

## St. Munchin's College – Covid-19 Policy

Reader Information	Title: Covid-19 Policy
Purpose:	To outline the approved St. Munchin's College's management approach to be followed in relation to Covid-19 Policy.
Author:	David Quilter
Publication date:	4th August 2020
Target Audience:	All Board of Management, Trustees, Principal, Deputy Principal(s), employees, staff, students, essential visitors including parents /guardians, suppliers, contractors, service providers and other persons that have access to St. Munchin's College.
Superseded Documents:	None.
Review Date:	August 2021
Contact Details:	St. Munchin's College at Corbally Road, Limerick - E-mail: <a href="mailto:stmunchins@eircom.net">stmunchins@eircom.net</a>

### 1. Introduction

St. Munchin's College Covid-19 Policy is a means through which the school can mitigate against the introduction and spread of Covid-19 in the school community. This is a living document which will be adapted over time to reflect the evolving Covid-19 context.

St. Munchin's College is committed to providing a safe and healthy environment for all Board of Management, Principal, Deputy Principal(s), Trustees, employees, staff, students, essential visitors including parents /guardians, suppliers, contractors, and service providers.

St. Munchin's College has developed this Covid-19 Policy, all Board of Management, Principal, Deputy Principal(s), Trustees, employees, staff, students, essential visitors including parents /guardians, suppliers, contractors, and service providers are responsible for adhering to its requirements with a view of our combined effort aiding in preventing the spread of Covid-19 within the school environment.

Schools are required to comply with the Covid-19 Policy by the Health and Safety Authority and the HSE, the Department of Education and Skills, and the guidance of the Health Protection Surveillance Centre (HPSC)

This 'Covid-19 Policy is designed to implement safety measures with the aim of preventing the spread of Covid-19 in St. Munchin's College. It must be highlighted that there is no such thing as 'no risk' in operating the school.

This Covid-19 Policy is not intended to replace any existing policies or measures implementation within St. Munchin's College, but should be seen as an addition to the implementation of existing policies and measures, with a view of preventing the spread of Covid-19 in the school.

The Covid-19 pandemic has implications for us all and our environment, as it is a health risk to Board of Management, Trustees, Principal, Deputy Principal(s), employees, staff, students, essential visitors including parents /guardians, suppliers, contractors, service providers and other persons frequenting St. Munchin's College.

This policy incorporates current advice about measures to reduce the spread of Covid -19 in the community issued by the Department of Education and Skills, National Public Health Emergency Team (NPHE), the National Standards Authority of Ireland (NASI), the Return to Work Safety Protocol, Covid-19 Specific National Protocol for Employers and Workers as prepared by the Department of Business, Enterprise and Innovation, the Department of Health and the Health Protection Surveillance Centre (HPSI)

As the advice issued by NPHE continues to evolve, this policy and the measures implemented that Board of Management, Trustees, Principal, Deputy Principal(s), employees, staff, students, essential visitors including parents /guardians, suppliers, contractors, service providers and other persons are required to adhere too, may also change and as such, this policy may be regarded as being a living document, any changes will be brought to the attention of all concerned. It is therefore important to note that the attached details are non-exhaustive and are subject to change.

It is critical that staff, students, parents and visitors are aware of, and adhere to, the control measures outlined in this policy and that they fully cooperate with all implemented risk mitigation measures and health and safety requirements.

Board of Management, Trustees, Principal, Deputy Principal(s), employees, staff, students, essential visitors including parents /guardians, suppliers, contractors, service providers and other persons are required to monitor and keep up to date with the latest measures and advice given or introduced by the Government.

The following websites contain information concerning the Covid-19 Pandemic.

- The Health and Safety Authority website [www.hsa.ie](http://www.hsa.ie)
- The HSE Covid-19 website <https://www2.hse.ie/coronavirus/>
- The Governments website <https://www.gov.ie/en/>
- Health Protection Surveillance Centre <https://www.hpsc.ie/a-z/respiratory/coronavirus/novelcoronavirus/>
- Covid-19 HSE Clinical Guidance and Evidence <https://hse.drsteevenslibrary.ie/Covid19V2>
- Department of Health <https://www.gov.ie/en/campaigns/c36c85-Covid-19-coronavirus/>

St. Munchin's College is required to put in place prevention and control measures in relation to the dangers associated with 'Covid-19'. The ideal first step in any risk management would be the elimination of the risk, however, as this is not possible at this time, the next step recommended in dealing with such risks would be the 'isolation of people from the risk / virus'. This step has been already addressed by the Government through their 'Stay at Home' and 'Social Distancing' requirements along with other 'Covid-19 Restrictions'.

As we have now entering the 'return to school' phase, the next step in dealing with the management of risk in relation to Covid-19 virus is the implementation of this 'Covid-19 Policy' to help prevent the spread of Covid-19 within St. Munchin's College.

It is important for Board of Management, Principal, Deputy Principal, teachers, other staff, parents, students, suppliers, contractors and visitors to accept that no interpersonal activity is without risk of transmission of infection at any time.

## 2. Purpose

The purpose of this document is to provide clear and actionable guidance for safe operations through the prevention, early detection and control of Covid-19 virus in St. Munchin's College.

This guidance provides key messages and considerations for engaging Board of Management, Trustees, Principal, Deputy Principal(s), employees, staff, students, essential visitors including parents /guardians, suppliers, contractors, service providers and other persons in promoting safe and healthy within the school.

## 3. Definitions in relation to Covid-19

- **Coronavirus** - broader name for the family of diseases that includes Covid-19'
- **Covid-19** - new name for a new disease, coined as an abbreviated form of coronavirus disease 2019.
- **Close Contact** -
  - ⊖ Any individual who has had greater than 15 minutes face-to-face (< 2 metres distance) contact with a case, in any setting.
  - Household contacts defined as living or sleeping in the same home, individuals in shared accommodation sharing kitchen or bathroom facilities and sexual partners.
- **Contact Tracing** – process of identifying persons who may have come into contact with an infected person ("contacts") and the subsequent collection of further information about these contacts.
- **Contact Log** - person-to-person contact log of all workplace attending employees with a view of assisting contact tracing if a positive case arises.
- **Isolation** – separation of Covid-19 symptomatic employee for others.
- **Physical Distancing (social distancing)** - practice of implementing measures to maintain safe distances from others for preventing the spread of disease.
- **Working from Home** - situation in which an employee works mainly from home and communicates with the school by electronic means.
- **Personnel who have been in close contact with a confirmed case include:**
  - ⊖ any individual who has had greater than 15 minutes face-to-face (<2 metres distance) contact with a confirmed case, accumulative in 1 day, in any setting,
  - household contacts defined as living or sleeping in the same home, individuals in shared accommodation sharing kitchen or bathroom facilities and sexual partners,
  - passengers on an aircraft sitting within two seats (in any direction) of a confirmed case, travel companions or persons providing care, and crew

- members serving in the section of the aircraft where the index case was seated,
- for those contacts who have shared a space with a confirmed case for >2 hours, a risk assessment will be undertaken by Public Health taking into consideration the size of the room, ventilation and the distance from the case.
- **Personnel who have been in casual contact with a confirmed case includes:**
  - Healthcare workers, not including laboratory workers, who have taken recommended infection control precautions, including the use of appropriate PPE, during the following exposures to the confirmed case:
    - direct contact with the case (as defined above) or their body fluids
    - present in the same room when an aerosol generating procedure is undertaken on the case
  - Any individual who has shared a closed space with a confirmed case for less than two hours.
  - Passengers on an aircraft sitting beyond two seats (in any direction) of a confirmed case.
  - Any individual who has shared a closed space with a confirmed case for longer than two hours, but following risk assessment, does not meet the definition of a close contact.

#### 4. Open Door Policy

St. Munchin's College operates an open-door policy to ensure Board of Management, Trustees, Principal, Deputy Principal(s), employees, staff, students, essential visitors including parents /guardians, suppliers, contractors, service providers and other persons are free to report any concerns or issues concerning the spread of Covid-19 within St. Munchin's College. Any issue or concern should be brought to the notice of the Covid-19 Manager or Covid-19 Lead Worker Representative, Principal, or Deputy Principal.

**Covid-19 Manager:** David Quilter Principal  
E-mail address [stmunchins@eircom.net](mailto:stmunchins@eircom.net)

**1<sup>st</sup> Covid-19 Lead Worker Representative:** Siobhan Galvin  
E-mail address [sgalvin@st.munchinscollege.ie](mailto:sgalvin@st.munchinscollege.ie)

**2<sup>nd</sup> Covid-19 Lead Worker Representative:** To be appointed  
E-mail address To be supplied when appointed

#### 5. Roles & Responsibilities

Board of Management, Trustees, Principal, Deputy Principal(s), employees, staff, students, essential visitors including parents /guardians, suppliers, contractors, service providers and all other persons are required to follow Public Health and Department of Education and Skills Advice and Guidance, as well as any direction from Board of Management in relation to their safety, health and welfare at St. Munchin's College.

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 accordance with the Safety Health and Work Act, the Board of Management, Trustees, Principal, Deputy Principal(s), employees, staff, students, essential visitors including parents /guardians, suppliers, contractors, service providers and all other persons are requested to take reasonable care to protect their safety health and welfare as well as the safety health and welfare of other person who may be affected through a person's acts or omissions at work.

Board of Management, Trustees, Principal, Deputy Principal(s), employees, staff, students, essential visitors including parents /guardians, suppliers, contractors, service providers and other persons are also required not to engage in any improper conduct or other behaviour that is likely to endanger any other person's safety, health and welfare at St. Munchin's College.

Board of Management, Trustees, Principal, Deputy Principal(s), employees, staff, students, essential visitors including parents /guardians, suppliers, contractors, service providers and other persons are requested to self-monitor for signs and symptoms of Covid-19 so as to ensure that they do not have symptoms such as viral respiratory infection, fever, cough, or shortness-of-breath prior to coming to the school. If symptomatic of Covid-19 virus, or a member of their household is symptomatic of Covid-19 virus, the employee / student / parent / guardian is requested not to go to or visit the school, but to seek professional healthcare advice.

