



Covid-19 School Response Plan

School Address: Old Finglas Rd, Glasnevin, Dublin 11

Roll number: 16577V

School Patron/s: Catholic Archbishop of Dublin

Ratified by Board of Management: August 2020

Signed: Margaret Lennon

1. Introduction:

The following document outlines the control measures St. Brigid's G.N.S has put in place to mitigate the risk of infection and transmission of COVID-19. It is important that staff, students, parents and the wider school community adopt these control measures to help mitigate the risk of infection from COVID-19. This document has been created by the In-School Management led by Darina Burke (Principal) in line with the following guidance documents and best practice.

- The Department of Business, Enterprise and Innovation and the Department of Health – Return to Work Safely Protocol
- COVID-19 Specific National Protocol for Employers and Workers.
- The Department of Education and Skills – Reopening Of Our Schools – The Roadmap For The Full Return To School The Department of Education and Skills
- COVID-19 Response Plan for the safe and sustainable reopening of Post Primary Schools

The controls measures herein form part of a live working document and are subject to change and modification. Updates to this document will be advised to staff and parents via email and school website.

2. Responsibility of the School Community

The Board of Management have a legal obligation under The Safety Health and Welfare at Work Act 2005 to assess the risks associated with COVID-19, implement control measures to eliminate/reduce the associated risks, design, provide and maintain a safe working environment, plan a safe system of work and provide suitable training and PPE measures.

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.

The Board of Management, staff, students, parents and guardians have a collective responsibility to ensure the safety of themselves and others in the implementation of these measures. The assistance and co-operation of all is critical to the success of this plan.

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.

3. COVID-19 Policy Statement

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

- continue to monitor our COVID-19 response and amend this plan in consultation with our staff
- provide up to date information to our staff and pupils on the Public Health advice issued by the HSE and Gov.ie
- display information on the signs and symptoms of COVID-19 and correct handwashing 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 procedures 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 will be done through the Lead Worker Representative – Imelda O'Reilly, who will be supported in line with the agreement between the Department and education partners.

4. Planning and Preparing for Return to School

Our Aim

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.

Details for the reopening of the school facility and the applicable controls are outlined in this document.

Building Organisation

Before re-opening the school will ensure the following

- Water systems in the main school have been flushed by maintenance following the maintenance water flushing programme to prevent Legionella disease.
- All machinery has been serviced.
- Waste has been managed and waste management system put in place.

Perspex

Perspex screen installed in Secretary's office.

Access to the school building /contact log

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

Arrangement for necessary visitors such as contractors and parents/guardians will be restricted to essential purposes and limited to those who have obtained prior approval from the Principal.

The prompt identification and isolation of potentially infectious individuals is a crucial step in restricting the spread of the virus and protecting the health and safety of the individuals themselves and other staff, contractors and visitors at the workplace.

A detailed sign in/sign out log of those entering the school facilities will be maintained by Principal/Secretary/

The school will maintain a log of staff and parent contacts.

Signage

The following signage is in place outlining

- Sanitising station locations at exit doors.
- Correct usage of hand sanitiser
- No visitor access signs on doorways.
- Main door sign indicating protocols for visitors/parents
- The signs and symptoms of COVID-19
- Promoting good hand hygiene and respiratory hygiene.

- 'Walk' on the left signage on stairwell

5. Procedure for Returning to Work

All staff will have completed a Return to Work (RTW) form at least 3 days prior to their date of return to the workplace.

Induction Training / Communication

Staff

The school will provide induction training to all staff in line with Department consultation to include:

- 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 have viewed the induction videos provided by the Department of Education and Skills prior to return to work.

Staff will be kept fully informed of the control measures in place in the school and their duties and responsibilities in preventing the spread of Covid-19 and with any changes to the control measures or guidance available from the public health authorities. If a staff member is unsure about any aspect of the Covid-19 Response Plan, the associated control measures, or his/her duties, he/she should immediately seek guidance from the Principal

A Lead Worker is appointed to assist in the implementation of this Response Plan.

Responsibility for the development and implementation of the Covid-19 Response Plan and the associated control measures lies primarily with the Board of Management and the School Leadership.

