a bhfuil fós le chur i bheidhm | Duine Freagartha | Síniú agus dáta nuair atá críoch leis an ngníomhartha |
| COVID-19 | Gan Táillí | Tinneas | A | Plean Freagartha Covid19 Scoile i bhfeidhm de réir threoir na Roinne Oideachais agus an Phrótacal um Oibriú go Sábháilte agus comhairle sláinte poiblí  |  | *Gníomhartha Shamplach* Treoir an FSS maidir le sláinteachas agus béasaíocht anála leantaRáiteas um Polasaí Scoile maidir le COVID-19 críochnaitheFoirmeacha um Réamh-fhilleadh ar an Obair faighte agus athbhreithnithe Oiliúint Ionduchtaithe curtha ar fáil Logleabhar Teagmhála in úsáidSeicliostaí a chomhlíonadh mar is cuí:Bainistíocht na Scoile Ag Déileáil le Cás Amhrasta do COVID-19Seicliosta bainte leis an scoil | Aimn an ball foirne |  |
|  |  |
|  |  |
|  |  |

Más bhfuil gá le gníomhartha(í) le Riosca Ard (A), tá baol díobhála ard ann agus ba chóir gníomhú láithreach. Ba chóir dul i ngleic le gníomhartha le Meán-Riosca (M) chomh luath is féidir. Ba chóir dul i ngleic le gníomhartha le Riosca Íseal (I) chomh luath is a bhfuil praiticiúil.

An Té a Rinne an Measúnú Riosca: Dáta: / /

© Gach ceart cosanta.

**Aguisín 5**  Logleabhar Teagmhála

|  |  |  |  |
| --- | --- | --- | --- |
| Ainm na Scoile |  | **Duine Teagmhála na Scoile**  |  |
| **Seoladh na Scoile** |  | **Le haghaidh Ceisteanna Amháin:**Uimhir Ghutháin |  |
| **Ríomhphost**  |  |
| **Ainm an Cuairteora**  |  | An raibh an chuairt seo réamhshocruithe leis an bPríomhoide? Tá 🞏 Níl 🞏 |
| **Dáta na Cuairte** | \_\_ \_\_ / \_\_ \_\_ /\_\_\_\_\_\_\_\_ | **Am** | **Teacht Isteach** **sa scoil** \_\_\_\_\_\_\_\_\_\_ r.n 🞏 i.n 🞏 | **Imithe** **ón scoil** \_\_\_\_\_\_\_\_\_\_ r.n 🞏 i.n 🞏 |
| **Stádas an Cuairteora** | Conraitheoir 🞏 | Tuismitheoir/Caomhnóir 🞏 | Eile 🞏 Comhlánaigh le do thoil: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Sonraí Teagmhála an cuairteora | Aimn an Chomhlacht (más cuí) |  |
| Seoladh  |  |
| Uimhir Theagmhála:  |  | Seoladh Ríomhphoist |  |
| Cúis na Cuairte  |  |
| **Na Daoine a raibh i dteagmháil leis an gcuairteoir (ní mór do gach ainm a bheith ar líne difriúil)** |
| **Ainm an Cuairteora**  | **Cé méid ama a chaith an cuairteoir le gach duine sa scoil** |
|  |  |
|  |  |
|  |  |

**Aguisín 6** - Seicliosta do Bhainistíocht na Scoile

**Seicliosta Ilchodach do Scoileanna**

Tacaíonn an seicliosta seo le nósanna imeachta pleanála, ullmhúcháin, bearta smachta agus ionduchtaithe a bhfuil ag teastáil chun tacú le filleadh sábháilte ar ais ar an scoil do dhaltaí, foireann, tuismitheoirí agus eile.

Le comhlánú ag an duine comhaontaithe a bhfuil freagracht fhoriomlán air bainistíocht a dhéanamh ar chur i bhfeidhm phlean Freagartha COVID-19 de réir na dtacaí mar a aontaíodh leis an Roinn Oideachais.

**Pleanáil agus Córais**

1. An bhfuil córas i bhfeidhm chun coimeád suas leis an gcomhairle is déanaí ón Rialtas agus ón Roinn Oideachais, ionas go mbeadh na treoracha ar fáil in am réasúnta don fhoireann agus dosna daltaí agus chun do phleananna agus nósanna imeachta a athrú de réir na treoracha?
2. Ar ullmhaigh tú plean freagartha COVID-19 na scoile agus an chur tú an phlean ar fáil don fhoireann agus dosna daltaí? ***Treoracha agus teimpléid na Roinne san áireamh***
3. An bhfuil córas curtha i bhfeidhm agat chun eolas agus treoracha a chur ar fáil don fhoireann agus dosna daltaí maidir leis na bearta atá curtha i bhfeidhm agus céard ba cheart dóibh a dhéanamh chun scaip an víreas a chosc?
4. Ar chur tú na póstaeir faoina comharthaí do COVID-19 suas in áiteanna cuí?
5. Ar inis tú don fhoireann cuspóir an logleabhair teagmhála COVID-19?
6. AN bhfuil logleabhar teagmhála COVID-19 in úsáid chun tacú le iarrachtaí rianaire an FSS, más gá? ***(Teimpléad do Logleabhar Teagmhála san áireamh).***
7. An thug tú eolas don fhoireann maidir leis na bearta agus ar chur tú córas i bhfeidhm chun ábhair imní nó saincheisteanna a phlé ionas go mbeidh freagra orthu?
8. An ndearna tú athbhreithniú agus nuashonrú ar measúnachtaí riosca chun na bearta atá curtha i bhfeidhm chun scaipeadh COVID-19 a chosc a chur san áireamh, de réir comhairle ROS? (Teimpléad Riosca san áireamh).
9. An ndearna tú nuashonrú ar phleananna éigeandála, más gá, chun an Plean Fhreagartha COVID-19 a chur san áireamh?