In accordance with the Department of Education and Skills requirements *"No person (child, teacher or parent) should attend an educational setting if unwell or any members of their household are unwell with symptoms consistent with Covid-19"*

In the event of symptoms developing during the school day, the symptomatic person is required to report this fact immediately to their teacher, Covid-19 Manager, Principal or Deputy Principal.

Board of Management, Trustees, Principal, Deputy Principal(s), employees, staff, students, essential visitors including parents /guardians, suppliers, contractors, service providers and other persons are required to adopt good hygiene practices, such as frequent hand washing, respiratory etiquette and physical distancing at all times in order to protect themselves and others against Covid-19 virus infection in St. Munchin's College.

Board of Management, Trustees, Principal, Deputy Principal(s), employees, staff, students, essential visitors including parents /guardians, suppliers, contractors, service providers and other persons are required to wear a face-covering when a physical distance of 2 meters from other employees, contractors, or students cannot be maintained. In certain situations, the use of clear visors may be used for example when staff are interacting with students with hearing difficulties or learning difficulties.

Cloth face coverings are not required to be worn by any of the following groups:

- 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.

Board of Management, Trustees, Principal, Deputy Principal(s), employees, staff, students, essential visitors including parents /guardians, suppliers, contractors, service providers and other persons are required to wash or sanitise their hands before putting on and after taking off their face covering and should not touch the face covering itself.

Principal, Deputy Principal(s), employees, staff, students, essential visitors including parents /guardians, and other persons are required to wash or sanitise their hands (using a hand sanitiser) before and after helping a student to put on or adjust a face covering.

Face coverings should be stored in a space designated for each person that is separate from others when not being worn (e.g., in individually labelled containers or bags).

- Cloth face coverings are required to 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, as a wet cloth face covering may make it difficult to breathe.
- A supply of additional disposable face coverings will be available for persons in case a back-up face covering is required during the day.

Information on the proper use, removal, and washing of cloth face coverings are available by clicking the links hereunder.

<https://www.gov.ie/en/publication/aac74c-guidance-on-safe-use-of-face-coverings/>

<https://www.gov.ie/en/publication/aac74c-guidance-on-safe-use-of-face-coverings/#how-to-use-a-cloth-face-covering-properly>

Board of Management, Trustees, Principal, Deputy Principal(s), employees, staff, students, essential visitors including parents /guardians, suppliers, contractors, service providers and other persons should avoid making contact with their face and in particular their eyes, nose and mouth. If touching of their face is necessary, the person in question should wash their hands immediately before doing so.

Board of Management, Trustees, Principal, Deputy Principal(s), employees, staff, students, essential visitors including parents /guardians, suppliers, contractors, service providers and other persons should also avoid sharing items such as bottles, pens, etc.

#### **6. Disclosure of relevant information and actions required in relation to symptomatic cases of Covid-19 Virus**

All employees / students are required to inform the Principal if there are any circumstances relating to Covid-19 which may need to be disclosed so as to ensure their coming to school safely.

In the event that an employee or student has any symptoms of Covid-19 or has been in close contact with a person who is confirmed or suspected case of Covid-19 in the past 14 days, the employee or student should not go to school, they should self-isolate at home, contact their GP promptly for further advice and stay out of work / school until all symptoms have been cleared following the self-isolation period.

In the event that a parent or guardian has any symptoms of Covid-19 or has been in close contact with a person who is confirmed or suspected case of Covid-19 in the past 14 days, the parent / guardian should not visit the school, they are requested to self-isolate at home, contact their GP promptly for further advice and stay away from the school until all symptoms have been cleared following the self-isolation period.

The prompt identification and isolation of potentially infectious employees / students is crucial in protecting all others at St. Munchin's College. All reported suspected or confirmed cases of Covid-19 virus will be treated confidentially and sensitively.

Any employee or student who is suffering or suspects that they may be suffering symptoms of Covid-19 or who comes in contact with an infected Covid-19 case, should not attend school, inform the Principal or Deputy Principal of the situation by phone prior to the commencement of the school day, and should immediately follow the HSE self-isolation recommendations. Employee or student may be required to provide contact information in relation to their previous contacts within St. Munchin's College.

Employees / students classed as being vulnerable in relation to Covid-19 virus should self-declare to the Principal / Deputy Principal where he/she considers there is a high risk of serious illness from Covid-19 virus.

Employees or students who may be considered as medically vulnerable should follow the HSE advice which is available at <https://www.gov.ie/en/publication/923825-guidance-on-cocooning-to-protect-people-over-70-years-and-those-notify-their-teacher/> / Principal or Deputy Principal.

In the event of an employee / student or other person developing symptoms of Covid-19 while at school, the student / employee or other person will immediately be removed to the designated isolation area located at Nun's Wing, screened off areas and isolated there. The teacher/ Principal / Deputy Principal should accompany the symptomatic employee / student to the designated isolation area, keeping at least 2 metres away from the symptomatic student / person. While making sure that others also maintain a distance of at least 2 metres from the symptomatic student / person at all times.

The isolation rooms will be ventilated by means of an open window and supplied with tissues, hand sanitiser, disinfectant and or wipes, PPE gloves, masks, and clinical waste bags including a pedal-operated closed bin.

The symptomatic employee / student should continue to wear a mask / face cover, when the symptomatic student / person is in a room with other people and while exiting St. Munchin's College.

The Principal or Deputy Principal should initially assess whether the symptomatic employee or student can immediately be directed to go home, need to call their doctor and self-isolation at home or if this is not possible, he / she should remain in the isolation area while the Principal / Deputy Principal provides the necessary supports for the employee / student to call their parent/ guardian or doctor and outline their current symptoms etc. and assist them as required / as directed.

While the symptomatic student / person is in a room with other people or when exiting St. Munchin's College they should avoid touching people, surfaces, and objects.

Advice should be given to the symptomatic student / person to cover their mouth and nose with the disposable tissue provided when they cough or sneeze and to put the tissue(s) in the waste bag provided.

The Principal / Deputy Principal should arrange transport home or to the hospital for medical assessment as required. The symptomatic student / person should be informed not to use public transport of any kind when going home.

Where the symptomatic employee / student considers themselves able to travel home, they should be directed to do so, and to continue wearing their face mask until they reach home, where they should see medical advice from their GP and self-isolate at home if necessary.

The Covid-19 Manager / Principal / Deputy Principal should record the names and contact details (Name, address, mobile phone) of all people that were present in the same area as the symptomatic employee / student, or who he/she may have come into close contact with or whom he/she was in the school with or whom he/she was in contact with while exiting St. Munchin's College.

The Covid-19 Manager / Principal / Deputy Principal should take the isolation area and any other school / work areas where the symptomatic employee / student was present, out of use, until they have been cleaned and disinfected after waiting at least one hour after the symptomatic employee / student has left the premises before cleaning them.

The Covid-19 Manager should carry out an assessment of the incident, which is required to form part of determining any follow-up actions and recovery measures requiring implementation. This assessment will also be the base for advice in relation to the management of staff and workplace.

In the event of a second employee / student becoming symptomatic of Covid-19 at the same time as the first symptomatic employee / student does while at school, St. Munchin's College has provided a second designated isolation room which is located at Nun's Wing, screened off areas. The same procedure as outlined above will also apply in relation to the supporting of the second symptomatic employee / student.

## 7. School Activities and Covid-19

The Covid-19 virus has also impacted on school related activities

**Choir/Music Performances** - Choir practices/performances and music practices/ performances involving wind instruments may pose a higher level of risk and as a result special consideration has been be given to how such activities are held.

The risks and mitigating factors identified in relation to Singing and Playing Music in Closed Spaces, Singing and Playing Music Outdoors, Aerosols Choir/Music Performances, Singing, Choir singing, Singing in religious settings, Keyboard, Bowd and Plucked String Instruments, Percussion, Chamber Music Ensemble / Wind Ensemble, Orchestra / Concert Band / Big Band, are outlined in detail in Appendix "C" of this policy.

**Sporting Activities** - Sporting activities have been greatly impacted as a result of Covid-19 virus. The Health Protection Surveillance Centre have provided Covid-19: interim recommendations for

the return to sports activities for children and adolescents<sup>1</sup>. A summary of these recommendations is attached at Appendix "D" of this policy. A designated Covid-19 Compliance Officer is required to be appointed to supervise all sporting activities.

## 8. Shared Equipment

### Art Equipment

- Where possible students should be encouraged to have their own individual art and equipment supplies.
- Where it is necessary to share art equipment the user should wash / sanitise their hands before and after using the shared equipment.
- The equipment itself should also be cleaned prior to its use and after its use.

### Electronics

- Shared electronics such as tablets, touch screens, keyboards must be cleaned prior to its use and after its use in accordance with the manufacturer's instructions.
- The manufacturer's instructions should be followed in relation to all cleaning and disinfection products used on electronic devices.

### Music Equipment/Instruments

- To the extent possible, instruments should not be shared between students. Risks and risk mitigation requirements in relation to musical equipment and instruments are outlined in more detail in Appendix "B" of this policy.

### Shared book/library policy

- Textbooks that are shared should be covered in a wipeable plastic covering that can be wiped with a suitable household cleaning agent between uses.
- Children should be encouraged to perform hand hygiene before and after using any shared item.
- Library books which are used in the classroom or school library setting can be returned to the shelf and made available again without any delay. Users should wash their hands prior to and after the use of library books.

### Shared Sports Equipment

- Children should be encouraged to perform hand hygiene before and after shares sports activities.
- Minimise equipment sharing, and cleaning of shared equipment between use by different people is recommended.
- More details on risks and risk mitigation in related to sporting activities are included in Appendix "D" of this policy.