The role of the worker representative) is to ensure that Covid-19 measures are adhered to in the workplace as follows:

- Work collaboratively with the employer to ensure, so far as is reasonably practicable, the safety, health and welfare of employees in relation to COVID-19.
- Promote good hygiene practices such as washing hands regularly and maintaining good respiratory etiquette along with maintaining social distancing in accordance with public health advice.
- Assist with the implementation of measures to suppress COVID-19 in the workplace.
- Monitor adherence to measures put in place to prevent the spread of COVID-19.
- Consult with colleagues on matters relating to COVID-19 in the workplace.
- Make representations on behalf of their colleagues on matters relating to COVID-19 in the workplace

If a staff member has any concerns or observations in relation to the Covid-19 Response Plan and control measures or the adherence to such control measures by staff,

parents/guardians, contractors or visitors, he/she should contact the lead worker(s) who will engage with the Principal/BOM.

Name of Lead Worker: Imelda O'Reilly

E-mail: imelda.oreilly@stbrigid.ie

All staff, parents/guardians, contractors and visitors have a responsibility both as individuals and collectively to have due regard for their own health and safety and that of others and to assist with the implementation of the Covid-19 Response Plan and associated control measures.

6. General advice to prevent the spread of the virus

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

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

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

This will be achieved through the following measures:

- Promoting awareness of COVID-19 and its symptoms amongst staff, pupils, parents and visitors.
- Advising staff and parents of pupils who have symptoms of COVID-19 or other acute infectious diseases not to attend school, to phone their GP and follow the HSE guidance on self-isolation.
- Advising staff and parents of pupils who have been identified by the HSE as contact of a person with COVID19 not to attend schools and to follow the HSE advice on restriction of movement.
- Ensuring that staff and pupils know what to do if they develop symptoms at school.
- Everyone entering the school building should be required to perform hand hygiene with hand sanitiser.
- Visitors to school during the day should be by prior arrangement and should be received at a specific contact point

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

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

The Department of Education and Skills will ensure all updated advice is circulated to schools. St. Brigid's G.N.S. Will arrange for this advice to be circulated to staff, pupils and visitors in a timely manner via Aladdin Connect, e-mail and/or the school website...

The Department has been working closely with the HSE and the Health Protection Surveillance Centre (HPSC) to develop health advice which has been tailored to the needs of schools in order to support schools in planning for reopening in autumn.

The advice will continue to be updated in line with public health advice generally and will inform the development of more detailed guidance for schools by the Department of Education. <https://www.education.ie/en/covid-19/interim-recommendations-for-the-reopening-of-schools-and-educational-facilities.pdf>

7. Managing the risk of spread of COVID-19

(a) Wash your hands frequently

Regular hand washing with soap and water is effective for the removal of COVID-19. Follow the HSE guidelines on handwashing:

For advice from HSE on how to wash your hands the following link will be helpful: <https://www2.hse.ie/wellbeing/how-to-wash-your-hands.html>

The school will ensure that all toilets are stocked with anti-bacterial soap, paper towel and a foot-operated, self-closing bin to dispose of paper towels. All toilets will be cleaned and checked as per the school toilet maintenance protocols.

(b) Hand Hygiene and Hand Sanitisers

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

Hand sanitisers are available in the following areas

- All access points.
- All classrooms – inside the doors.
- All office/workroom areas
- PE Hall
- Staff room

(c) Avoid touching eyes, nose and mouth

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

(d) Physical distancing

- Physical distancing is recommended to reduce the spread of infection in the workplace.
- In line with Department recommendations there will be at least 1m distance between students in class.
- 1m distance will be maintained between students in the dining hall area.
- When circulating/moving between class students will be required to wear a face mask.
- During group work where social distancing is difficult students will be required to wear a mask

(e) Practice respiratory hygiene

Make sure you, and the people around you, follow good respiratory hygiene. This means covering your mouth and nose with a tissue or your bent elbow when you cough or sneeze. Then dispose of the used tissue immediately in one of the assigned bins.

By following good respiratory hygiene, you protect the people around you from viruses such as cold, flu and Covid19.

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

Do

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

Do Not

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

(f) People at very high risk (extremely vulnerable)

Current public health guidelines have identified groups who are defined as being at very high risk. The lists of people in very high risk groups include people who:

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

The advice for this group is available from the HSE.

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

Students – in this group – parents should contact the school office via email before student returns to school 1. Safety Statement and Risk Assessment

COVID-19 represents a hazard in the context of health and safety in the school environment. A risk assessment has been conducted identifying the risk areas and activities. Control measures have been put in place to mitigate against the risk of COVID-19.

8. Control Measures

A range of essential control measures have been implemented to reduce the spread of Covid-19 and to protect the safety, health and welfare of staff, pupils, parents/guardians and visitors as far as possible within the school.

Use of Personal Protective Equipment (PPE)

Masks and Face Shields

All staff will be provided with a face shield and masks for use in class and in areas with limited social distancing capabilities such as corridors, stairways. Staffs is required to wear a face covering where 2m social distance cannot be maintained.