**Foireann**

1. An bhfuil foirm um fhilleadh ar obair COVID-19 curtha ar fáil agat do gach ball foirne le comhlánú agus le cur ar ais sula bhfillfidh siad ar an ionad oibre? ***(Teimpléad san áireamh).***
2. Ar iarr tú deimhniú go bhfuil na mionsonraí san fhoirm réamhfhillteach ar obair gan athrú tar éis tréimhsí dúnta amhail laethanta saoire scoile.
3. An bhfuil tú ar an eolas maidir le baill foirne atá i mbaol níos mó ón gcoroinvíreas, de réir treoracha an FSS (Treoracha FSS maidir le daoine atá i mbaol níos mó) agus ar thug tú comhairle dóibh maidir leis na socrúchán a raibh comhaontaithe leis an ROS dóibh?
4. Ar thug tú comhairle don fhoireann agus dosna daltaí gur cheart dóibh fanacht sa bhaile más bhfuil na comharthaí do COVID-19á thaispeáint acu?
5. Ar chuir tú comhairle ar bhaill foirne agus ar dhaltaí gan filleadh ar an scoil nó freastal uirthi má shainaithníonn FSS iad mar dhlúth-theagmháil le cás dearbhaithe de COVID-19 nó má tá cónaí orthu le duine a bhfuil comharthaí an víris air.
6. Ar chuir tú comhairle ar bhaill foirne agus ar dhaltaí gan filleadh ar an scoil nó freastal uirthi 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 agus cloí léi.
7. An ndúirt tú leis an bhfoireann agus leis na daltaí cad atá le déanamh agus cad ba cheart dóibh a bheith ag súil leis, chomh maith le cá bhfuil an ionad leithlise, má thosaíonn siad ag taispeáint comharthaí COVID-19 agus iad ar scoil?
8. Ar chuir tú comhairle ar bhaill foirne agus ar dhaltaí comhoibriú le hoifigigh sláinte poiblí agus leis an scoil chun críocha rianaithe teagmhála agus aon chomhairle sláinte poiblí a leanúint i gcás cás nó ráige sa scoil;
9. Ar thug tú comhairle don fhoireann maidir le tacaithe an chláir sláinte agus folláine ceirde de chuid Spectrum.Life?
10. Ar aimsítear príomhionadaí oibrithe (de réir an bpróiseas atá comhaontaithe leis an ROS agus a pairtnéirí oideachais agus atá leagtha amach i gCuid 4.3 don phlean seo) chun comhairle a thabhairt don fhoireann chomh maith le monatóireacht a dhéanamh ar chomhlíonadh le bearta smachta COVID-19 sa scoil, agus an ndearna tú cinnte gurb fhios do gach bhaill don fhoireann cé hiad an t-ionadaí?

**Oiliúint agus Ionduchtú**

1. Ar mhol tú don fhoireann súil a thabhairt ar ábhair oiliúna na Roinne Oideachais atá ar fáil ar líne?
2. An ndearna tú nuashonrú ar thraenáil ionduchtaithe agus taithíochta do scoil chun aon eolas breise maidir le COVID-19 a chur san áireamh?
3. Ar tugadh oiliúint nuashonraithe do gharchabhróirí, má tá siad ar fáil, faoi cosc agus rialú ionfhabhtaithe maidir le sláinteachas láimhe agus úsáid TCP mar is cuí?

**Foirgnimh/Trealamh**

1. Má tá aeráil mheicniúil sa scoil an bhfuil gá le glanadh nó cothabháil a dhéanamh sula n-athosclaíonn an scoil tar éis tréimhsí a bheith dúnta?
2. An gcaithfidh an córas uisce a shruthlú ag asraonta i ndiaidh úsáid íseal chun galar Legionella a chosc?
3. Ar seiceáladh trealamh scoile le haghaidh comharthaí meathlúcháin nó damáiste sula mbaintear úsáid arís astu?
4. Ar shocraigh tú go ndéanfaí an scoil, lena n-áirítear an trealamh, na deasca, na binsí, na doirse agus na dromchlaí a ndéantar teagmháil leo go minic a ghlanadh, a ghlanadh uair amháin sa lá

**Bearta Rialaithe um Chosc ar i bhfeidhm**

**Sláinteachas Láimhe/Anála**

1. Ar aimsigh tú sholáthairtí díghalráin láimhe agus aon trealamh TCP riachtanach de réir threoir eatramhach sláinte LFCS, ón gcreat náisiúnta arna sholáthar ag an Roinn?
2. An bhfuil stáisiúin níocháin/dhíghalráin láimhe leagtha amach ionas go d'fhéadfadh an fhoireann, na daltaí agus cuairteoirí cloí le treoracha na Roinne maidir le sláinteachas láimhe?
3. An bhfuil socruithe déanta chun go mbeidh rochtain rialta ag an bhfoireann agus na daltaí ar áiseanna níocháin/dhíghalráin láimhe mar is cuí?
4. An bhfuil díghalrán láimhe ar fáil go réidh don fhoireann, na daltaí agus cuairteoirí go léir- m.sh i ngach seomra ranga agus ag pointí iontrála agus imeachta an fhoirgnimh scoile?
5. An bhfuil socruithe déanta chun go ndéantar seic agus stoc rialta ar áiseanna shláinteachais láimhe?
6. An bhfuil eatánól 60% ar a laghad nó 70% isopropanol mar chomhábhar gníomhach ag an díghalrán láimhe alcól-bhunaithe?
7. An chuir tú in iúl don fhoireann cé chomh tábhachtach is atá níochán láimhe?
8. An bhfuil socruithe déanta chun go bhfeicfeadh an fhoireann fís an FSS maidir le conas ba cheart do lámha a ní(le gallúnach agus uisce le haghaidh 20 soicind ar a laghad) agus ansin conas iad a thirim?
9. Ar thaispeáin tú don fhoireann agus na daltaí conas ba cheart díghalrán láimhe a úsáid agus cá bhfuil na stáisiúin dhíghalráin láimhe?
10. Ar chuir tú postaeir maidir le conas ba cheart do láimhe a ní suas timpeall na scoile?
11. Ar inis tú don fhoireann agus na daltaí cathain ba chóir dóibh a lámha a ní nó díghalrán láimhe a úsáid? Áirítear leo seo:
* Roimh agus tar éis bia a ullmhú agus a ithe
* tar éis casacht nó sraothartach
* tar éis an leithreas a úsáid
* nuair atá na lámha salach
* Roimh agus tar éis lámhainní a caitheamh
* Roimh agus tar éis taisteal ar an gcóras iompar poiblí
* sular fágtar an baile
* nuair a thagtar/fágtar an scoil/áiteanna eile
* nuair atáthar ag dul isteach agus amach i bhfeithiclí
* tar éis lámh a chur ar dhromchlaí a d'fhéadfadh a bheith éillithe
* má táthar i dteagmháil le éinne atá ag thaispeáint na comharthaí do COVID-19
1. Ar chuir tú in iúl don fhoireann agus dosna dhaltaí an tábhacht a bhaineann le bearta maithe anála chun scaipeadh an víris a chosc?
* Seachain do lámha a chur ar d'aghaidh, do shúile, do shrón agus do bhéal
* Bain úsáid as ciarsúir nó d'uilinn agus tú ag casacht nó ag sraothartach
* Cur ciarsúir i mbosca bruscar clúdaithe

