



Pobalscoil na Rosann

An Clochán Liath, Co. Dhún na nGall

The Rosses Community School

Dungloe, Co. Donegal

Rosses Community School

Covid-19

Response Plan



Pobalscoil na Rosann

An Clochán Liath, Co. Dhún na nGall

The Rosses Community School

Dungloe, Co. Donegal

Table of Contents

1. Covid-19 policy statement
2. Pre-return to work questionnaire
3. Lead Worker Representative
4. Risk Assessment
5. Contact tracing log
6. Management checklist
7. Dealing with suspected case of COVID-19
8. Checklist for Lead Worker Representative
9. Checklist for cleaning



Pobalscoil na Rosann

An Clochán Liath, Co. Dhún na nGall

The Rosses Community School

Dungloe, Co. Donegal

Covid - 19 Policy 2020/21

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

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

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

Mr John Gorman, Principal
18/08/2020

Adopted by Board of Management at meeting on 8th February 2021



Pobalscoil na Rosann

An Clochán Liath, Co. Dhún na nGall

The Rosses Community School

Dungloe, Co. Donegal

Response Plan

- Face coverings are for all students and staff where physical distancing of 2m cannot be guaranteed. Students and staff with medical conditions do not need to wear masks.
- There must be no physical contact between staff members, and between staff and students.

This includes hand shaking etc. Physical distancing must be maintained at all times.

- Teachers are required to support the learning of students unable to attend school. This can be facilitated by online lessons, google classroom and email.
- Classrooms must be kept clutter free at all times. The use of textbooks etc. must be minimized and teachers are asked to fully utilize chromebooks to their fullest capacity.
- If your classroom is above capacity at any time, please notify management immediately and arrangements will be made. Larger class groupings will be facilitated in the library and science labs.
- Students and staff will be asked to sanitize their workspace when leaving a classroom. Sanitation wipes are provided in each room and can be disposed of in the new bins provided. Hand sanitizer dispensers are placed outside of each classroom and office.
- Please allow time at the end of each lesson for students to complete sanitation of their work station.
- Additional cleaning will take place each day and sanitising agents will be natural products to help ensure the safest products and processes possible are followed.
- Break and Lunch have been staggered and extra supervision has been put in place during these times - to monitor social distancing in the queue and social areas. An increase in break time supervision will reduce the number of classes you will need to supervise as part of S&S. Three teachers will supervise mornings and four will supervise break and lunch.
- The school gym will be out of bounds at break and lunchtime to ease supervision pressures.
- A one way system will be in operation throughout the school to minimize contact with others and staff are asked to remind students of social distancing and personal hygiene throughout the school day.



Pobalscoil na Rosann

An Clochán Liath, Co. Dhún na nGall

The Rosses Community School

Dungloe, Co. Donegal

Break times and lunch times will be staggered to minimize the amount of students accessing the canteen and social areas at a given time. (Times to be confirmed). The staffroom will also be restricted to 24 staff members at a given time and 4 staff members per table. A cashless payment system is being introduced and students and staff can top up their fob online to purchase from the canteen.

- Cups and cutlery have been removed from the staffroom. Paper cups and disposable cutlery will be provided but staff are encouraged to bring their own and take it with them.
- Meeting rooms will not be available for the foreseeable future and staff are asked to conduct departmental meetings and team meetings in classrooms, fully complying with guidelines and with good ventilation.
- Meetings with parents will be by appointment only and walk-ins to the front office will not be permitted. Also meetings with the Principal and Deputy will be by appointment only to minimize the use of these offices.
- Protocol on visitors and guests will be in line with Department and Public Health guidelines.
- A Covid Room has been set up in Room 1 for students who show symptoms or are feeling unwell. For information on protocols for suspected cases etc. please refer to the school's Covid Response Policy.
- Staff are asked to continually remind students of the protocols on social distancing, good hand hygiene and mask wearing.
- Bealach na Rosann - Our walk time will continue each day at 12:30pm - Year groups will be staggered for the walk and called on every two minutes. Please ensure that your group stays together during the walk and avoid interactions with other groups of students.
- Students who are scheduled for PE on a given day are permitted to wear their own clothes to school as changing facilities are not available. Other students must wear a clean uniform to school each day.