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<sup>1</sup> <https://www.hpsc.ie/a-z/respiratory/coronavirus/novelcoronavirus/guidance/sportandrecreation/>

#### **9. Parents / Caregivers and Community Members**

In the event a parent / guardian recognises the symptoms of Covid-19 (coughing, fever, shortness of breath, loss of smell / taste etc.) in their child, they should seek medical advice by first calling their health facility/provider and seeking their instructions.

If your child is sick or is symptomatic of Covid-19 virus they should be kept at home from school and the school notified of your child's absence and reason etc.

The school reserves the right to decline entry to students who appear to have fever or respiratory tract infection.

#### **10. Students Concerns**

As a result of the risks of Covid-19 virus it is normal to feel sad, worried, confused, scared or angry. It is important to know that you are not alone and the importance of talking to someone you trust, like your parent or teacher, so that you can help keep yourself and your school safe and healthy. Ask questions, educate yourself and get information from reliable sources.

- Protect yourself and others by washing your hands frequently, always with soap and water / sanitise your hand for at least 20 seconds
- Remember to not touch your face, nose, or mouth.
- Do not share cups, eating utensils, food, or drinks with others
- Do not stigmatise your peers or tease anyone about being sick; remember that the virus doesn't follow geographical boundaries, ethnicities, age, ability or gender
- Tell your parents, another family member, or a caregiver if you feel sick, and ask to stay home.

#### **11. Return to School Induction Training for Students Parents / Guardians**

All students are required to undergo return to school Induction Training Presentation in relation to Covid-19 Virus.

A Covid-19 Induction PowerPoint Presentation will be made available to all employees / students.

The Return to Work Induction Covid-19 presentation addresses

- The Return to School Safety Protocol for Students
- Details of the Covid-19 Manager
- Covid-19 Signs & Symptoms
- How Covid-19 Can Spread?
- How long can Covid-19 survive?
- What to do to protect yourself?
- Handwashing
- When should you wash your hands?
- Respiratory Hygiene / Cough Etiquette
- Physical Distancing in the School

- Cleaning of Desks / Areas / Shared Equipment
- Cleaning Schedules
- Cleaning locations of symptomatic / confirmed cases of Covid-19
- Personal Protection Equipment
- What to do if you develop symptoms
- In the event of a student developing symptoms at school
- Mitigation of the risks of spreading Covid-19
- Amendments to Safety Statement and Emergency Plans
- Student's Mental Health Status

## **12. Information Signs on Covid-19**

Covid-19 Information notices have been displayed at appropriate locations throughout St. Munchin's College, employees / students are requested to familiarise themselves with the instructions and information supplied on these information notices.

## **13. Contact with Confirmed Case of Covid-19**

If a confirmed case is identified in St. Munchin's College, all employees / students who have had 'close contact' with the confirmed case may be asked to stay at home for 14 days from the last time they had contact with the confirmed case and to follow the restricted movements guidance on the HSE website. The employees / students state of health should be actively followed up by the Covid-19 Manager, Principal or Deputy Principal or designated staff.

If the employees / students develop new symptoms or their existing symptoms worsen within their 14-day observation period, they should seek medical advice / reassessment from their doctor.

Details of the above eventualities will be recorded by the Covid-19 Manager, Principal or Deputy Principal.

## **14. Appointment of Covid-19 Manager**

The Covid-19 Policy requires the appointment of a Covid-19 Manager to monitor and ensure that the return to school safety requirements are implemented as well as managing any response to suspected case of Covid-19 in the school.

The Covid-19 Manager for St. Munchin's College is David Quilter Principal. The Covid-19 manager is required to ensure that employees / students are familiar with the Covid-19 Response Plan / Policy requirements and comply with them during this unprecedented period.

## **15. What do we know about Covid-19?**

- Covid-19 is an infectious disease that targets humans and can cause illness ranging from mild to severe and in some cases can be fatal.
- It can take anything from 2 days up to 14 days for symptoms to appear
- Some infected people can spread the virus prior to developing or displaying symptoms themselves (asymptomatic).
- Individuals are usually considered most infectious while they have symptoms.

- How infectious individuals are feeling depends on the severity and stage of their illness.
- Like influenza, peak levels of the virus are found around the time of symptom onset.
- Higher levels of the virus have been detected in patients with severe illness compared to mild cases.
- It is also considered that infection can be spread by pre-symptomatic people.
- Studies show that Covid-19 is most infectious when its symptoms first appear.

#### 16. Symptoms of Covid-19

The common symptom of Covid-19 includes:

- Fever (higher temperature of 38 degrees C. (100.4 degrees F.) or above
- Cough which can be any kind of cough, not just a dry cough.
- Shortness of breath or breathing difficulties.
- Loss of smell, of taste or distortion of taste

Generally, Covid-19 virus infection can result in more severe symptoms in people with weakened immune systems, older people, and those with long-term conditions like diabetes, cancer and chronic lung disease.

Other symptoms associated with Covid-19 are available from <https://www2.hse.ie/conditions/coronavirus/symptoms.html>. These may also include symptoms such as:

- Fatigue
- Aches and pains
- Sore throat – sometimes
- Headaches – sometimes
- Runny or stuffy Nose

Some people infected with Covid-19 virus have experienced no symptoms whatsoever and are called 'asymptomatic' cases.

#### 17. How is it spread?

From what is known about other coronaviruses, the spread of COVID-19 is most likely to happen when there is close contact with an infected person. It is likely that the risk increases the longer someone has close contact with an infected person.

The virus is transmitted through direct contact with respiratory droplets of an infected person (generated through coughing, sneezing or speaking) landing directly on the mucous membranes of the eye, nose or mouth of another person.

Individuals may also be infected from and touching surfaces contaminated with the virus and then touching their face (e.g., eyes, nose, mouth).

#### 18. How to protect against the spread of Covid-19 in the workplace

Employees / students are advised to follow public health advice and guidance including, ensuring good hygiene practices, such as frequent hand washing, respiratory etiquette, and physical distancing to protect themselves and other students / colleagues against infection.

Employees / students should avoid making contact with their face and in particular their eyes, nose and mouth, where such contact may be necessary, employees / students should wash their hands immediately before touching their face.

Employees / students who have symptoms of acute respiratory illness are recommended to stay home if they are well enough to do so or contact the health service or their GP if they are acutely unwell. They should not go to school and should restrict their movements for 14 days from symptom onset, the last five days of which should be fever free.

#### 19. How can the spread of Covid-19 be slowed down or prevented?

As with other respiratory infections like the flu or the common cold, public health measures are critical to slow the spread of illnesses.

Public health measures are everyday preventive actions that include:

- staying home when sick
- covering mouth and nose with flexed elbow or tissue when coughing or sneezing.
- dispose of used tissue immediately
- washing hands often with soap and water
- cleaning and disinfect frequently touched surfaces and objects.

As we learn more about Covid-19 public health officials may recommend additional actions.

#### 20. How long can the Virus survive?

It is still not known how long the virus survives on surfaces in different conditions, this may depend on the type of surface, temperature and humidity. Some studies indicate that it can persist for hours up to several days in the absence of cleaning.

- Up to 72 hours on plastic and stainless steel
- Less than 4 hours on copper
- Less than 24 hours on cardboard

**Note:** The common household disinfectants kills (99.9%) the virus on surfaces, however, it is important to clean the surface first before using a disinfectant.

#### 21. Hand Hygiene

Hand hygiene facilities and information posters have been put in place within St. Munchin's College to accommodate employees / students adhering to hand hygiene requirements.

The Public Health Advice is that

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

The Public Health Advice video on "How to Clean Your Hands" is available at

<https://www.facebook.com/HSElive/videos/157857121880007/>

Teachers / students are not to congregate when using hand hygiene facilities, hand sanitisers or wash and hand basins.

Care should be taken when using hand sanitiser dispensers as hand sanitizer spills can result in slips or falls. Any spillage should be cleaned up to mitigate against any such risk.

Posters displaying hand washing techniques and promoting hand washing will be displayed adjacent to washing facilities.

When hand rubs/gels are used it is important to ensure that they are not ingested or used near open flames as they are both toxic and flammable.

#### **Frequency of Hand Hygiene**

Students and staff should perform hand hygiene:

- On arrival at school
- Before eating or drinking or preparing food
- After using the toilet
- Before and after wearing gloves
- After petting animals
- After playing outdoors
- When their hands are physically dirty
- after coughing or sneezing
- If in contact with a sick person, especially those with symptoms of Covid-19 virus.
- before and after being on public transport
- before leaving home
- when arriving/leaving the school /other building /sites
- after each class
- after touching potentially contaminated surfaces

Touching of the face (especially the mouth, nose, eyes) should be avoided. Regular hand washing with soap and water is effective for the removal of Covid-19. Between washing employees / students should use of hand sanitisers (70% alcohol base) where available.

Employees / students are requested to wash their hands after touching potentially contaminated surfaces.

Employees / students are also requested to sanitise their hands at regular intervals throughout the day.

Employees / students are advised to use face covering while on public transport when social distancing requirements cannot be achieved.

**Note:** Alcohol based solution for hand sanitisation should not be used in area such as laboratories or other area where exposure to a naked flame may be present, due to the risk of the sanitising solution on the hands catching fire and burning the employee, or student's hand(s). Soap and water-based sanitisation should be used in such eventualities to reduce the risk of Covid-19.

## 22. Respiratory Hygiene

In addition to hand hygiene, good respiratory hygiene and etiquette is also necessary to prevent the spread of Covid-19.

It is important for good respiratory hygiene and etiquette to

- Cover mouth when coughing and sneezing.
- Cover your nose and mouth with disposable tissues where possible, when coughing or sneezing.
- Place used tissues into a sealed bin
- If you don't have a tissue, cough or sneeze into your arm or sleeve (not hand), and then wash your hands.