**Scaradh Sóisialta:**

1. Ar aithin tú an spás scoile ar fad atá ar fáil chun scaradh sóisialta a uasmhéadú?
2. An ndearna tú athbhreithniú ar na teimpléid a chuir an Roinn Oideachais ar fáil a thaispeánann roghanna maidir le leagan amach seomraí scoile chun riachtanais scaradh sóisialta a bhaint amach?
3. An ndearna tú socruithe chun leagan amach agus troscáin na seomraí a athrú de réir treoracha na Roinne, más gá?
4. An ndearna tú socruithe chun go mbeadh deasc an mhúinteora 1m ar a laghad agus 2m ar shiúl ó deasca na ndaltaí más féidir?
5. An ndearna tú socruithe chun go mbeadh na daltaí i ngach seomra ranga 1m ar a laghad óna chéile más féidir?
6. An ndearna tú socruithe chun go mbeadh stáisiúin oibre a thabhairt ar bhonn comhsheasmhach do na baill foirne agus leanaí céanna in áit spásanna a bheith ann atá comhroinnte.?
7. An bhfuil tú tar éis dhaltaí agus a múinteoirí a struchtúrú i mBoilgeoga Ranga (ie grúpáil ranga a fhanann scartha ó ranganna eile a oiread agus is féidir) agus foghrúpaí nó “Meithleacha” laistigh de na boilgeoga ranga sin nuair a bhíonn sé seo praiticiúil?
8. Má dhéantar an rang a roinnt ina Meithleacha, an ndearna tú cinnte go mbeadh 1m ar a laghad idir Meithleacha éagsula sa bhoilgeog ranga agus idir na daoine sa Mheitheal más féidir?
9. An ndearna tú socruithe chun 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,?
10. An ndearna tú socruithe ionas go mbeidh an méid daoine sna Meithleacha éagsúla chomh beag agus is dóigh a bheidh réasúnta praiticiúil i gcomhthéacs an tseomra ranga atá i gceist?
11. An ndearna tú socruithe ionas go mbeidh na daltaí agus an fhoireann teagaisc sna Boilgeoga Ranga céanna go comhsheasmhach, ag admháil nach mbeifear in ann é sin a dhéanamh i gcónaí?
12. An ndearna tú socruithe go mbeadh sosanna agus amanna lóin faoi leith nó áiteanna faoi leith ag Boilgeoga Ranga éagsúla ag am sosa nó béile, nuair is féidir?
13. An ndearna tú socruithe chun teorann a chur le hidirghníomhaíocht ar theacht agus imeacht ón scoil agus i limistéir chomhroinnte eile?
14. Ar mhol tú siúl nó rothaíocht chun na scoile a oiread agus is féidir?
15. An ndearna tú socruithe chun pointí iontrála breise chun na scoile a oscailt oiread agus is féidir, ionas go d'fhéadfadh plódú a laghdú?
16. An bhféidir leat córas aon bealach le haghaidh dul isteach agus amach as an scoil a shocrú, nuair is féidir?
17. An ndearna tú socruithe le haghaidh cruinnithe foirne a reáchtáil ó chian nó i ngrúpaí beaga nó i spásanna móra chun scaradh sóisialta a éascú?
18. An bhfuil córas i bhfeidhm agat chun an fhoireann agus na daltaí a mheabhrú maidir le scaradh sóisialta a cleachtadh?
19. Ar chur tú in iúl don fhoireann nach cheart dóibh lámh éinne eile a chroitheadh agus go cheart dóibh aon teagmháil fhisiciúil a sheachaint?
20. Ar chuir tú comhairle ar bhaill foirne faoi threoir na Roinne maidir le haeráil mhaith
21. An ndearna tú aon chórais aerála meicniúla a sheiceáil lena chinntiú go n-úsáidtear soláthar leordhóthanach d’aer úr

**Cuairteoirí chun na Scoile**

1. Ar aithin tú na gníomhaíochta lena mbaineann idirghníomhú le cuairteoirí riachtanacha ar an scoil agus an ndearna tú socruithe chun líon na gcuairteoirí siúd a íoslaghdú agus bearta a chur i bhfeidhm chun teagmháil fhisiciúil a chosc, oiread agus is féidir?
2. An ndearna tú socruithe chun na bearta atá ann chun an scaipeadh ionfhabhtaithe a chosc a chur in iúl do chuairteoirí riachtanach?
3. An bhfuil córas i bhfeidhm agat do gach cuairteoir ar gá dóibh teacht chun na scoile chun coinne a dhéanamh, socrú chun dul i dteagmháil le pointe lárnach agus a gcuairt a thaifeadadh ag úsáid an logleabhar teagmhála?

**Aguisín 7 Seicliosta chun Déileáil le Cás Amhrasta do COVID-19**

Ní mór don fhoireann déileáil le cás amhrasta de réir an prótacal agus an traenáil.

Ainmneofar ball ainmnithe d’fhoireann bainistíochta na scoile mar an duine teagmhála ainmnithe lena chinntiú go gcloítear le gach gné den phrótacal chun déileáil le cásanna amhrasta.

**Ionad Leithlise**

1. Ar aithin tú áit a d'fhéadfadh a úsáid mar ionad leithlise, áit le doras a d'fhéadfadh dúnadh ach is fearr?
2. Ní gá don ionad leithlise bheith ina sheomra faoi leith, ach sa chás nach seomra í ba cheart go mbeadh an ionad 2m i bhfad óna daoine eile sa sheomra.
3. An áit insroichte do bhaill foirne agus daltaí faoi mhíchumas é an t-ionad leithlise ?
4. An bealach insroichte do bhaill foirne agus daltaí faoi mhíchumas é an bealach go dtí an t-ionad leithlise?
5. An bhfuil plean teagmhais agat chun déileáil le níos mó ná cás amhrasta amháin do COVID-19?
6. An bhfuil na rudaí seo a leanas ar fáil san ionad leithlise?
* Ciarsúir
* Díghalrán Lámh
* Díghalrán/Ciarsúir
* Lámhainní/Maisc
* Málaí Bruscar
* Boscaí Bruscar

**Duine a Leithlisiú**

1. An bhfuil córas i bhfeidhm chun an duine tinn a thabhairt ar an mbealach leithlise go dtí an ionad leithlise, agus iad ag cleachtadh scaradh sóisialta an t-am ar fad?
2. An bhfuil an fhoireann ar an eolas faoin gcóras seo?
3. Ar tugadh comhairle do dhaoine eile 2m ar a laghad a choinneáil amach ón duine a bhfuil ionfhabhtú air i gcónaí?
4. An bhfuil maisc indiúscartha ar fáil don duine tinn agus iad sa limistéir comónta agus iad ag filleadh abhaile?

**Ag déanamh socruithe le haghaidh filleadh abhaile an duine tinn**

1. Foireann- an fhiafraigh tú an mbraitheann na baill foirne maith go leor chun filleadh abhaile?
2. Dalta - an ndeachaigh tú i dteagmháil gan mhoill lena dtuismitheoirí/caomhnóirí agus an dearna tú socrú dóibh a bpáiste a bhailiú? Ní féidir le dalta in imthosca ar bith iompar poiblí nó scoile a úsáid chun taisteal abhaile má tá amhras ann gur cás de COVID-19 é/í.
3. Ba chóir moladh a thabhairt don dhuine tinn gan a lámha a chur ar daoine eile, dromchlaí nó rudaí.
4. Ba chóir comhairle a thabhairt don duine le comharthaí COVID-19 a bhéal agus a shrón a chlúdach le ciarsúir indiúscartha agus iad ag casacht nó ag sraothartach, agus an ciarsúir a chur sa bhosca bruscar.
5. Má thug an dochtúir comhairle don dhuine imeacht abhaile nó go dtí ionad measúnachta, ar shocraigh tú síob don dhuine tinn?
6. Ar mholtar don dhuine tinn nach cheart dóibh dul go dtí obráid a dhochtúir nó chuig aon chógaslann nó ospidéal?
7. Ar mholtar don dhuine tinn nach cheart dóibh an córas iompar poiblí a úsáid?
8. Ar mholtar don dhuine tinn leanúint ar aghaidh ag caitheamh an maisc go dtí go bhfilleann siad abhaile?