NB

If you are feeling unwell or displaying any symptoms, please do not present to work.

Principal: Mr John Gorman, **Deputy Principal:** Mr Daire Gillen

Email: info@rossescommunityschool.ie

Tel: 0749521122 **Web:** www.rossescommunityschool.ie



Pobalscoil na Rosann

An Clochán Liath, Co. Dhún na nGall

The Rosses Community School

Dungloe, Co. Donegal

Protocols for Dealing with a Suspected Case of COVID-19

It is imperative that staff or students should not attend school if displaying any symptoms of COVID-19.

If a staff member/student displays symptoms of COVID-19 while at school the following are the procedures will be implemented:

- If the person with the suspected case is a student, the parents/guardians will be contacted immediately.
- The person will be isolated in the designated isolation area via, 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.
- He/she will wear the mask if in a common area with other people or while exiting the premises.
- We will assess whether the individual who is displaying symptoms can immediately be directed to go home/be brought home by parents and call their doctor and continue self-isolation at home.
- If the person is well enough to go home, we will arrange for them to be transported home by a family member, as soon as possible and will advise them to inform their GP by phone of their symptoms.
- Appropriate cleaning of the isolation area and work areas involved will be carried out at all times.

NB: Reminder to anyone attending school who has travelled abroad:

Government policy, which is based on official public health advice, continues to advise against non-essential travel overseas for everyone.

It is a requirement for anyone coming into Ireland, from locations other than those with a rating of 'normal precautions' ("green"), to restrict their movements for 14 days, and this includes school staff, parents and children or other students coming from abroad to attend school in Ireland.

Restricting your movements means staying indoors in one location and avoiding contact with other people and social situations as much as possible.



Pobalscoil na Rosann

An Clochán Liath, Co. Dhún na nGall

The Rosses Community School

Dungloe, Co. Donegal

Pre-Return to Work Questionnaire COVID-19

This questionnaire must be completed by staff **at least 3 days** 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:

Date:

Name of School: Rosses Community School **Name of Principal:** John Gorman

Questions	YES	NO
Do you have symptoms of cough, fever, high temperature, sore throat, runny nose, breathlessness or flu like symptoms now or in the past 14 days?		
Have you been diagnosed with confirmed or suspected COVID-19 infection in the last 14 days?		
Have you been advised by the HSE that you are a close contact of a person who is a confirmed or suspected case of COVID-19 in the past 14 days?		
Have you been advised by a doctor to self-isolate at this time?		
Have you been advised by a doctor to cocoon at this time?		
Have you been advised by your doctor that you are in the very high risk group? If yes, please liaise with your doctor and Principal re return to work.		

I confirm, to the best of my knowledge, that I have no symptoms of COVID-19, I am self-isolating, I am not awaiting results of a COVID-19 test, I have 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 will be held securely in line with our retention policy.

Signed:

Principal: Mr John Gorman, **Deputy Principal:** Mr Daire Gillen

Email: info@rossescommunityschool.ie

Tel: 0749521122 **Web:** www.rossescommunityschool.ie



Pobalscoil na Rosann

An Clochán Liath, Co. Dhún na nGall

The Rosses Community School

Dungloe, Co. Donegal

Lead Work Representative

The staff at Rosses Community school have appointed the following members of staff as the Lead Worker Representatives:

- Michelle Gallagher – Teacher
- Martin Gibson – Teacher
- Dessie Gallagher – Ancillary Staff



Pobalscoil na Rosann

An Clochán Liath, Co. Dhún na nGall

The Rosses Community School

Dungloe, Co. Donegal

Risk Assessment

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H=High M=Medium L=Low	Controls (When all controls are in place risk will be reduced)	Is this control in place?	Action/to do list/outstanding controls *risk rating applies to outstanding controls outlined in this column	Person responsible