## 23. Control Measures / Mitigation in the prevention of the spread of Covid-19

A key element to ensuring that Covid-19 stays out of the school community is if for every person,(staff, students, parents/guardians, contractors, and visitors) adopting the advice provided by the HSE and the Department of Education and Skills in relation to *"Social (Physical) distancing, hand hygiene and good respiratory etiquette"*.

A list of the mitigating factors implemented to help the spread of Covid-19 in the school are listed in the Risk Assessment attached at Appendix "A".

## 24. Physical Distancing

The interim public health advice provided by the Health Protection Surveillance Centre (HPSC), and the practical application of this advice within schools as reflected in the guidance developed by the Department of Education, is predicated on:

- **Minimising risk of introduction of infection into the school** through exclusion of pupils, staff members and visitors who are ill.
- **Managing risk of spread if introduced by the following**
  - Regular hand hygiene
  - Maintaining physical distancing
  - Application of respiratory hygiene and cough etiquette and
  - Environmental hygiene.

The Public Health Advice sets out the *"..the principle of distancing can be usefully applied in the school setting, allowing for some flexibility when needed whilst noting that it must be applied in a practical way, recognising that the learning environment cannot be dominated by a potentially counterproductive focus on this issue"*.

The public health advice sets out that physical distancing of at least 2 metres where possible should be maintained between individual students and staff.

In terms of maintaining physical distancing, measures outlined in the Public Health Advice recognises that:

- *the implementation of 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*
- *staff will not always be able to maintain physical distance from their students and it is not appropriate that they would be expected to do so where this could have a detrimental impact on the student or the learning and health and safety of other students.*
- *They should take measures to avoid close contact at face to face level such as remaining standing rather than sitting beside/crouching down.*

Measures implemented within St. Munchin's College to assist with physical distancing include

- St. Munchin's College having a strict no 'Hand Shaking' or 'hugging when greeting another' policy.
- Where possible physical distancing of 2 metres should be maintained between individual students or staff.
- Class spaces to be maximised in relation to physical distancing by reconfiguration where possible.
- Teachers and students moving between classes are required to use hand washing or sanitising facilities provided.
- Physical distancing between the teacher and class is to be observed.
- Where class groups are moving between rooms, they should do it swiftly while minimising any interactions with other classes / groups.
- Teachers / Students are required to limit interaction upon arrival and departure, in hallways and other shared areas within the school.
- When students need to move about within the classroom to perform activities (access to a shared resource) it should be done so as to minimise congregation at the shared resource.
- Staff and students should avoid sharing of personal items.
- Where teaching and learning involves use of keyboards or tablets, the contact surface of the device is required to be cleaned regularly and hand hygiene is essential.
- The current recommended social distancing of 2 metre should be maintained between individual pupils where possible when in classrooms.
- Employees / students should avoid physical contact while at school.
- Removal of any unnecessary cabinets, furniture etc. to maximise space in the classroom.
- Staff / teachers and students are to avoid behaviours that involve hand to mouth contact (putting pens/pencils in the mouth etc.)

- When students have to move to an elective subject they are required to move quickly into the new class and are required to be seated with members of their class cohort, observing as much physical distancing as possible.
- Physical distancing requirements are required to be adhered to between people congregating at school gates
- Physical distancing is required to be maintained while using the staff room / canteen facilities (where available).
- All staff and students when passing one another in a corridor or stairwell, are required to avoid any physical contact or participation in informal group discussions.
- When students are required to move to another class as a result of subject choice, the students should be seated along with other from their original class/group.
- Students to be based in the same classroom as much as possible.

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

***School drop off/collection***

- Parents / Guardians who drop off or collect students are requested to maintain physical distancing requirements where possible.
- Parents / guardians / students congregation at the school gates are required to use recommended social distancing requirements.
- Students are required to go straight to their designated learning space/classroom upon arrival at school or when moving to another learning space/classroom.
- Students and staff are required to adhere to social distancing requirements during and when going to or returning from break times.
- Students are required to perform hand hygiene before and after outdoor activities
- No person (student, parent, coach or spectator) should attend a school event / activity, if unwell or any members of their household are unwell with symptoms consistent with Covid-19.
- Where a school related activity / event is taking place at an outside venue, parents and students are required to wait in the car or outside the venue until just before the beginning of a practice, warm-up, or game, instead of congregating with other persons prior to the start.
- Students are requested to avoid any sharing of water-bottles
- Students are required to maintain social distancing of 2 metres where possible when they are not playing at school events / activities e.g. when watching from the side-line etc.

***Staff***

- A distance of 2metres is required in relation to physical distancing requirements by staff.
- If 2 metres cannot be maintained in staff groups, then as much as distance as is possible should be maintained and the use of face covering is required
- Staff should minimise gathering at the beginning or end of their school day.
- Teachers and staff performing regular hand hygiene when working between different students
- Teachers moving between classes are required to use hand washing or sanitising facilities provided.

***Canteen (where available)***

- Physical distancing is required when using the canteen area / facilities
- A queue management system will be implemented in the canteen area
- Staff and students are required to clean their hands before and after entering the canteen area.

**Corridors and Stairwells**

- Staff and Students should avoid physical contact or informal group discussions in hallways and stairwells when entering or exiting the school or when moving between classes.

**25. Students with Special Educational Needs**

Additional considerations are required for students who are classed as being Vulnerable / High Risk / or who have Special Educational Needs

For children with special educational needs (SEN) maintaining physical distancing in many instances will not be practical or reasonable to implement. The focus should therefore be on emphasising that parents/guardians to have a heightened awareness of signs, symptoms or changes in baseline which might suggest illness/Covid-19 infection and where symptoms are present, children should not attend the school.

**Hand Hygiene**

Children who are unable to wash their hands by themselves should be assisted to clean their hands using either 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 require the use of aids and appliance 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 the equipment should be cleaned and the cleaning products used should be in accordance with the manufacturers' instructions.

- Equipment used to deliver care should be visibly clean.
- Care equipment should be cleaned in accordance with the manufacturer's 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.

**Use of personal protective equipment**

- Staff who provide healthcare to children with medical needs in the school environment should apply standard precautions, as per usual practice

- The use of a face covering will conceal facial expression and can make communication difficult and as such may not be practical in this setting however the wearing of a visor as an alternative to a facial covering may be considered where there is a concern that physical distancing cannot be maintained, there will be prolonged close contact and/or that exposure to fluid/respiratory droplets is likely

## **26. Education support in the home in relation to Vulnerable / High Risk Students**

### **General**

- Staff should work consistently with one household or the same designated number (2-3 of households)
- Staff should be aware of the common symptoms of Covid-19 and that if they have symptoms of infection including Covid-19 should not provide the service.
- Families are to inform the teacher as soon as possible if any member of the family has any symptoms of Covid-19.

### **Before entering the student's home:**

- Staff should confirm that the child and members of the child's household have no symptoms of Covid-19

### **On arrival to student's home:**

- Perform hand hygiene with soap and water or with hand sanitiser if your hands are visibly clean on arrival and when leaving the house.
- Bring a limited number of the items you expect to use with you into each child's home
- Bring as little as possible of your personal items into the child's home. Where it is necessary to bring personal items with you try to avoid using them in the child's home and minimise any contact between the child and your personal items. If you bring a mobile phone into the client's home, try to avoid using the phone during the visit and if use is unavoidable remember to clean the mobile after leaving the premises

### **During the visit:**

- Remember not to touch your face (eyes, nose or mouth) with your hands.
- Try and - maintain a physical distance of 2 m from adults in the house where possible
- Where social distancing cannot be maintained a facial covering is required as per Health Protection Surveillance Centre guidance
- Gloves are not required and should not be worn

### **After the visit:**

- Ensure that any items that have been used by the child are appropriately cleaned and if necessary disinfected before using it in another household.

## **27. Use of Personal Protective Equipment (PPE)**

Current Health Protection Surveillance Centre's guidance requires face masks / covering to be worn within St. Munchin's College where social distancing of 2 meters is not possible. In addition, a limited number of staff, may need to be used additional PPE occasionally or constantly due to the nature of certain work activities or work areas. These could include roles such as:

- When 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.
- When administering first aid.
- In cases where staff provide healthcare to children with medical needs within the school environment, they should apply standard precautions as per usual practice.

#### Masks

- Staff and students are ~~not~~ required to wear face masks / coverings where physical distancing cannot be maintained within the school
- Wearing of face masks / covering is not to protect the wearer, but to reduce onward transmission to others. However, such benefit is reliant on wearing the covering appropriately.
- Wearing a face covering or mask does not negate the need to stay at home if symptomatic.
- The wearing of face covering by staff, is not required if social distancing is possible and practiced appropriately.
- It is important to note that wearing a face covering can conceal facial expression and make communication difficult.
- In certain situations, the use of clear visors may be used for example when staff are interacting with students with hearing difficulties or learning difficulties.

#### Gloves

- The use of disposable gloves in St. Munchin's College by students or staff is not generally appropriate but may be necessary for matters such as cleaning or intimate care settings.
- 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.

While the correct use of Personal Protective Equipment such as gloves, goggles, aprons, respiratory protection (as applicable) can help prevent some exposures to Covid-19, it should not take the place of other preventative measures such as handwashing, social distancing, and good respiratory hygiene and etiquette.

Personal Protective Equipment (PPE) is selected based on assessment of hazard to employees / students in line with Public Health Advice.

Where Personal Protective Equipment is supplied employees / students will be trained in the proper use, cleaning, storing and disposal of the PPE.

Gloves are generally not required for infection prevention and control purposes. However, where gloves are necessary, they must not be considered a substitute for hand hygiene and hands must be cleaned whenever gloves are removed.

It is important that gloves should not create an additional occupational hazard (such as of gloves getting caught in rotating parts etc.).

Personal Protective Equipment when required needs to be consistently and properly worn.

Personal Protective Equipment should be regularly inspected, cleaned, maintained and replaced as necessary.