**Iarchúram**

1. An ndearna tú measúnú ar an eachtra chun aon ghníomh atá le déanamh a ainmniú?
2. An bhfuil tú ar fáil chun comhairle agus cabhair a thabhairt don FSS má iarrtar ort?

**Glantóireacht**

1. Ar bhain tú an ionad leithlise as úsáid go dtí go ndearnadh é a ghlanadh agus a dhíghalrú?
2. An ndearna tú socruithe chun aon seomra ranga ina raibh an fhoireann nó daltaí a ghlanadh agus a dhíghalrú?
3. An ndearna tú socruithe chun an ionad leithlise agus aon áiteanna eile a raibh in úsáid a ghlanadh agus a dhíghalrú chomh luath agus is féidir tar éis an duine tinn a bheith fillte abhaile?
4. Ar cuireadh oiliúint ar na glantóirí chun déileáil le limistéir éillithe agus ar soláthraíodh an TCP cuí dóibh?).

**Aguisín 8**  Seicliosta an Phríomhionadaí Oibrithe

1. An bhfuil tú tar éis aontú le do scoil chun feidhmiú mar Príomhionadaí Oibrithe don scoil? *(Beidh an próiseas maidir le comhaontú ar príomhionadaí oibrithe sna scoileanna á chomhaontú ar bhonn lárnach agus á chur i bhfeidhm ar bhonn áitiúil).*
2. An gcuirtear eolas agus oiliúint ar fáil duit maidir le ról an phríomhionadaí oibrithe? *(Tá traenáil don ról seo i mbun forbartha leis an Údarás Sláinte agus Sábháilteachta)*
3. An bhfuil tú ag coimeád ar an eolas maidir leis na treoracha is déanaí ón Rialtas maidir le COVID-19?
4. An bhfuil tuiscint agat ar chomharthaí COVID-19??
5. An dtuigeann tú conas a scaipeann an víreas??
6. An dtuigeann tú conas mar a bhféidir leat cabhrú chun bac a chur le scaip COVID-19?
7. Roimh filleadh ar ais ar scoil an bhfaca tú an Traenáil Ionduchtaithe ar líne a chur an Roinn Oideachais ar fáil agus ar thuig tú é?
8. An bhfuil tú ag cabhrú le do chomhoibrithe chun coimeád ar an eolas maidir leis na treoracha is déanaí ón Rialtas maidir le COVID-19?
9. An bhfuil tú tar éis an Foirm um Réamh-fhilleadh ar an Obair a líonadh isteach agus a thabhairt don scoil? *(Tá teimpléad d'Fhoirm um Réamh-fhilleadh ar an Obair ar fáil ón Roinn)*
10. An bhfuil tú ar an eolas maidir leis na bearta smachta atá curtha i bhfeidhm ag do scoil chun baoil nochta do COVID-19 a laghdú duitse agus do dhaoine eile? *(Tá Seicliosta do Bhainistíocht na Scoile ar fáil)*
11. An ndeachaigh do scoil i mbun comhairle leat maidir le bearta smachta a chur i bhfeidhm? *Aontaíodh an Roinn agus a pháirtithe oideachais ar bhearta smachta ar bhonn lárnach. Ba chóir go mbeadh comhairliúchán ar bhonn na scoile faoi aon socruithe áitiúil a bhfuil de dhíth chun an bearta a chur i bhfeidhm.*
12. An bhfuil tú in ann dul i gcumarsáid go rialta leis an duine a bhfuil freagrach do phlean COVID-19 na scoile?
13. An bhfuil tú ag obair le do scoil chun na bearta smachta a chaomhnú?
14. An bhfuil tú ar an eolas maidir leis na riachtanais glantóireachta le haghaidh traséilliú a sheachaint? *(Tá Seicliosta Glantacháin agus Díghalrú ar fáil)*
15. An iarrtar ort siúil timpeall agus cinntiú go bhfuil na bearta smachta i bhfeidhm?
16. An dtugann tú tuairisc gan mhoill maidir le aon fadhbanna, áiteanna ina bhfuil easpa comhlíonadh nó lochtanna don duine a bhfuil freagrach do phlean COVID-19 na scoile?
17. An bhfuil taifead á choimeád agat ar aon fadhbanna, áiteanna ina bhfuil easpa comhlíonadh nó lochtanna agus ar na gníomhaíochtaí a thugtar fúthu chun na fadhbanna a réitiú?
18. An bhfuil fhios agat cad ba cheart a dhéanamh i gcás go mbeadh duine sa scoil ag taispeáint na comharthaí do COVID-19 agus iad ar scoil?
19. An bhfuil tú ag obair le do scoil chun ionad leithlise agus bealach sábháilte go dtí an ionad leithlise a aimsiú? *(Tá Seicliosta faoi bheith ag Déileáil le Cás Amhrasta do COVID-19 ar fáil)*
20. An chabhraíonn tú le maoirseacht a dhéanamh ar dhuine sa scoil a bhfuil ag taispeáint na comharthaí do COVID-19 agus iad ar scoil?
21. An gcabhraíonn tú leis an meastóireacht ar cén gníomhaíochtaí leantach a bhfuil de dhíth tar éis filleadh abhaile an duine tinn?
22. An gcabhraíonn tú leis an logleabhar teagmhála a chothabháil?
23. An bhfuil tú ar an eolas faoi aon athruithe a ndéantar ar phlean éigeandála nó nósanna imeachta garchabhrach na scoile?
24. An ndéanann tú cinnte go bhfuil tusa ar fáil chun éisteacht le aon buarthaí nó moltaí a bhfuil ag an bhfoireann maidir le bearta smachta COVID-19?
25. An labhraíonn tú le do scoil faoina buarthaí nó moltaí seo agus an mbíonn tú ag labhairt leis an oibrí a d'ardaigh an ceist maidir leis an bhfreagra?
26. An bhfuil fhios agat maidir leis an gclár "Wellbeing Together" de chuid Spectrum Life?