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: / /



Pobalscoil na Rosann

An Clochán Liath, Co. Dhún na nGall

The Rosses Community School

Dungloe, Co. Donegal

Contact Tracing Log

Name of School:	Rosses Community School	Address of School:	Dungloe, Co. Donegal	
School Contact Person:		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	Exit from School _____ pm
Visitor Status:	Contractor	Parent/Guardian	Other - please specify	

Contact details of visitor	Company Name <small>(if applicable)</small>			
	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

Principal: Mr John Gorman, **Deputy Principal:** Mr Daire Gillen

Email: info@rossescommunityschool.ie

Tel: 0749521122 **Web:** www.rossescommunityschool.ie



Pobalscoil na Rosann

An Clochán Liath, Co. Dhún na nGall

The Rosses Community School

Dungloe, Co. Donegal

Appendix 6

Checklist for School Management

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

For completion by the agreed person with overall responsibility of managing the implementation of the COVID-19 Response plan. This is likely to be the principal (with supports as agreed with the Department).

Planning and Systems

1. Is there a system in place to keep up to date with the latest advice from Government and DES, to ensure that advice is made available in a timely manner to staff and students and to adjust your plans and procedures in line with that advice?
2. Have you appointed staff member/s to the [Lead Worker Representative \(LWR\) position](#) in accordance with the agreed protocol?
3. Have you advised staff as to who has been appointed to the position of LWR?
4. Have you prepared a [school COVID-19 response plan](#) and made it available to staff and students?
5. Have you a system in place to provide staff and students 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?
6. Have you displayed the [COVID-19 posters](#) in suitable locations highlighting the signs and symptoms of COVID-19?
7. Have you told staff and students of the purpose of the COVID-19 contact log?
8. Have you a [COVID-19 contact log](#) in place to support HSE tracing efforts if required?
9. Have you informed staff on the measures that have been put in place to help prevent the spread of the virus and what is expected of them, and provided a system for them to raise issues or concerns and to have them responded to?
10. Have you reviewed and updated [risk assessments](#) in line with Department advice to take account of any controls to help prevent the spread of COVID-19?
11. Have you updated emergency plans, in particular to take account of the COVID response plan?

Staff

1. Have you made available to each staff member a [COVID-19 return-to-work form](#) to be completed and returned 3 days before they return to the workplace?
2. Are you aware of staff members who are at [very high risk under the HSE guidance](#) on people most at risk and advised them of the Department of Education's agreed arrangements for management of those staff?



Pobalscoil na Rosann

An Clochán Liath, Co. Dhún na nGall

The Rosses Community School

Dungloe, Co. Donegal

3. Have you advised staff and students they must stay at home if sick or if they have any [symptoms of COVID-19](#)?
4. Have you told staff and students what to do and what to expect if they start to develop symptoms of COVID-19 while in school, including where the isolation area is?
5. Have you advised staff of the availability of the supports of the occupational health and wellbeing programme through Spectrum Life?

Training and Induction

1. Have you advised staff and students 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 all information relating to COVID-19?
3. Have first aiders, if available, been given updated training on infection prevention and control re hand hygiene and use of PPE as appropriate? *(It is intended that training will be provided as part of the DES online training programme).*

Buildings / Equipment

1. If you have mechanical ventilation does it need cleaning or maintenance before the school reopens?
2. Does your water system need flushing at outlets following low usage to prevent [Legionnaire's Disease](#)?
3. Have you visually checked, or had an appropriate person 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 frequently touched surfaces points, been thoroughly cleaned before reopening?

Control Measures in place

Hand / respiratory hygiene

1. Have you accessed supplies of hand sanitizers and any necessary PPE equipment in line with the [HPSC health guidance relating to the reopening of schools](#), from the national framework provided by the Department? This framework close to being finalised and will be available for drawdown with guidance as to how and what to order accompanying it.
2. Are there hand washing/hand sanitising stations in place to accommodate staff, students and visitors adhering to hand hygiene measures in accordance with Department guidance?
3. Have arrangements been made for staff and students to have regular access to hand-washing/hand sanitising facilities as appropriate?