The health and safety authority has provided additional information on Personal Protective Equipment at: [https://www.hsa.ie/eng/Topics/Personal\\_Protective\\_Equipment - PPE/](https://www.hsa.ie/eng/Topics/Personal_Protective_Equipment_-_PPE/)

## 28. Cleaning Practices

The cleaning and disinfecting of the school and commonly used or touched areas is essential in the prevention of the spread of Covid-19, as surfaces can become infected through respiratory droplets carrying the virus. Infected areas increase the risk of the spread of Covid-19 to employees / students' hands when they come into contact with infected surfaces.

It is essential that all employees / students assist in the prevention of the spread of Covid-19 by proactively wiping down surfaces that they use (even when they are healthy) by using the cleaning equipment and disinfection materials provided.

Employees / students are required to clean their desks / study areas / workstations / equipment / other utensils before they use them and after they are finished using them. e.g. clean before they start and clean when they are finished using them.

Surfaces (e.g. desks and tables) and objects (e.g. telephones, keyboards, pointers etc.) need to be cleaned and wiped with disinfectant regularly.

Employees / students are responsible for cleaning personal items that have been brought to school and are likely to be handled at school or during breaks. e.g. mobile phone, bags etc.

Employees / students should avoid leaving personal items down on communal surfaces. Should this occur, employees / students will be required to clean the surface after the personal item is removed.

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

Employees and students will have access to cleaning products required to maintain cleanliness for their own study / work areas, under no circumstances should these cleaning materials be removed from the building.

Routine cleaning and disinfecting are key to maintaining a safe environment for employees / students

- Cleaning removes dirt and most germs and is usually done with soap and water.

- Disinfectant kills most germs, depending on the type of chemical and only when the chemical product is used as directed on the label.

The Public Health Advice is that a school should be cleaned at least once per day and where there is access to additional cleaning support during school hours it should be focused on frequently touched objects and surface – door handles, hand rails, chairs/arm rests, communal eating areas, sink and toilet facilities

Cleaning of the hygiene arrangements in relation to wash hand and toilet facilities will receive particular care.

Daily cleaning of the frequently touched surfaces and objects together with intermittent practice of deep cleaning (including objects such as upholstery, window treatments and carpets) and sanitising of surfaces are essential in mitigating the risks of spreading Covid-19.

Frequently touched surfaces that require daily cleaning include

- Doorknobs and handles
- Stair rails
- Classroom desks and chairs
- Canteen / lunch tables and chairs
- Countertops
- Handrails
- Light switches
- Cabinet pulls and handles
- Handles on equipment (e.g., athletic equipment)
- Pushbuttons on vending machines, doorbells, and elevators (where applicable)
- Shared remote controls
- Shared telephones
- Shared desktops
- Shared computer keyboards and mice
- Desk accessories such as staplers, tape dispensers, and pen-cups
- Digital touchscreens
- Coat racks and hangers
- Kitchen appliances, handles, controls on fridge handles, toaster, oven, dishwasher, microwave, waste-bins, kettles, coffee machines, surfaces and cupboard handles
- Bathroom fixtures, toilet handles, faucets, soap and towel dispensers, waste-bins, door handles and stall handles, changing stations and convenience item dispensers.
- Conference and meeting rooms, technology controls such as speakerphone buttons, remotes, televisions, touchscreens and projectors, whiteboard accessories such as pens and erasers.
- Communal areas
- Reception area

**Note:** Computer keyboards are difficult to clean. Shared computers require proper hand hygiene before and after use to minimise virus transmission.

It is not necessary to routinely apply disinfectants to surfaces that are not high-touch or high risk (e.g., floors, bookcases, tops of filing cabinets).

Soft surfaces such as carpets, rugs, and drapes can be cleaned using soap and water or a cleaner appropriate for the material.

High Risk areas will be cleaned at least twice daily.

Public Health Advice is that more regular and enhanced cleaning regimes is required to be implemented in schools to manage the risk of introduction and spread of Covid-19. Details of this advice is included at Appendix 'B' of this document.

#### ***Shower Facilities***

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

#### **29. Waste Disposal**

Where any employee / student become symptomatic or is confirmed as being infected with Covid-19, any waste such as gloves, tissues, wipes, aprons, and masks are to be placed in a bag and a knot tied on the bag. This sealed bag should then be placed into a second bag and a knot tied on this bag also. The sealed bags should then be isolated and left for 3 days (72 Hours) before being presented for collection by the official waste collectors.

#### **30. Essential Visitors to the School**

It is necessary to prevent any unnecessary visitors or contractors entering St. Munchin's College, so only essential visitors and contractors will be permitted to enter St. Munchin's College.

It is necessary for essential visitors and contractors who wish to enter the school to arrange for an appointment before their admittance is permitted.

Essential contractors or visitors visiting St. Munchin's College, are required to follow the prevention and control measures implemented to prevent the spread of Covid-19 as well as current public health advice in relation to preventing the spread of Covid-19.

All essential visitors / contractors are required to complete the Visitor / Contractor Covid-19 Questionnaire (Appendix F) prior to admittance be authorised to St. Munchin's College.

Parents / guardians will not be permitted to enter St. Munchin's College unless their presence is essential, and the Visitor / Contractor Covid-19 Questionnaire has been completed in order to help prevent the spread of Covid-19.

In accordance with the Covid-19 Return to Work Safely Protocol requirements and in the interest of assisting contact tracing in relation to Covid-19, a contact tracing log has been implemented and is required to be completed in respect of each visitor / contractor to the school. The completed form will be retained in the administration office and stored for a period of 4 weeks before being destroyed, the purpose of processing this personal data is for Covid-19 contact tracing and its lawful basis for processing is one of vital public health interests. The information recorded in the contact tracing log will be stored securely and be readily available if required to assist with Covid-19 contact tracing. Appendix "I" refers.

### **31. Contingency measures implemented to reduce the spread of Covid-19 – Confirmed Case**

If a confirmed case of Covid-19 is identified in St. Munchin's College, employees / who have had close contact with the student / employee may be asked to stay at home and self-isolate for 14 days from the last time they had contact with the confirmed case and follow the restricted movements guidance on the HSE website.

The identity of the confirmed case employees / students will not be revealed to other employees / students in line with the protection of personal data requirements of the General Data Protection Regulations.

The Covid-19 Manager should actively follow up on all affected employees / students.

If the isolating employees / students develop symptoms of Covid-19 virus they should follow existing HSE guidelines.

If symptomatic person develops new symptoms or their existing symptoms worsen within their 14-day observation period, they should call their doctor for reassessment.

### **32. Contingency measures to address the eventuality of an employee's / students developing symptoms of Covid-19 while at school.**

In the eventuality of an employee / student developing symptoms of Covid-19 while at school, the Covid-19 Manager / Principal / Deputy Principal shall arrange for the employees / students to be brought (if possible) to the isolation room via the most direct route. Each teacher/staff member will be required to manage a suspected case in line with this protocol and training. (the Covid-19 Manager / accompanying person is to record details of route taken to isolation room, so that it can be cleaned and sanitised afterwards).

There are two designated isolation rooms allocated within St. Munchin's College the first is located at Nun's Wing, screened off areas and the second isolation room is located at Nun's Wing, screened off areas.

Where the person with the suspected case is a student, the parents/guardians should be contacted immediately.

The Covid-19 Manager / Principal / Deputy Principal or the accompanying person shall keep at least 2 metres away from the symptomatic person while making sure that others also maintain a similar distance from the symptomatic person.

The Covid-19 Manager/ Principal / Deputy Principal or the accompanying person shall ensure that all parties are wearing face masks / coverings

The Covid-19 Manager / Principal / Deputy Principal shall assess whether the unwell individual can immediately be directed to go home / be brought home by their parents / guardians or whether they require the advice of their doctor by phone before self-isolation at home or receiving other medical interventions as directed by the GP. All medical assessments must be made by the symptomatic student / employee's designated GP.

The Covid-19 Manager / Principal / Deputy Principal shall facilitate the employees / students presenting with symptoms to remain in isolation if they cannot immediately go home and arrange for them to communicate with their doctor.

The symptomatic employees / students should avoid touching people, surfaces and objects. Advice should be given to them to cover their mouth and nose with the disposable tissue provided when they cough or sneeze and ask them to put the used tissue in the waste bag/bin provided.

The Covid-19 Manager / Principal / Deputy Principal shall arrange transport home or to hospital for medical assessment as is required. 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.

The Covid-19 Manager / Principal / Deputy Principal shall carry out an assessment of all such incident, as it will be required as part of determining any follow-up actions and or recovery that may be necessary to provide advice and assistance if contacted by the HSE.

The Covid-19 Manager / Principal / Deputy Principal shall arrange for appropriate cleaning and disinfection of the isolation area, study / work areas and route(s) taken to the isolation room(s) and the exit route from St. Munchin's College and provide relevant advice and assistance if contacted by the HSE.

The HSE will inform any staff/parents who has 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 student confidentiality are essential at all times.

**33. Contingency measures to address to the eventuality of a Second or More Student(s) /Employee(s) developing symptoms of Covid-19 while at School.**

In the event of a second or more employees / students becoming symptomatic of Covid-19 at the same time as the first symptomatic employee / student in the school, the Covid-19 Manager / Principal / Deputy Principal will arrange for the second symptomatic employees / students to be brought to the second nominated isolation room and similar procedures as outlined above will apply in relation to the second symptomatic employee / student. Each teacher/staff member will be required to manage a suspected case in line with this protocol and training.

**34. Cleaning/Disinfecting rooms where a student/staff member with suspected Covid-19 was present**

- The room(s) should be cleaned as soon as practicable possible.
- Once the room is vacated the room should not be reused until it has been thoroughly cleaned and disinfected and all surfaces are dry.
- Disinfection only works on things that are clean. Therefore, when disinfection is required it is always in addition to cleaning.
- Persons assigned to cleaning should avoid touching their face while they are cleaning.
- Clean the environment and furniture using disposable cleaning cloths and a household detergent followed by disinfection with a chlorine-based product (household bleach).
- When cleaning 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.