**Aguisín 9 -** Seicliosta Glantacháin

1. An bhfuil córas i bhfeidhm agat chun coimeád suas leis an gcomhairle shláinte poiblí is déanaí ón Rialtas agus ón Roinn Oideachais, ionas go mbeadh na treoracha ar fáil in am chun do nósanna ghlantacháin a athrú de réir na treoracha?
2. An bhfuil athbhreithniú déanta agat ar chomhairle eatramhach sláinte an LFCS maidir le hathoscailt shábháilte scoileanna, go háirithe ***Roinn 5.6 Sláinteachas Comhshaoil?***
3. Ar mhínigh tú don bhfoireann cén fáth a bhfuil gá don chóras ghlantacháin breisithe?
4. An dtuigeann tú gurb é an modh ghlantacháina is fearr ná glantach ilchuspóireach, uisce te, éadaí ghlan agus mapaí a úsáid agus an gníomh meicniúil a bhaineann le cuimilt agus ag glanadh agus ansin le bheith ag sruthlú agus ag triomú?
5. An bhfuil dóthain ábhair ghlantacháin ar fáil chun tacú leis an gcóras glantóireachta breisithe?
6. Ar chur tú oiliúint breise ar fáil don fhoireann glantóireachta faoin gcóras glantóireachta breisithe?
7. An ndearna tú socrúcháin le haghaidh folmhú rialta agus sábháilte na mboscaí bruscair?
8. An bhfuil tú ar an eolas faoina roghanna ghlantacháin sa chomhairle eatramhach sláinte an LFCS do scoileanna maidir le dromchlaí, leithris, trealamh glantóireachta, TCP agus bainistíocht dramhaíola?
9. An bhfios duit go chóir gach scoil a ghlanadh uair amháin sa lae?
10. Ar chur tú ábhar ghlantacháin ar fáil don fhoireann ionas go bhféidir leo a mbinse nó spás oibre féin a ghlanadh?
11. Ar chur tú in iúl don fhoireann go bhfuil an freagracht orthu nithe pearsanta a thugadh chun oibre agus a láimhseálfar i mbun oibre nó i rith sosanna (mar shampla fón póca agus ríomhairí glúine) a ghlanadh, agus nach cheart dóibh iad a chur síos ar dhromchlaí chomhchoiteanna nó beidh orthu an dromchlaí a ghlanadh nuair a bhaineann siad an earra pearsanta?
12. Ar thug tú comhairle don fhoireann agus dosna daltaí nach cheart dóibh comhroinnt a dhéanamh ar nithe ar nós cupáin, buidéil, sceanra agus pinn?
13. Ar chur tú sceideal ghlantacháin scríofa ar fáil don fhoireann glantóireachta, leis na nithe seo a leanas san áireamh:
* Rudaí agus áiteanna le ghlanadh
* Minicíocht Ghlantacháin
* Ábhar ghlantacháin le úsáid
* Dromchlaí a ndéantar teagmháil leo go minic amhailmeasíní díola, measíní caife agus hanlaí dorais
* Trealamh le h-úsáid agus modh oibríochta?
1. Tá sonraí faoi conas ba cheart glanadh a dhéanamh tar éis cás amhrasta do COVID-19 ar fáil i **gCuid 7 don Phlean thuas**
2. Dá mbeadh gá le díghalrú a dhéanamh ar dhromchlaí éillithe an bhfuil córas ann chun é a dhéanamh?
3. Dá dtugadh comhairle don fhoireann glantóireachta lámhainní a chaitheamh agus iad i mbun glanadh, an bhfuil fhios acu go bhfuil gá a lámha a ní go críochnúil le gallúnach agus uisce roimh agus tar éis na lámhainní a chaitheamh?
4. An bhfuil córas i bhfeidhm agat le fáil réidh le dramhaíl phearsanta amhail éadaigh glantóireachta agus ceirtíní úsáidte i mála bruscair? Molann an Prótacal *go cuirtear bruscar ar nós bruscar glantóireachta, ciarsúir srl i mála dúbailte agus ansin go cuirtear é in áit sábháilte ar feadh 72 uair roimh é a chur sa ghnáth-bhailiúchán bruscar.*
5. An ndearna tú cinnte go bhfuil córas i bhfeidhm chun a chinntiú go bhfuil trealamh ghlantacháin in-athúsáidte ar nós cinn mapaí agus éadaí neamh-indiúscartha glan sula ndéantar iad a athúsáid?
6. An ndearna tú cinnte go bhfuil córas i bhfeidhm chun a chinntiú go ndéantar trealamh cosúil le buicéid a fholmhú agus a ghlanadh le tuaslagán úr de dhíghalrán sula ndéantar é a athúsáid?

**APPENDIX 1 COVID-19 Policy Statement**

[School name] is committed to providing a safe and healthy workplace for all our staff and a safe learning environment for all our pupils. To ensure that, we have developed and updated the following COVID-19 Response Plan. The BOM and all school staff are responsible for the implementation of this plan and a combined effort will help contain the spread of the virus. We will:

* continue to monitor our COVID-19 response and amend this plan in consultation with our staff
* provide up to date information to our staff and pupils on the Public Health advice issued by the HSE and Gov.ie
* display information on the signs and symptoms of COVID-19 and correct hand-washing techniques
* agree with staff, a worker representative who is easily identifiable to carry out the role outlined in this plan
* inform all staff and pupils of essential hygiene and respiratory etiquette and physical distancing requirements
* adapt the school to facilitate physical distancing as appropriate in line with the guidance and direction of the Department of Education
* keep a contact log to help with contact tracing
* ensure staff engage with the induction / familiarisation briefing provided by the Department of Education
* implement the agreed procedures to be followed in the event of someone showing symptoms of COVID-19 while at school
* provide instructions for staff and pupils to follow if they develop signs and symptoms of COVID-19 during school time
* implement cleaning in line with Department of Education advice

All school staff will be consulted on an ongoing basis and feedback is encouraged on any concerns, issues or suggestions.

This can be done through the Lead Worker Representative(s), who will be supported in line with the agreement between the Department and education partners.

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

# Appendix 2 Return to Work Form

This form must be completed by staff in advance of returning to work.

If the answer is Yes to any of the below questions, you are advised to seek medical advice before returning to work.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Principal: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Questions** | **YES** | **NO** |
| 1. | Do you have symptoms of cough, fever, high temperature, difficulty breathing, loss or change in your sense of smell or taste now or in the past 14 days? |  |  |
| 2. | Have you been diagnosed with confirmed or suspected COVID-19 infection in the last 14 days? |  |  |
| 3 | Are you awaiting the results of a COVID-19 test? |  |  |
| 4 | In the past 14 days, have you been in contact with a person who is a confirmed or suspected case of COVID-19? |  |  |
| 5 | Have you been advised by a doctor to self-isolate at this time? |  |  |
| 6 | Have you been advised to restrict your movements at this time? |  |  |
| 7 | Have you been advised to cocoon at this time? Note: if you’re at very high risk (extremely vulnerable) from COVID-19 you may be advised to cocoon. |  |  |

I confirm, to the best of my knowledge that I have no symptoms of COVID-19, am not self-isolating or awaiting results of a COVID-19 test and have not been advised to restrict my movements.

Please note: The school is collecting this sensitive personal data for the purposes of maintaining safety within the workplace in light of the COVID-19 pandemic. The legal basis for collecting this data is based on vital public health interests and maintaining occupational health and this data will be held securely in line with our retention policy.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Appendix 3** **Lead Worker Representative – Primary and Special Schools**

The Work Safely Protocol is designed to support employers and workers to put infection control measures in place that will prevent the spread of COVID-19 in the workplace. The Protocol was developed following discussion and agreement between the Government, Trade Unions and Employers at the Labour Employer Economic Forum.

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.

The purpose of this section is to set out the provisions in respect of the LWR in schools. The operation of these arrangements will be kept under review by the parties.

This document should be read in conjunction with:

* The Work Safely Protocol.
* the Guidance and FAQs for Public Service Employers during COVID-19;
* COVID-19 Response Plan for Primary and Special Schools (available on the Department of Education website).

## 1. Collaborative Approach

Responsibility for the development and implementation of the COVID-19 Response Plan and the associated infection prevention 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 pupils. 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, students or others, they should contact the LWR who will engage with school management.

## 2. 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 the implementation of 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 infection prevention control 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.