Intimate Care PPE

Staff whose role may include performing intimate care or where a suspected case of COVID-19 is identified while the school is in operation will be provided with PPE kit to include, face shield, mask, glove, apron,

waste bag.

Cleaning

- St. Brigid's GNS has in place an enhanced cleaning team during the school day and has employed 1 extra cleaner to bring the team to 4.
- A comprehensive cleaning /sanitising programme has been devised and will be in operation from the start of the school year.
- Regular and thorough cleaning of communal areas and frequently touched surfaces shall be conducted, in particular, toilets, lifts, door handles and kitchens.
- Cleaning will be performed regularly and whenever facilities or surfaces are visibly dirty.
- All staff will have access to cleaning products in a designated box and will be required to maintain cleanliness of their own work area.

- Staff will thoroughly clean and disinfect their work area before and after use each day.
- There will be regular collection of used waste disposal bags from offices and other areas within the school facility.
- Staff must use and clean their own equipment and utensils (cup, cutlery, plate etc.)
- Books, toys, electronic devices and shared resources will be cleaned regularly or quarantined for 72 hours before being reused.

Arrivals

- School gates will open at 8:40 am and there will be a 20 window between 8:40 and 9:00 am within which pupils (1st class - 6th classes) can arrive into school.
- Both the pedestrian gates and the big gates will be used
- Parents (1st class to 6th class) will be advised that they cannot enter the building or congregate at the gate
- Pupils will access via Exit doors 1, 2, and 5 (depending on where their classrooms are situated). Each of these doors will be supervised by a SET teacher.
- All pupils reminded to sanitise before entry to classroom
- The school gate will be supervised by Darina + 1 SET teacher. Signage will be in place at the school gate to remind parents/pupils of the need to social distance
- Pupils will go straight to their classes. Class teachers will be in class to receive pupils.
- Formal teaching will start at 9.00 am sharp so parents will be advised that pupils need to be in school by 9.00 am
- Senior Infants: There is a 15 minute window between 9:00 and 9:15 within which senior infant classes can arrive. Parents can accompany their daughters to their entrance door (Exit door 3 or 4) where the class teacher will be there to greet them. SET teacher will remain in the classroom to support the class teacher. In the case of siblings if parents want older siblings to drop senior infants to the exit door earlier than the 9:00-9:15 window, this will be permitted. SI teachers will need to be in class from 8:40 to facilitate this.
- Junior Infants: There is a 15 minute window between 9:30 and 9:45 within which junior infants can arrive. Parents can accompany their daughters to their entrance door (Exit door 3 or 4) where class teacher will be there to greet them. SET teacher will remain in the classroom to support the class teacher.

Note: Procedures described above for JI/SI to last until Sep 11th with procedures reverting to those described for 1st to 6th class from September 14th (except for Junior Infants)

- Pupils will be encouraged to walk, cycle or scoot to school
- If pupils have to be driven to school parents will be encouraged to drop off their daughters a good distance away from the gate to enable pupil to walk down to the pedestrian gate
- Parents from third class onwards who walk to school with their daughters should arrange a drop off point away from the school gate
- All pupils will be asked to sanitise hands on entry to the classroom
- Breakfast club will not operate for now

Physical Distancing

We will apply physical distancing in a practical and sensible way, recognising that the learning environment cannot always be managed in a physically-distant way.

- Children from Junior Infants to 2nd class are not required to physically distance. Children from 3rd-6th class are expected to keep a distance of 1m where possible.
- Senior classes (3rd class to 6th class) have been reconfigured to maximise physical distancing as much as possible. Each classroom operates as a class bubble. Contact between bubbles will be extremely limited. As an additional measure pods have been created in senior classes. Pupils in a pod will sit and work together. The size of a pod is 4-6 children with a 1 metre distance between pods.
- Pupils will stay in the same pod and will physically interact as little as possible with the other pods in the classroom.
- Staff will try to maintain physical distance from children when they can, and will wear face coverings and other PPE when needed.