**35. Conducting a Risk assessment in the event of one or more cases**

An After-action review will be conducted following the conformation of a Covid-19 case in the school.

An After-action review form (AAR) (Appendix "G") is an Incident Management Technique used in conducting an assessment of an organisation's response to an incident as well as a mechanism for briefing and de-briefing of employees / students.

An After-Action Review (AAR) of a confirmed case of Covid-19 should be conducted with the aim of improving the school's preparedness, response and recovery capacities and capabilities in order to lessen the impact of any future incidents.

This review enables a school to understand 'what went well' and 'why' and 'what didn't go well and why', which in turn allows learning and the identification of what could be done differently in any future situations.

An After-Action Review can also assist employees in discussing and processing what happened and why it happened in a safe environment, which in turn can assist in reducing stress, psychological effects of traumatic incidents and the creation a positive atmosphere through a focus of learning.

The facilitator of the After-Action Review will be an independent person who was not involved in the incident under review.

The facilitator is required to asks four (4) questions

1. What did we expect to happen?
2. What actually happened?
3. Why was there a difference?
4. What have we learnt?

The report when finalised will be forwarded to the Board of Management through the Principal, who requested the AAR as well as to the Covid-19 Manager.

**36. Covid-19 Risk Assessment**

A risk assessment was conducted in relation to the spread of Covid-19 in the school. The measures implemented to mitigate the risk of the spread of Covid-19 virus in St. Munchin's College are listed in the Risk Assessment at Appendix "H".

### 37. Employees / Students responsibilities when working / studying from Home

During these unprecedented times employees / students may be required to work / study from home on a temporary basis.

Where employees / students are working / studying from home, they are responsible for taking reasonable care of themselves and other who may be affected by their work / study.

Employees / students are obliged to

- Cooperate with their Employer / Teacher and follow their instructions,
- Protect themselves and others from harm during the course of work/ study e.g. care must be taken of any equipment provided and any defects should be reported.
- Follow procedures that have been put in place by the employer / teacher.

### 38. Employee's / Student's Workspace / Study Area

When employees / students are working / studying from home, they should

- identify a suitable space to work / study, taking cognisance of light, heat, ventilation so as to be able to work / study comfortably, keep their workspace tidy, ensuring floor is clean, dry and free from slip, trip and fall hazards.
- ensure suitable power sockets are available to avoid trailing cables and overloading sockets.
- ensure internet access.



### 39. General Data Protection Regulations and Covid-19 Related Records

The General Data Protection Regulations applies to all personal data recorded in relation to the health of Board of Management, Principal, Deputy Principal, employees, students, contractors, visitors / suppliers, parents / guardians etc. as this information is special category personal data.

### 40. Failure to Comply with Covid-19 Response Plan / Policy

Failure to comply with the requirements as set out in Covid-19 Policy / Code of Behaviour may result in disciplinary proceeding for employees, and students.

#### **41. Covid-19 related absence management**

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

#### **42. Employee Assistance and Wellbeing Programme**

The Department of Education and Skills 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 individual staff members 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'.

Under the EAS, employees have 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.

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 which offers access to podcasts and blogs on topics around wellbeing and mental health, family life, exercise and nutrition is 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. They will also be providing a series of webinars and presentations to promote staff wellbeing in schools as schools reopen and during the upcoming school year.

#### **43. Review of Covid-19 Response Plan / Policy**

St. Munchin's College will

- continue to monitor our Covid-19 Response Plan / Policy response and amend this policy in consultation with all concerned.
- provide up to date information to our employees / students on the Public Health advice issued by the HSE and Gov.ie
- display up to date information on the signs and symptoms of Covid-19 and correct hand-washing techniques
- provide a trained Worker Representative(s) and Covid-19 Manager
- adapt where possible the school to facilitate physical distancing
- keep a log of contacts / group activities to help with contact tracing
- intensify cleaning in line with government advice

Any feedback is both welcomed and encouraged from all employees / students / contractors on any concerns, issues or suggestions in relation to the prevention of the spread of Covid-19 in the school. This can be done through contact with the Principal, Deputy Principal, Covid-19 Manager, the Lead Worker Representative(s).

David Quilter Principal , [stmunchins@eircom.net](mailto:stmunchins@eircom.net)

Siobhan Galvin, [sgalvin@st.munchinscollege.ie](mailto:sgalvin@st.munchinscollege.ie)

2<sup>nd</sup> Lead Worker Representative to be appointed, email address to be supplied

## Index to Appendix

- **Appendix "A" Resources**
- **Appendix 'B' Enhanced Cleaning Regimes in Schools**
- **Appendix "C" Choir /Music Practices & Performances**
- **Appendix "D" Health Protection Surveillance Centre - Covid-19: interim recommendations for the return to sports activities for children and adolescents**
- **Appendix "E" Role of the Lead Worker Representative**
- **Appendix "F" Visitor / Contractor Covid-19 Questionnaire**
- **Appendix "G" After-action review form (AAR)**
- **Appendix "H" Risk Assessment**
- **Appendix "I" Contact Tracing Log**

## Appendix "A" Resources

Commented [JOR1]:

Video demonstrating the putting on and taking off of face masks

- [https://youtu.be/5S\\_nBpTKk](https://youtu.be/5S_nBpTKk)

Websites Providing updates in relation to Covid-19

- Health Service Executive (HSE) – Covid-19 / Coronavirus <https://www2.hse.ie/coronavirus/>
- Department of Education and Skills – Information for Schools <https://www.education.ie/en/The-Department/Announcements/information-for-schools-preschools-and-third-level-institutions-on-the-coronavirus.html>
- Government of Ireland – Covid-19/Coronavirus <https://www.gov.ie/en/campaigns/c36c85-covid-19-coronavirus/>
- Health Protection Surveillance Centre – Guidance for Educational Settings <https://www.hpsc.ie/a-z/respiratory/coronavirus/novelcoronavirus/guidance/>

Supports Services and Helplines

- Minding your Mental Health (HSE) <https://www2.hse.ie/wellbeing/mental-health/covid-19/minding-your-mental-health-during-the-coronavirus-outbreak.html>
- Mental Health Support Services (HSE) <https://www2.hse.ie/services/mental-health/services-search/> Search for on line resources and information about mental health and support services
- Support Service updates Covid-19 (HSE) <https://www2.hse.ie/services/mental-health-supports-and-services-during-coronavirus/mental-health-supports-and-services-during-coronavirus.html>
- Talking to Children and Young People about Covid-19 <https://www.education.ie/en/The-Department/Announcements/talking-to-children-and-young-people-about-covid-19-coronavirus-advice-for-parents-and-schools.pdf> published by the Department of Education.
- Restricted Movements and Self Isolation (HSE) <https://www2.hse.ie/conditions/coronavirus/managing-coronavirus-at-home/self-isolation.html>
- Inspire Workplaces Looking after your Mental Health during Covid-19 [http://tipperary.etb.ie/wp-content/uploads/sites/23/2020/04/Inspire-Workplaces-Flyer\\_Mental-Health.pdf](http://tipperary.etb.ie/wp-content/uploads/sites/23/2020/04/Inspire-Workplaces-Flyer_Mental-Health.pdf)
- Your Mental Health.ie (HSE) <https://www2.hse.ie/mental-health/>
- Pieta House 1800 247247 or text HELP to 51444 – free therapy for self-harm, suicidal ideation or bereaved by suicide.
- Childline 1800666666 or free text 50101 – for all children and young people up to the age of 18 years of age.
- Jigsaw Limerick 061 974510– Jigsaw is a free, non-judgemental and confidential mental health support service for young persons aged 12 to 25 years of age.
- Aware 1800 804848– information and support to over 18's in relation to mood of oneself, friend or family member or who experiences depression or bipolar.
- Samaritans 116123– Support and information if on is in difficult time or worried about your mental health during the Covid-19 Virus outbreak.
- Calm.com – Resources for mindfulness

## Appendix 'B' Enhanced Cleaning Regimes in Schools

In line with the Public Health Advice, more regular and enhanced cleaning regimes will need to be implemented in each school to manage the risk of introduction and spread of Covid-19.

Section 5.5 and 5.6 of the Public Health Advice provides relevant guidance to schools on effective school cleaning

### How to Clean

- Cleaning is best achieved using a general-purpose detergent and warm water, clean cloths, mops and the mechanical action of wiping/scrubbing. The area should then be rinsed and dried.
- The routine use of disinfectants is generally not appropriate but is recommended in circumstances where there is a higher risk of cross-infection for example someone has become ill whilst at school or if there has been a spillage of blood, faeces or vomit. See Table 1.
- Disinfectants are potentially hazardous and must be used with caution and according to the manufacturer's instructions. Surfaces and items must be cleaned before a disinfectant is applied as most disinfectants are inactivated by dirt.

**Table1. Cleaning options for school settings**

	<b>Routine</b>	<b>Post Covid case</b>
<b>Surface</b>	Neutral detergent	Neutral detergent AND 0.05% sodium hypochlorite OR Virucidal disinfectant
<b>Toilets</b>	Neutral detergent AND (optional) 0.1% Sodium Hypochlorite OR virucidal disinfectant	0.1% sodium hypochlorite OR Virucidal disinfectant
<b>Cleaning Equipment</b>	Non –disposable cleaned at the end of cleaning session	Non-disposable disinfected with 0.1% sodium hypochlorite OR virucidal disinfectant
<b>Personal Protective equipment for cleaning staff</b>	Uniform AND household gloves	Uniform AND plastic apron (if available) AND household gloves
<b>Waste Management</b>	Domestic waste stream	Place in plastic bag and tie, then place in a second plastic bag and store securely for 72 hours before putting it out for collection in the normal domestic waste stream

Adapted from Table 1. ECDC Technical Report. Disinfection of environments in healthcare and non-healthcare settings potentially contaminated with SARS-CoV-2. March 2020

- The manufacturer's instructions for mixing, using and storing solutions must always be followed.