**3. What can a Lead Worker Representative Do?**

The LWR may consult with, and make representations to, school management on any issue of concern in relation to COVID-19. These include issues in relation to:

* Cleaning protocols and their implementation
* Physical Distancing
* Implementation of one-way systems in the school to ensure social distancing including when entering and exiting the school
* Hand Hygiene facilities including their location and whether they are stocked and maintained
* Hand sanitising
* Staff awareness around hand hygiene in the school
* Respiratory hygiene
* Personal Protective Equipment
* At Risk Groups
* Visitors/Contractors

## 4. Lead Worker Representative

Every school will appoint one Lead Worker Representative.

**5. Deputy Lead Worker Representative/ Assistant 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

## 6. Selection of Lead Worker Representative/ Deputy LWR/ Assistant LWR

The school staff are entitled to select staff members for the LWR, Deputy LWR and Assistant LWR positions as appropriate. The LWR/ Deputy LWR/ Assistant LWR represents all staff in the workplace regardless of role and must be aware of specific issues that may arise in respect of different staff cohorts. In this regard, if a teacher is selected for the role of LWR, then the Deputy LWR/ Assistant LWR should be selected from the non-teaching staff where feasible and vice versa.

The process for the selection and appointment of the LWR/ Deputy LWR/ Assistant LWR as appropriate should be arrived at by consultation and consensus at school level, through the seeking of volunteers to act in that capacity. Where there is more than one volunteer, all school staff should vote to select the LWR/ Deputy LWR/ Assistant LWR.

The LWR/ Deputy LWR/ Assistant LWR will, following selection by the school staff, be formally appointed by the employer. LWR/ Deputy LWR/ Assistant LWR will be required to confirm, prior to taking up the role, that they have completed the provided training and that they are fully aware of the requirements of the role.

**7. Supports for the Lead Worker Representative/ Deputy LWR/ Assistant LWR**

The LWR/ Deputy LWR/ Assistant LWR shall be entitled to:

* Receive information and training in respect of their role;
* Be consulted by school management on the control measures being put in place by the school to minimise the risk of being exposed to COVID-19;
* Regular communication with school management on issues related to COVID-19;
* Be informed of changes in practice arising from COVID-19 response measures;

Where the LWR/ Assistant LWR is a teacher (including a postholder), the 10 Croke Park hours which can currently be used for planning on other than a whole school basis will be utilised by the LWR and Assistant LWR to carry out their duties in that role.

Where the LWR/ Assistant LWR is an SNA, 10 of the “72 hours” will be utilised by the LWR and Assistant LWR to carry out their duties in that role.

Where the LWR/ Assistant LWR is a Secretary or Caretaker, a re-prioritisation of duties by school management should be carried out to afford the staff member sufficient time to carry out their duties in that role.

**8. Procedure for dealing with issues that arise**

Where an issue of concern is identified by the LWR (or is notified to the LWR by a staff member), the LWR should bring this to the attention of the Principal. Action points for addressing the issue should where possible be agreed between the LWR and the Principal. Staff should be informed of the outcome.

If agreement cannot be reached, the LWR may notify the Board of Management (Chairperson of the BoM in the first instance)/ Education and Training Board head office of the issue. Action points for addressing the issue should where possible be agreed between the LWR and the BoM/ETB head office. Staff should be informed of the outcome.

## Glossary of Terms

* **COVID-19 Response Plan:** plan designed to support the staff and BOM/ ETB in putting infection prevention control measures in place that will prevent the spread of COVID-19 in the school environment. The plan details the policies and practices necessary for a school to meet the Work Safely Protocol, Department of Education and public health guidance to prevent the introduction and spread of COVID-19 in the school environment. COVID-19 Response Plans for Primary and Special Schools are available on the Department’s website.
* **Labour Employer Economic Forum (LEEF):** the forum for high level dialogue between Government, Trade Union and Employer representatives on matters of strategic national importance - involves the Irish Congress of Trade Unions, Government & Employers.
* **Work Safely Protocol:** national protocol designed to support employers and workers to put measures in place that will prevent the spread of COVID-19 in the workplace.
* **Safety Representative:** Section 25 of the Safety, Health and Welfare at Work Act 2005 sets out the selection and role of the Safety Representative in the workplace. The rights of the Safety Representative are set out in legislation. (Note: A Safety Representative has rights and not duties under the 2005 Act). This role is separate to the LWR under COVID-19.

# Appendix 4 Risk Assessment

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

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Hazards | Is the hazard present? Y/N | What is the risk? | Risk ratingH=HighM=Medium L=Low | Controls(When all controls are in place risk will be reduced) | Is this control in place? | Action/to do list/outstanding controls\*Risk rating applies to outstanding controls outlined in this column | Person responsible | Signature and date when action completed |
| COVID-19 | N | Illness | H | School Covid19 Response Plan in place in line with Department of Education guidance and the Work Safely Protocol and public health advice  |  | *Examples of Actions*Follow public health guidance from HSE re hygiene and respiratory etiquetteComplete School COVID-19 Policy StatementReturn to Work Forms received and reviewedInduction Training provided Contact log in placeComplete checklists as required:School Management How to deal with a suspected caseOther school specific checklist | Name of staff member |  |
|  |  |
|  |  |
|  |  |

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

Risk Assessment carried out by: Date: / /

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**Appendix 5 Contact Tracing Log**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of School** |  | **School Contact Person**  |  |
| **Address of School** |  | **For Queries only:****Phone No** |  |
| **Email**  |  |
| **Name of Visitor**  |  | Was the visit pre-arranged with the Principal? Yes 🞏 No 🞏 |
| **Date of Visit** | \_\_ \_\_ / \_\_ \_\_ /\_\_\_\_\_\_\_\_ | **Time** | **Entry to school** \_\_\_\_\_\_\_\_\_\_ am 🞏 pm 🞏 | **Exit from School** \_\_\_\_\_\_\_\_\_\_ am 🞏 pm 🞏 |
| **Visitor Status** | Contractor 🞏 | Parent/Guardian 🞏 | Other 🞏 Please complete: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Contact details of visitor** | Company Name (if applicable)  |  |
| Address  |  |
| Contact No.  |  | Email Address |  |
| Reason for Visit |  |
| **Who the visitor met (separate line required for each person the visitor met)** |
| **Name of Person visited**  | **Length of time spent with each person in the school** |
|  |  |
|  |  |
|  |  |

**Appendix 6 Checklist for School Management**

**Composite Checklist for Schools**

This checklist supports planning and preparation, control measures and induction needed to support a safe return to school for pupils, staff, parents and others.

For completion by the agreed person with overall responsibility of managing the implementation of the COVID-19 Response plan in line with the supports as agreed with Department of Education.

**Planning and Systems**

1. Is there a system in place to keep up to date with the latest advice from Government and Department of Education, to ensure that advice is made available in a timely manner to staff and pupils and to adjust your plans and procedures in line with that advice?
2. Have you prepared a school COVID-19 response plan and made it available to staff and pupils? ***Department guidance and templates provided***
3. Have you a system in place to provide staff and pupils with information and guidance on the measures that have been put in place to help prevent the spread of the virus and what is expected of them?
4. Have you displayed the COVID-19 posters in suitable locations highlighting the signs and symptoms of COVID-19?
5. Have you told staff of the purpose of the COVID-19 contact log?
6. Have you a COVID-19 contact log in place to support HSE tracing efforts if required? ***(Contact log template attached).***
7. Have you informed staff on the measures and provided a system for them to raise issues or concerns and to have them responded to?
8. Have you reviewed and updated risk assessments in line with DES advice to take account of any controls to help prevent the spread of COVID-19? ***(Risk template attached)***
9. Have you updated emergency plans, if necessary to take account of the COVID-19 response plan?