Pobalscoil na Rosann

An Clochán Liath, Co. Dhún na nGall

The Rosses Community School

Dungloe, Co. Donegal

-
4. Are hand sanitisers easily available and accessible for all staff, students 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 and students about the importance of hand washing?
 8. Have you arranged for staff and students 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 students 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 students 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
 - after each class
 - after touching potentially contaminated surfaces
 - if in contact with someone displaying any COVID-19 symptoms
12. Have you told staff and students of the importance of good respiratory measures to limit the spread of the virus, including?
 - 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?](#)



Pobalscoil na Rosann

An Clochán Liath, Co. Dhún na nGall

The Rosses Community School

Dungloe, Co. Donegal

3. Have you arranged to revise the layout of the rooms and furniture as per the Department guidelines?
4. Have you arranged in each room that the teacher's desk should be at least 1 metres (and where possible 2 metres) away from student desks?
5. Have you arranged in each room that students would be, at least 1 metres and (where possible 2 metres) away from each other?
6. Have you where possible and practicable assigned students to main class cohorts to minimise the risk of infection from COVID-19?
7. Have you arranged the timetable to facilitate double classes where possible and practicable?
8. Have you advised staff and students that when students are moving to an elective subject they would, where practicable be seated with members of their main class cohort?
9. Have you made arrangements to limit interaction on arrival and departure from school and in other shared areas?
10. Have you encouraged walking or cycling to school as much as possible?
11. Have you made arrangements, in so far as possible, to open additional access points to school to reduce congestion?
12. Can you provide a one system for entering and exiting the school, where practical?
13. Have you arranged for staff meetings to be held remotely or in small groups or in large spaces to facilitate physical distancing?
14. Have you taken steps to minimise rotation of staff between classes where possible?
15. Have you a system to regularly remind staff and students to maintain physical distancing?
16. Have you advised staff and students not to shake hands and to avoid any physical contact?
17. Have you stopped all non-essential travel for school activities?

Visitors to Schools

1. Have you identified the activities that involve interacting with essential visitors to schools, 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 schools 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](#)?



Pobalscoil na Rosann

An Clochán Liath, Co. Dhún na nGall

The Rosses Community School

Dungloe, Co. Donegal

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

Each main class cohort should be considered a separate group for the purpose of managing suspected cases. Each teacher/staff member 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 responsible 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 students 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? (it is intended that this will be dealt with as part of DES online training)
4. Is there a disposable mask to wear for the affected person while in the common area and when exiting the building?

Principal: Mr John Gorman, **Deputy Principal:** Mr Daire Gillen

Email: info@rossescommunityschool.ie

Tel: 0749521122 **Web:** www.rossescommunityschool.ie



Pobalscoil na Rosann

An Clochán Liath, Co. Dhún na nGall

The Rosses Community School

Dungloe, Co. Donegal

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. Student – have you immediately contacted their parents/guardians and arranged for them to collect their student? Under no circumstances can a student 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 should be 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 they reach home?

Follow up

1. Have you carried out an assessment of the incident to identify any follow-up actions needed?
2. Have you advised the LWR of the incident in accordance with the agreed protocol?
3. 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 students 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? *(It is intended to provide online training for cleaning staff. Appropriate PPE will be available to schools through the national procurement process which schools can access in line with the guidance which will be provided shortly)*

Principal: Mr John Gorman, **Deputy Principal:** Mr Daire Gillen

Email: info@rossescommunityschool.ie

Tel: 0749521122 **Web:** www.rossescommunityschool.ie



Pobalscoil na Rosann

An Clochán Liath, Co. Dhún na nGall

The Rosses Community School

Dungloe, Co. Donegal

Appendix 8

Checklist Lead Worker Representative

Checklist of questions in line with the protocol at Appendix 3 as agreed between the Department and management bodies