- Using excessive amounts of cleaning agents will not kill more germs or clean better but it will damage work surfaces, make floors slippery and give off unpleasant odours.
- Water should be changed when it looks dirty, after cleaning bathrooms and after cleaning the kitchen.
- Always clean the least dirty items and surfaces first (for example countertops before floors, sinks before toilets).
- Always clean high surfaces first, and then low surfaces.
- Separate colour coded cleaning cloths and cleaning equipment should be used for kitchen areas, classrooms and toilets.
- Cleaning cloths can either be disposable or reusable. Disposable cloths should be disposed of each day.
- Ideally, reusable cloths should be laundered daily on a hot wash cycle (at least 60°C) in a washing machine and then tumble dried.
- Ideally, mop heads should be removed and washed in the washing machine at 60°C at the end of each day or in accordance with the manufacturer's instructions.
- If a school does not have a washing machines, after use the cloths and mops should be cleaned thoroughly with warm water and detergent, then disinfected using a low concentration of household bleach rinsed and air dried.
- Mop heads/buckets should not be cleaned in a sink that is used for food preparation.
- Mop heads should not be left soaking in dirty water.
- Buckets should be emptied after use, washed with detergent and warm water and stored dry.
- If equipment is stored wet, it allows germs to grow increasing the risk of cross infection.
- Waste bins should be emptied on a daily basis.

#### **Toilets**

- School toilets should be clean and in good repair and monitored regularly.
- All toilet areas should have hand washing facilities.
- Toilets, wash hand basins and surrounding areas should be cleaned at least daily and whenever there is visible soiling.
- The cleaning of toilets, bathroom sinks and sanitary facilities used by pupils and or staff should be carefully performed.
- Toilets should be cleaned thoroughly using a general-purpose detergent paying particular attention to frequently touched areas such as toilet flush handles, toilet seats, basins and taps, and toilet door handles.
- Separate cloths should be used for cleaning the toilet and wash hand basin to reduce the risk of spreading germs from the toilet to the wash hand basin.

- Cleaning staff should inspect the toilets and hand washing facilities at regular intervals to ensure; The toilets and wash hand basins are in good working order (for example the locks on toilets are working, toilets are not blocked).
- There is a plentiful supply of liquid soap, paper towels and toilet rolls.
- Waste bins are not overflowing.
- A checklist should be located in the toilets which is dated and signed at regular intervals.

#### **Schedule of environmental cleaning**

Each setting should be cleaned at least once per day. If there is access to additional cleaning support during school hours this should be focused on frequently touched objects and surfaces e.g., door handles, handrails, chairs/arm rests, communal eating areas, sinks and toilet facilities.

If students are moving between classes, consideration may be given to appropriate cleaning products being provided to enable them to wipe down their desk/chair/surfaces before leaving the room.

Surfaces in dining areas should be wiped cleaned in between each sitting.

Cleaning of the staff areas should be considered as part of the overall cleaning strategy.

Any crockery and cutlery in shared kitchen areas should be cleaned with warm water and washing up liquid and dried thoroughly before being stored for re-use.

#### **A written cleaning schedule should be available for cleaning staff which details:**

- Item(s) and area(s) to be cleaned
- The frequency of cleaning
- Cleaning materials to be used
- Equipment to be used and its method of operation
- Written cleaning schedules should be available and should be monitored to ensure that they are adequate and are being followed.

#### **Cleaning/disinfecting rooms where a child or staff member with suspected or confirmed Covid-19 was present**

- The room should be cleaned as soon as is 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 reliably on things that are clean. When disinfection is required it is always as well as cleaning never instead of cleaning.
- The person assigned to clean the area should avoid touching their face while they are cleaning and should wear household gloves and a plastic apron

- Clean the environment and the furniture using disposable cleaning cloths and a household detergent followed by disinfection with a chlorine-based product such as sodium hypochlorite (often referred to as household bleach).
- Chlorine based products are available in different formats including wipes. Alternatively use a two in one process of cleaning and disinfection with a single product for example certain wipes.
- If you are not familiar with chlorine-based disinfectants then please refer to the HPSC Management of Infectious Diseases in Schools available at <https://www.hpsc.ie/az/lifestages/schoolhealth/>.

**Cleaning of communal areas if a person is diagnosed with Covid-19**

- If a child or adult 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 these areas should be cleaned with household detergent followed by a disinfectant (as outlined above) as soon as is practicably possible.
- Pay special attention to frequently touched sites including door handles, backs of chairs, taps of washbasins, toilet handles. Once cleaning and disinfection have been completed and all surfaces are completely dry, the area can be put back into use.
- Pay special attention to frequently touched flat surfaces, the backs of chairs, couches, door handles and any surfaces or items that are visibly soiled with body fluids.
- Once the room has been cleaned and disinfected and all surfaces are dry, the room can be put back into use.
- Carpets (if present) do not require special cleaning unless there has been a spillage however for ease of cleaning, it is preferable to avoid carpets in areas where possible (Existing carpets do not need to be removed)

## Appendix 'C' Choir /Music Practices & Performances

**Choir/Music Performances** - Choir practices/performances and music practices/ performances involving wind instruments may pose a higher level of risk in relation to the spread of Covid-19 and as a result special consideration has been given to how such activities are held.

### Singing and Playing Music in Closed Spaces

**Airing-Ventilation.** - When singing and playing music takes place in closed rooms with natural ventilation, previous experience seems to show that regular and thorough ventilation seems to be an important factor in risk reduction. If the rooms are mechanically ventilated (ventilation and air conditioning systems, HVAC), a reduced risk of infection from aerosols can be assumed (Aerosols are removed by way of natural ventilation via the exchange of air in the range of approx. 0.5–2/h even with closed 14 windows; for HVAC, e.g., in concert halls or performance halls, the air exchange rate is approx. 4-8/h).

**Room Size.** - The size of the room, the number of people in a room, and the length of time they are in a closed room all seem to play an important role (Tellier 2006). A relatively large number of people who stayed in confined and poorly ventilated rooms for a long time seem to have contributed to the spread during the "well-known" outbreaks in Europe (e.g. Ischgl and Heinsberg). Pertinent to group music making, very large spaces such as church sanctuaries, concert halls, or city auditoriums could also be increasingly utilized as rehearsal rooms.

**Rehearsal time.** - In addition to the sufficient room size, short rehearsal periods (e.g., 15 minutes, see also Robert Koch-Institute, as of April 16, 2020, Kontaktpersonennachverfolgung bei respiratorischen Erkrankungen durch das Coronavirus SARS-CoV-2) with breaks during rehearsal for ventilation, presumably reduces risk.

**Mouth-nose protection.** - From our point of view, wearing a mouth-nose-protection (surgical face mask) represents an important way of reducing risk, particularly in the music field. It is particularly important that the face masks be worn, even though they may be perceived as inconvenient or disruptive while singing or playing a string, plucked, or keyboard instrument. The medical differentiation between wearing filtering half-masks (N95) or wearing surgical face masks is whether the aim is to be protected from infection by droplets or aerosols from other people (own protection), or whether the aim is to reduce the spread of infectious material to other persons (protection of others). Current studies have shown that wearing such masks can effectively reduce the spread of droplets and aerosols (Leung et al. 2020).

**Distance protocol.** – It is important to continue to emphasize the importance of adhering to the distancing rules in protecting against droplet contamination, even in the music business. It is recommended that the distance between people should be 2 meters/6 ½ feet. An additional benefit can be simultaneously achieved by applying the radial distancing rule of 2 meters to a larger number of people in a closed room. Thus, by applying this rule, only a few musicians can fit into small rooms. With larger ensembles, a larger room size becomes necessary if this rule is to be observed. As a result, a minimum radial distance of 2 meters/6 ½ feet can help to reduce not only the risk of droplet transmission, but also the risk of increased indoor aerosol accumulation. However, compliance with distancing rules does not negate the need for regular ventilation and/or shortening rehearsal times.

During the research it was found that 2 meters/6 ½ feet appears to be sufficient as a minimum distance, because no additional movement of indoor air during playing was detected at this distance during the tests. Therefore, the risk of droplet infection, if the distancing protocol is being observed, can be classified as very low<sup>2</sup>.

### **Singing and Playing Music Outdoors**

In a study by Qian et al. in January and February 2020, in a total of 7,324 cases of infected people in China, the authors found that there was evidence in only one case of an infection being passed on outdoors (Qian et al. 2020<sup>3</sup>). If minimum distancing is observed, the risk of infection while singing and playing music outdoors can be considered to be very low.

### **Aerosols Choir/Music Performances**

**Aerosols.** Scientists define an aerosol as a suspension of particles in the atmosphere. Transmission of Covid-19 via aerosol transmission paths have become paramount, but their significance in transmitting the disease remains unclear. When aerosols escape from the mouth, they rise due to the low specific weight of the exhaled air. They spread out in space, with sedimentation no longer playing any practical role. A reduction can only occur as a result of dilution through the volume of air in the respective space and through the natural exchange of air.

**Singing** – risks of aerosols hanging in the air as a result of deep breathing, vibrations of vocal folds, active manipulation of the larynx, pharynx, tongue and lips activation during singing.

**Wind Instruments** – a distinction must be made between the potential risk of infection from virus-containing droplets and virus-containing aerosols when blowing air. - the risks are different but similar to singing, as the flute for example creates a strong airflow though other instrument do not. Playing a wind instrument involves deep breathing and sometimes forceful exhalation and possible aerosolization of the mucus in the mouth and nose along with secretions from deeper airway structures.