**Staff**

1. Have you made available to each staff member a COVID-19 return-to-work form to be completed and returned before they return to the workplace? ***(Template attached)***
2. Have you request confirmation that the details in the Return to Work Form remain unchanged following periods of closure such as school holidays.
3. Are you aware of staff members who are at very high risk under the HSE guidance on people most at risk (HSE guidance on people most at-risk) and advised them of the DES agreed arrangements for management of those staff?
4. Have you advised staff and pupils they must stay at home if sick or if they have any symptoms of COVID-19?
5. Have you advised staff and pupils not to return to or attend school if they are identified by the HSE as a close contact of a confirmed case of COVID-19 or if they live with someone who has symptoms of the virus.
6. Have you advised staff and pupils not to return or attend school 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.
7. Have you told staff and pupils what to do and what to expect if they start to develop symptoms of COVID-19 in school, including where the isolation area is?
8. Have you advised 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;
9. Have you advised staff of the availability of the supports of the occupational health and wellbeing programme through Spectrum Life?
10. Has a lead worker representative been identified (in line with the process agreed with the DES and education partners) and detailed at Section 4.3 of this plan to help advise staff and to monitor compliance with COVID-19 control measures in the school and taken measures to ensure all staff know who the representative is?

**Training and Induction**

1. Have you advised staff to view the Department of Education’s training materials which are available online?
2. Have you taken the necessary steps to update your school induction / familiarisation training to include any additional information relating to COVID-19 for your school?
3. Have first aiders, if available, been given updated training on infection prevention and control re: hand hygiene and use of PPE as appropriate?

**Buildings / Equipment**

1. If you have mechanical ventilation does it need cleaning or maintenance before the school reopens after periods of closure?
2. Does your water system need flushing at outlets following low usage to prevent Legionnaire’s Disease?
3. Have you visually checked, or had someone check, all equipment in the school for signs of deterioration or damage before being used again?
4. Have you arranged for the school, including all equipment, desks, benches, doors and frequent touched surfaces points, to be cleaned once a day

**Infection Prevention Control Measures in place**

**Hand / respiratory hygiene**

1. Have you accessed supplies of hand sanitisers and any necessary PPE equipment in line with the interim HPSC health guidance from the national framework provided by the Department?
2. Are there hand washing/hand sanitising stations in place to accommodate staff, pupils and visitors adhering to hand hygiene measures in accordance with Department guidance?
3. Have arrangements been made for staff and pupils to have regular access to hand-washing/hand sanitising facilities as appropriate?
4. Are hand sanitisers easily available and accessible for all staff, pupils and visitors – e.g. in each classroom and at entry and exit points to school buildings?
5. Have you made arrangements to ensure hand hygiene facilities are regularly checked and well-stocked?
6. Does the alcohol-based hand sanitiser have at least 60% ethanol or 70% isopropanol as the active ingredient?
7. Have you informed staff about the importance of hand washing?
8. Have you arranged for staff to view how to wash their hands (with soap and water for at least 20 seconds) and dry them correctly through the use of the HSE video resource?
9. Have you shown staff and pupils how to use hand sanitiser correctly and where hand-sanitising stations are located?
10. Have you displayed posters on how to wash hands correctly in appropriate locations?
11. Have you told staff and pupils when they need to wash their hands or use hand sanitiser? This includes:
* before and after eating and preparing food
* after coughing or sneezing
* after using the toilet
* where hands are dirty
* before and after wearing gloves
* before and after being on public transport
* before leaving home
* when arriving/leaving the school /other sites
* when entering and exiting vehicles
* after touching potentially contaminated surfaces
* if in contact with someone displaying any COVID-19 symptoms
1. Has you told staff and pupils of the importance of good respiratory measures to limit the spread of the virus?
* avoid touching the face, eyes, nose and mouth
* cover coughs and sneezes with an elbow or a tissue
* dispose of tissues in a covered bin

**Physical Distancing:**

1. Have you identified all available school space to be used to maximise physical distancing?
2. Have you reviewed the templates provided by the Department of Education which show options for revised layout of school rooms to meet physical distancing requirements?
3. Have you arranged to revise the layout of the rooms and furniture as per the Department guidelines if necessary?
4. Have you arranged in each room that the teacher’s desk should be at least 1m and where possible 2m away from pupil desks?
5. Have you arranged in each room that pupils would be at least 1m away from each other?
6. Have you allocated work stations consistently to the same staff and children rather than having spaces that are shared?
7. Have you structured 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?
8. If you have divided a class into Pods, have you arranged at least 1m distance between individual Pods within the class bubble and between individuals in the pod, whenever possible?
9. Have you taken steps to limit contact and sharing of common facilities between people in different Class Bubbles (and Pods within those class bubbles) as much as possible?
10. Have you arranged Pod sizes to be as small as it is likely to be reasonably practical in the specific classroom context?
11. Have you arranged to the greatest extent possible for pupils and teaching staff to be consistently in the same Class Bubbles acknowledging that this will not be possible at all times?
12. Have you arranged where possible that different class bubbles to have separate breaks and meal times or separate areas at break or meal times?
13. Have you made arrangements to limit interaction on arrival and departure from school and in other shared areas?
14. Have you encouraged walking or cycling to school as much as possible?
15. Have you made arrangements, in so far as practicable, to open additional access points to school to reduce congestion?
16. Can you provide a one system for entering and exiting the school, where practical?
17. Have you arranged for staff meetings to be held remotely or in small groups or in large spaces to facilitate physical distancing?
18. Have you a system to regularly remind staff and pupils to maintain physical distancing
19. Have you advised staff not to shake hands and to avoid any physical contact?
20. Have you advised staff of the Department’s guidance to achieve good ventilation
21. Have you checked any mechanical ventilation systems to ensure an adequate supply of fresh air is used

**Visitors to Schools**

1. Have you identified the activities that involve interacting with essential visitors to the school, made arrangements to minimise the number of such visitors and put in place measures to prevent physical contact, as far as possible?
2. Are there arrangements in place to inform essential visitors to the school of the measures to help prevent the spread of infection?
3. Have you a system in place for all visitors who do need to come to the school to make appointment, arrange to contact a central point and to record their visit using the contact tracing log?

**Appendix 7 Checklist for dealing with a suspected case of COVID-19**

Staff members will be required to manage a suspected case in line with the protocol and training.

A nominated member of the school management team will be nominated as the designated contact person for ensuring that all aspects of the protocol to deal with suspected cases have been adhered to.