12: 30 Break Times

Staggered break at big break time:

- 11:50 - 12:20 Junior Infants A/C to 6th Class A(9 classes)
- 12:30 - 1:00 Junior Infants B to 6th Class B (8 classes)
- Toilet stations: Room 20 (first break), Room 7 (second break)
- Both yard spaces will be used at each of the breaks with the two spaces zoned. Each bubble will have to stay inside their own zone. The small yard will have 4/5 junior classes (5 at 11:50 and 4 at 12:30) and the large senior yard will have 5 classes (2nd class to 6th)
- Each yard zone will be zoned using heavy weighted cones (awaiting delivery of same)
- Pupils encourage to use toilets before they go yard and toilet going should be kept to an absolute minimum
- Teachers/SNA on duty to wear gloves
- If pupils are using toilets in Room 20/Room 7 hands are sanitised before and after toilet use
- Martina will manage the first-aid station just outside the electric doors at both big breaks. Martina/Sheila to wear PPE for first aid administration and Martina will change gloves after each attending to each pupil
- 10:35 am yard break will be suspended temporarily but pupils will still get a 10 minute break to eat little lunch etc.
- 2 area for staff breaks – staffroom (10 people) and hall area beside an siopa

Hand Hygiene

- Children will perform hand hygiene regularly during the school day:
 - ✓ on arrival at school
 - ✓ before eating or drinking
 - ✓ after using the toilet

- ✓ after a cough or sneeze
- ✓ after playing outdoors
- ✓ when hands are physically dirty
- Hand sanitizer dispensers are installed in all classrooms and throughout the school.
- All classrooms have hot water in one tap and a supply of emulsifying soap and paper towels.
- All pupils are asked to bring in a small hand sanitiser which they can keep in school. They are also asked to bring in a face flannel/cloth towel daily for their own use. This flannel/cloth should be brought to school in a fresh zip-lock or small plastic bag daily.

School Supplies/ Lunches/Uniform

- Pupils should have a pencil case to be left in school all the time with their own pencils, pens, rubbers, ruler etc.
- Children should not have any unnecessary items such as toys / extra stationery/ pencil /hair brushes etc, in their school bag.
- If possible books/copies should be covered with a wipeable clear cover.
- Choose lunchboxes, bottles and pencil cases that are easy to clean, so that they can be cleaned frequently. All items should be clearly marked with their names so that pupils will not accidentally use each other's property.
- Pupils will be allowed to wear school tracksuit up to 3 days per week (to include PE days specified by class teacher).

Dismissals

- Pupils from junior and senior infants will be dismissed individually to their parents as normal from Exit doors 3, 4 and 5. Room 5 and 6 will be dismissed from exit door 3. Room 3 and 4 will be dismissed from Exit door 4 and Room 2 will be dismissed from Exit door 5 (electronic doors)

Staggered Dismissal (1st class to 6th class)

- 1st class will be dismissed at 2:15 pm. The 2 classes will line up at 2 designated points on either side of the gates.
- 2nd class will be dismissed at 2:20 pm
- 3rd/4th class will be dismissed at 2:25 pm
- 5th/6th class pupils will be dismissed at 2:30 pm
- Parents of 3rd class up to arrange a meeting point with their children where they will collect them e.g. scout hall etc. to minimise number of parents at the gate.
- Children encouraged to walk part of/all the way home

Communication with Teachers

- Parents will not be permitted to enter the school building only in exceptional circumstances.
- Parents can communicate with teachers via their dedicated school emails (or by contacting the office on 01-8376653. A meeting may be set up with the class teacher

/principal for essential purposes by appointment only. A contact tracing log will be a requirement for any such meeting.

- The school is contactable by phone or at stbrigid.glasnevin@gmail.com or at principal@stbrigid.ie

Very high-risk Pupils

- On foot of specialist medical advice some high-risk pupils may not be able to return to school. These pupils will receive appropriate support to engage with learning. We will make every effort to ensure that these pupils remain connected with their classmates and the school community during this time.

Special Education Teachers Timetabling

- Smaller groups will be created where possible.
- Pupils from the same class only if possible
- Timetabling of SEN classes to be amended to take account of staggered Big Break
- A mobile board can be used in the hall where SET staff may teach bigger Numeracy and Literacy groups
- Sanitisers will be placed at the entrance to SET rooms and pupils must sanitise before entering a SET room.
- Reconfigure SET room so that teacher does not teach from behind the table and remove excess furniture as necessary.
- Pupils will have their own Ziploc folders which will contain their books/copies/whiteboard/markers writing materials etc. Back up materials to be purchased for those who may not have same.
- SET staff to prepare back- up materials for pupils using sandwich bags
- After each group a teacher will use sprays and cloths/ wipes to wipe down desks and door handles. SET staff will put cloths in wash basket (beside staff entrance) at end of day.
- Where a SET teacher is working alongside a class teacher in a classroom, both teachers must be mindful of maintaining social distance from one another.
- Where children from 3rd to 6th Class receive support in one of the SET rooms, social distancing of 1 metre will be maintained between each child in the group. Where this is not possible larger groups will be split into 2 smaller groups