1. Have you been s/elected by your colleagues on the staff and have you agreed with your school principal to act as a Lead Worker Representative for your school, in accordance with the process for *lead worker representative/s in schools that has been agreed centrally and is to be 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 training provided by the Department of Education and have you been given induction training before returning to school?
8. Have you been made aware of the control measures your school has put in place to minimise the risk of you and others being exposed to COVID-19?
9. Are you helping in keeping your fellow workers up to date with the latest COVID-19 advice from Government?
10. Have you completed the COVID-19 return-to-work form and given it to your school? (*DES template Return-to-Work form available*)
11. 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*)
12. On behalf of the employer did your school principal consult with you when putting control measures in place? Control measures have been agreed centrally between the Department and education partners and will be revised as necessary. Consultation at school level should take place on any specific local arrangements necessary to implement the protocol
13. Have you a means of regular communication with the principal and where applicable any other person with overall responsibility for the school COVID-19 plan?
14. Are you co-operating with your school to make sure these control measures are maintained?
15. Have you familiarised yourself with the cleaning requirements needed to help prevent cross contamination? (*Checklist for Cleaning and Disinfection available*)
16. Have you been asked to walk around and check that the control measures are in place and are being maintained?



Pobalscoil na Rosann

An Clochán Liath, Co. Dhún na nGall

The Rosses Community School

Dungloe, Co. Donegal

17. 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?
18. Are you keeping a record of any problems, areas of non-compliance or defects and what action was taken to remedy the issue?
19. Are you familiar with what to do in the event of someone developing the symptoms of COVID-19 while at school?
20. 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*)
21. Are you helping in the monitoring and keeping under review the management of someone developing symptoms of COVID-19 while at school?
22. Once the affected person has left the school, are you helping in assessing what follow-up action is needed?
23. Are you helping in maintaining the staff and student contact log?
24. Have you been made aware of any changes to the emergency plans or first aid procedures for your school?
25. Are you making yourself available to fellow staff to listen to any COVID-19 control concerns or suggestions they may have?
26. Are you raising those control concerns or suggestions with your school Principal and feeding back the response to the staff member/s who raised the issue?
27. Are you aware of the availability of the Spectrum Life Wellbeing Together Programme?
28. Have you been provided by the Principal/ school management with the supports to which you are entitled in your role as Lead Worker Representative?
29. If you are a teacher, have you been provided with the 2 hours per week of protected time off class contact hours, as provided for in the protocol?
30. If you are an SNA, have you been provided with 66 of the "72 hours", as provided for in the protocol?

If you are a school secretary or a caretaker have your duties been re-prioritised by school management to afford you sufficient time to carry out your duties as LWR within the scope of your normal contracted hours, as provided for in the protocol?



Pobalscoil na Rosann

An Clochán Liath, Co. Dhún na nGall

The Rosses Community School

Dungloe, Co. Donegal

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 to staff and students and to adjust your cleaning procedures in line with that advice?
2. Have you reviewed the HPSC health advice for the safe re-opening of schools, in particular **Section 5.6 Environmental Hygiene?**
3. Have you explained the need for the enhanced cleaning regime to staff and students?
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? (*DES intends to provide online training for cleaning staff*)
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 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 in place a system for regular cleaning of the following frequently touched surfaces?
 - Door handles,
 - Handrails
 - Chairs/arm rests
 - Communal eating areas
 - Sinks
 - Toilets facilities
11. Have you provided cleaning materials to staff and students so that they can clean their own desk or immediate workspace?
12. 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? E.g. mobile phone laptop and to avoid leaving them down on communal surfaces or they will need to clean the surface after the personal item is removed.
13. Have you advised staff and students to avoid sharing items such as cups, bottles, cutlery, pens
14. Have you put in place a written cleaning schedule to be made available to cleaning staff including:
 - Items and areas to be cleaned



Pobalscoil na Rosann

An Clochán Liath, Co. Dhún na nGall

The Rosses Community School

Dungloe, Co. Donegal

Frequency of cleaning

Cleaning materials to be used

Equipment to be used and method of operation

15. Details of how to clean following a suspected case of COVID-19 are at **Section 7 of the Plan above** (can be added here again if considered useful)
16. If disinfection of contaminated surfaces is required, is a system in place to do this following cleaning?
17. 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?
18. Have you a system in place for the disposal of cleaning cloths and used wipes in a rubbish bag?
Current HSE guidance recommends waste such as cleaning waste, tissues etc. from a person suspected of having COVID-19 should be double bagged and stored in a secure area for 72 hours before being presented for general waste collection.
19. 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?
20. 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?