**Isolation Area**

1. Have you identified a place that can be used as an isolation area, preferably with a door that can close?
2. The isolation area does not have to be a separate room but if it is not a room it should be 2m away from others in the room.
3. Is the isolation area accessible, including to staff and pupils with disabilities?
4. Is the route to the isolation area accessible?
5. Have you a contingency plan for dealing with more than one suspected case of COVID-19?
6. Are the following available in the isolation area(s)?
* Tissues
* Hand sanitiser
* Disinfectant/wipes
* Gloves/Masks
* Waste Bags
* Bins

**Isolating a Person**

1. Are procedures in place to accompany the infected person to the isolation area, along the isolation route with physical distancing from them?
2. Are staff familiar with this procedure?
3. Have others been advised to maintain a distance of at least 2m from the affected person at all times?
4. Is there a disposable mask to wear for the affected person while in the common area and when exiting the building?

**Arranging for the affected person to leave the school**

1. Staff – have you established by asking them if the staff members feel well enough to travel home?
2. Pupil – have you immediately contacted their parents/guardians and arranged for them to collect their pupil? Under no circumstances can a pupil use public or school transport to travel home if they are a suspected case of COVID-19.
3. The affected person should be advised to avoid touching other people, surfaces and objects.
4. The affected person been advised to cover their mouth and nose with disposable tissue(s) when they cough or sneeze, and to put the tissue in the bin.
5. Has transport home or to an assessment centre been arranged if the affected person has been directed to go there by their GP?
6. Has the affected person been advised not to go to their GP’s surgery or any pharmacy or hospital?
7. Has the affected person been advised they must not use public transport?
8. Has the affected person been advised to continue wearing the face mask until the reach home?

**Follow up**

1. Have you carried out an assessment of the incident to identify any follow-up actions needed?
2. Are you available to provide advice and assistance if contacted by the HSE?

**Cleaning**

1. Have you taken the isolation area out-of-use until cleaned and disinfected?
2. Have you made arrangements to clean and disinfect any classroom space where the staff or pupils were located?
3. Have you arranged for cleaning and disinfection of the isolation area and any other areas involved, as soon as practical after the affected person has left the building?
4. Have the cleaners been trained in dealing with contaminated areas and supplied with the appropriate PPE?*).*

**Appendix 8 Checklist Lead Worker Representative**

1. Have you agreed with your school to act as a Lead worker representative for your school? (*Process for agreeing on lead worker representative/s in schools to be agreed centrally and implemented locally).*
2. Have you been provided with information and training in relation to the role of lead worker representative? (*Training for this role is currently being explored with the HSA).*
3. Are you keeping up to date with the latest COVID-19 advice from Government?
4. Are you aware of the signs and symptoms of COVID-19?
5. Do you know how the virus is spread?
6. Do you know how to help prevent the spread of COVID-19?
7. Have you watched and do you understand the online Induction Training provided by the Department of Education before returning to school?
8. Are you helping in keeping your fellow workers up to date with the latest COVID-19 advice from Government?
9. Have you completed the COVID-19 return-to-work form and given it to your school? *(Department template Return-to-Work form available)*
10. Are you aware of the control measures your school has put in place to minimise the risk of you and others being exposed to COVID-19? (*Checklist for School Management available)*
11. Did your school consult with you when putting control measures in place? *Control measures will be agreed centrally between the Department and education partners. Consultation at school level should take place on any specific local arrangements necessary to implement the protocol*
12. Have you a means of regular communication with the person with overall responsibility for the school COVID-19 plan?
13. Are you co-operating with your school to make sure these control measures are maintained?
14. Have you familiarised yourself with the cleaning requirements needed to help prevent cross contamination? (*Checklist for Cleaning and Disinfection available*)
15. Have you been asked to walk around and check that the control measures are in place and are being maintained?
16. Are you reporting immediately to the person with overall responsibility for the school COVID-19 plan any problems, areas of non-compliance or defects that you see?
17. Are you keeping a record of any problems, areas of non-compliance or defects and what action was taken to remedy the issue?
18. Are you familiar with what to do in the event of someone developing the symptoms of COVID-19 while at school?
19. Are you co-operating with your school in identifying an isolation area and a safe route to that area? (*Checklist for dealing with suspected case of COVID-19 available)*
20. Are you helping in the management of someone developing symptoms of COVID-19 while at school?
21. Once the affected person has left the school, are you helping in assessing what follow-up action is needed?
22. Are you helping in maintaining the contact log?
23. Have you been made aware of any changes to the emergency plans or first aid procedures for your school?
24. Are you making yourself available to fellow staff to listen to any COVID-19 control concerns or suggestions they may have?
25. Are you raising those control concerns or suggestions with your school and feeding back the response to the worker who raised the issue?
26. Are you aware of the availability of the Spectrum Life Wellbeing Together Programme?

**Appendix 9 Checklist for Cleaning**

1. Have you a system in place for checking and keeping up to date with the latest public health advice from Government and the Department of Education, to ensure that advice is made available in a timely manner in order to adjust your cleaning procedures in line with that advice?
2. Have you reviewed the HPSC interim health advice for the safe reopening of schools, in particular ***Section 5.6 Environmental Hygiene***?
3. Have you explained the need for the enhanced cleaning regime to staff?
4. Are you aware that cleaning is best achieved using a general purpose detergent and warm water, clean cloths, mops and the mechanical action of wiping and cleaning, following by rinsing and drying?
5. Have you sufficient cleaning materials in place to support the enhanced cleaning regime?
6. Have you provided training for cleaning staff on the enhanced cleaning regime?
7. Have you made arrangements for the regular and safe emptying of bins?
8. Are you familiar with the cleaning options for school settings set out in the interim HPSC health advice for schools for surfaces, toilets, cleaning equipment, PPE and waste management?
9. Are you aware that each school setting should be cleaned once per day?
10. Have you provided cleaning materials to staff so that they can clean their own desk or immediate workspace?
11. Have you advised staff that they are responsible for cleaning personal items that have been brought to work and are likely to be handled at work or during breaks (for example, mobile phone and laptops) and to avoid leaving them down on communal surfaces or they will need to clean the surface after the personal item is removed?
12. Have you advised staff and pupils to avoid sharing items such as cups, bottles, cutlery, and pens?
13. Have you put in place a written cleaning schedule to be made available to cleaning staff including:
* Items and areas to be cleaned
* Frequency of cleaning
* Cleaning materials to be used
* Cleaning of frequently touched surfaces such as vending machines, coffee machines and door handles
* Equipment to be used and method of operation?
1. Details of how to clean following a suspected case of COVID-19 are at ***Section 7 of the Plan above***
2. If disinfection of contaminated surfaces is required, is a system in place to do this following cleaning?
3. If cleaning staff have been instructed to wear gloves when cleaning are they aware of the need to wash their hands thoroughly with soap and water, both before and after wearing gloves?
4. Have you a system in place for disposing personal waste such as cleaning cloths and used wipes in a rubbish bag? The Protocol advises  *that personal waste such as cleaning waste, tissues etc. should be double bagged and stored in a secure area for 72 hours before being presented for general waste collection.*
5. Have you ensured there is a system in place to make sure reusable cleaning equipment including mop heads and non-disposable cloths are clean before re-use?
6. Have you ensured there is a system in place to ensure that equipment such as buckets are emptied and cleaned with a fresh solution of disinfectant before re-use?