Sharing of Equipment

- PE equipment - all pupils to sanitise before/after PE
- -Sanitise hands before and after photocopier use. Clean down after use
- Teachers to take school laptops home or wipe down handle in strong room after putting laptop away
- Pupils and teachers to sanitise hands before and after use of all materials that might be shared
- Covers for Guided Reading books so that they can be wiped down Children to have boxes for their belongings where possible
- Children have a pencil case to be left in school with own pencils, rubbers, glue stick etc. so there's no sharing stuff. This pencil case will be left in their box
- Co-teaching-Mobile teaching boards
- Ready Set Go Maths/Guided Reading-Equipment etc. – pupils sanitise hands before/after use. Possibility of running RSG maths on a week on/week off basis or 6 week blocks.
- All pupils to sanitise hands before and after use of devices
- Teachers to wipe down Ipad after use (junior classes)

- Pupils to wipe down chrome books after use (seniors)
- Teacher to wipe down chrome book trolley/iPad trolley after use

9. Dealing with a suspected case of Covid-19

Staff or pupils should not attend school if displaying any symptoms of Covid-19. The following outlines how St. Brigid's G.N.S will deal with a suspected case that may arise during the course of the school day.

Isolation Room

Isolation Room 1: Pre-fab

Isolation Room 2: Disabled toilet area

The designated isolation areas are behind closed doors and away from other staff and pupils.

If a staff member/pupil displays symptoms of Covid-19 the following are the procedures which will be implemented:

- If the person with the suspected case is a pupil, the parents/guardians will be contacted immediately. The person will be accompanied to the isolation room via the isolation route, keeping at least 2 metres away from the symptomatic person and also making sure that others maintain a distance of at least 2 metres from the symptomatic person at all times.
- A mask will be provided 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.
- The person accompanying the symptomatic person is required to wear a mask.
- An assessment is made as to whether the individual who is displaying symptoms can immediately be directed to go home/be brought home by parents.
- The individual should avoid touching people, surfaces and objects.
- Advice will 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 bin provided.
- If the person is well enough to go home, arrangements will be made for them to be transported home by a family member, as soon as possible and they will be advised to inform their GP by phone of their symptoms. Public transport should not be used.
- If they are too unwell to go home or advice is required, 999 or 112 will be called and informed that the sick person is a Covid-19 suspect.
- An assessment of the incident will be undertaken which will form part of determining follow-up actions and recovery.
- Appropriate cleaning of the isolation area and work areas involved will be undertaken.

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/student confidentiality is essential at all times.

10. Staff Duties

Staff has a statutory obligation to take reasonable care for their own health and safety and that of their colleagues and other parties. In order to facilitate a safe return to work, these duties include, but are not limited to, the following:

- Adhere to the School Covid-19 Response Plan and the control measures outlined. The cooperation and assistance of all staff is essential to reduce the risk of spread of Covid-19 and to protect health and safety as far as possible within the school. All staff has a key role to play
- Coordinate and work with their colleagues to ensure that physical distancing is maintained
- Make themselves aware of the symptoms of Covid-19 and monitor their own wellbeing
 - Self-isolate at home and contact their GP promptly for further advice if they display any symptoms of Covid19
 - Not return or attend school if they have symptoms of Covid-19 under any circumstances
 - If they develop any symptoms of Covid-19 whilst within the school facility, they should adhere to the procedure outlined above
- Complete the RTW form before they return to work
 - Must inform the Principal if there are any other circumstances relating to Covid-19, not included in the form, which may need to be disclosed to facilitate their safe return to the workplace
 - Must complete Covid-19 Induction Training and any other training required prior to their return to school
 - Must be aware of, and adhere to, good hygiene and respiratory etiquette practices
 - Keep informed of the updated advice of the public health authorities and comply with same

11. Covid related absence management

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

12. Employee Assistance and Wellbeing Programme

The Board of Management of St. Brigid's G.N.S aims to protect and support the health and wellbeing of all staff (physical, mental, spiritual etc.) both at work, whether in the school facility or at home and outside of work.

The Board of Management is mindful that the support and promotion of staff health and wellbeing is particularly important in the current context where the Covid-19 pandemic has caused considerable challenges for, and disruption to, people's personal, family and social lives as well as their work arrangements.

The Board of Management aims to foster a culture and work environment that support healthy behaviours and staff wellbeing and shall continue to make health and wellbeing tools and guidance available to staff as well as organising suitable support programmes, initiatives and events. These are challenging times for everyone. Should a staff member experience

any stress or anxiety in respect of work or work arrangements, he/she should feel free to speak to the principal.