Sound from wind instruments is generated by vibrations of the lips of the mouth (brass instruments) or interrupted by a reed in the mouthpiece (reed instruments among the woodwind family). Comparable to singing. Research by Bamberg Symphony Orchestra by Dipl. Ing. Schubert from the Tintschl company support the assumption that only small amounts of air flow out of the instrument's horn in wind instruments per unit of time<sup>4</sup>.

**Flute** - let air escape at the contact point between the player's mouth and the mouthpiece (rim/cup, single and double reed).

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<sup>2</sup> <https://www.mh-freiburg.de/fileadmin/Downloads/Allgemeines/RisikoabschaetzungCoronaMusikSpahnRichter19.5.2020Englisch.pdf>

<sup>3</sup> QIAN H, Te MIAO T, LIU L, ZHENG X, LUO D, and Li Y. Indoor transmission of SARS-CoV-2 doi: <https://doi.org/10.1101/2020.04.04.20053058>. medRxiv preprint

<sup>4</sup> <https://www.mh-freiburg.de/fileadmin/Downloads/Allgemeines/RisikoabschaetzungCoronaMusikSpahnRichter19.5.2020Englisch.pdf>

Other behaviours associated with wind playing may also increase risk, wind players buzz on their mouth pieces, blow out tone holes, blow out spit valves, cleaning their instruments with swabs and feathers as well as the risk of leaking embouchures or nasal emissions during playing. The use of disposable rags to blow out spit valves for brass instruments can assist in mitigation of such risks. In addition, playing wind instruments causes condensation of the exhaled air in the instrument which may be regarded as another potentially virus spreading material.

**Reeds** - The safest approach in relation to the use of reeds in wind instruments is to treat all reeds as if they are infectious; it is important not to work with others' reeds and not to share reeds with others.

**Inexperienced Players of wind based instruments** - players with less experienced are more likely to have leakage of air around the embouchure, as they work harder to produce sound, such situations may also increase the risk of the spread of aerosols production.

**Music Practice Rooms** – small practice rooms are likely to fill more easily with aerosol particles which can remain in the air or land on surfaces increasing risks of infection. Ventilation and regular cleaning of practice rooms is required to assist in the mitigation of risks of infections.

**Instrument Storage Room(s)** – the storage room for wind instruments also creates a risk of infection and as such is also required to be regularly cleaned.

**Social Distancing when playing Woodwind / Brass Instruments** – while research is very scant in relation to the required social distancing when playing woodwind and brass instruments it has been noted that the Berlin Philharmonic Orchestra implemented social distancing of five (5) meters between woodwind and brass instruments when they returned to play in May 2020 in order to mitigate the risk of infection.

#### **Research into Covid-19 Infection in the field of Music**

Prof. Dr. Med. et al 2020, conducted further studies on the 19/5/2020 in relation to 'Risk Assessment of a Coronavirus infection in the field of music', and included the findings of a study of wind players and singers initiated by the Bamberg Symphony Orchestra on the 5/5/2020.

Their study involved all wind instruments common to the orchestra as well as the recorder, saxophone and singers and included the findings from a study on wind players and singers (classical singing and popular singing styles) by the Bamberg Symphony Orchestra.

**Droplets.** Due to their size and weight, droplets sink quickly to the ground and travel a distance of maximum 1 meter (3'3"). This is the basis for the distance rule of 2 meters (6 ½ ') in everyday situations.

#### **So, is there an increased risk of droplet infection when playing a wind instrument?**

Since no air escapes at the contact point between the player and his/her mouthpiece in those who control their instruments, no droplets are released directly into the environment from the musician's mouth when playing brass instruments, woodwind instruments with a single reed (*clarinet and saxophone*), and double reeds (*oboe, bassoon*).

However, with the flute, air is blown directly from the mouth of the player into the environment when blowing on the mouthpiece and droplets can be released. The measurements of the Bamberg Symphony Orchestra show, that with regard to the air speed parameter, no air movement could be

detected at the sensors, which were placed 2 meters/6 ½ feet from the mouthpiece. Therefore, transmission by droplet infection is very unlikely at this distance.

With the **recorder**, the lips surround the beak of the instrument, so that no droplets can get into the surroundings. On the other hand, droplets could form when the air flow is broken up at the labium of the head piece. In measurements taken with the Bamberg Symphony Orchestra, when the recorder was played air movements in the area of the labium were no longer measurable at a distance of 1.5 (4'1") meters. Therefore, transmission by droplet infection is very unlikely at this distance

#### Mitigation of risks

In addition, there is also the question of condensation from the exhaled air in the instrument, which can be regarded as another potentially virus-spreading material. The researchers recommended the following actions to mitigate risks of spreading Covid-19

- Keeping the minimum distancing rule for wind ensembles can reduce the risk to very low.
- avoiding the draining of condensation onto the floor
- disposing of all draining in a collection container or absorbent blotting paper.
- wind players should not blow through the instruments to clean them.
- Wind instruments should, if possible, be cleaned in separate rooms away from the teaching or rehearsal setting.
- In the event of contact with condensation or with the interior of the instrument (e.g., horn), great care must be taken to ensure a thorough hand hygiene protocol is followed (at least 30 seconds of hand cleaning, i.e., very thorough hand washing with soap or, if necessary, the use of a hand sanitizer).
- Educators and pupils are advised to wear mouth-nose protection in individual lessons, when they are not playing.
- Wind ensembles - Wind ensembles can have different numbers of players depending on their instrumentation. The number of players must always correspond to the currently applicable regulations on group sizes.
- Even with smaller ensembles, a minimum distance of 2 meters/6 ½ feet should be maintained according to the latest data, since at this distance no additional room air movement could be detected when playing.
- Rehearsal rooms should be as large as possible and should be thoroughly and regularly aired out every 15 minutes.
- Since compliance with the distancing rule is a very important measure, the making of music in large rooms such as concert halls, church sanctuaries should be considered where available as this can further reduce the risk.
- In the summer season, weather permitting the question of playing outdoors should be considered.

#### Singing

**Risk of droplet infection when singing** - In the field of voice physiology it has long been maintained that no significant additional air movement occurs in front of a singer's mouth during phonation (sound production when singing) since sound waves travel physically without significant flow: the flame of a burning candle does not move in front of a singer's mouth, even if one sings loudly. This observation was recently confirmed by measurements made of three singers with the Bamberg

Symphony Orchestra. The artificial fog channelled directly in front of the singers' mouths was not visibly redirected by singing even at different pitches, different volumes or different vocal styles. By forceful articulation, e.g. with consonants (plosives, fricatives), slight turbulences in the fog was observed in the close proximity to the singer's mouth. However, when measuring the air speed with sensors set at a distance of 2 meters/6 ½ feet from the singer, no air movement could be detected. This distance of 2 meters/6 ½ feet can therefore be viewed as a protective distance against droplet infection even with forceful articulation.

It has been shown that aerosol formation increases with increasing speech volume (Asadi et al. 2019). To date, there are no known scientific studies regarding aerosols while singing. When aerosols emerge from the mouth opening, it is to be expected that these will rise, due to their lower specific density (approx. 37° Celsius and >95% relative humidity), and then mix with the room air. Sedimentation of aerosols below a particle size of approximately 4 µm is, practically speaking, not a factor.

***So, is there an increased danger from aerosols when singing?***

Fundamentally, it must be assumed that singing can produce aerosols that can transmit viruses just as resting breathing or speaking can (Fabian et al. 2019). The measurement of aerosols, in general, are a challenge to quantitatively measure.

***Inhalation.*** - The extent to which deep inhalation while singing increases the risk of infection has not yet been scientifically investigated.

***Phlegm production.*** - Putting other factors in tone production aside, singing can produce a not inconsiderable amount of phlegm. For one, it is not uncommon to observe that extra phlegm is produced when warming up for playing or singing, which is then expelled from the respiratory system by coughing or clearing the throat. Likewise, prolonged instrumental playing can lead to increased formation of phlegm due to stress on the respiratory tract.

***Conclusion:*** General risk assessment with regard to the activity of singing. Based on the interrelationships and results shown, we assume that singing does not increase the risk of droplet transmission if a distance of 2 meters/6 ½ feet is maintained. Based on the latest measurement results, it does not appear necessary to extend the distance to 3–5 18 meters/10–16 ½ feet, as we had initially formulated in the first risk assessment on April 25, 2020. The extent to which aerosol formation and diffusion are specifically changed by singing is still difficult to assess at present. It is also still unclear what influence deep inhalation during singing has on possible infection transmission. As a consequence of the existing knowledge, we believe that necessary protective measures need to be proposed. These are detailed below in their individual forms and settings, in which singing occurs.

**Solo / Individual voice lessons**

It can be assumed that viruses are spread through aerosols during singing. In solo singing, spitting particles, i.e., droplets, are expelled when consonants are formed. –

***Mitigation*** - Direct transmission by droplets can also be reduced by installing plastic partitions. Noise protection screens already available in some institutions could be used as makeshift protective barriers. In addition, it makes sense that pedagogues wear additional face and nose protection during individual lessons when students are singing. If protective masks are available to the non-medical sector, wearing an FFP-2 (respirator type) mask for personal protection could further reduce

the risk of infection. In the researchers view, if the safety measures are strictly observed, (according to the latest measurements, in particular a distance spacing of 2 meters/6 ½ feet, see above) and if the required room prerequisites are present (sufficient room size, ventilation breaks every 15 minutes and between individual students) the risks in individual lessons can be reduced.

### **Choir Singing**

Choral singing generally follows the characteristics of the singing process described above. Since it must be presumed that each and every singer creates aerosols, it is to be expected that aerosols containing viruses will accumulate in a higher concentration in an enclosed space when a large number of people gather (Liu et al. 2020). The quality of room ventilation also plays an important role here (Li et al., 2020). The question of the duration, i.e., how long a choir rehearsal lasts, also plays a role in the expected concentration of aerosol particles in a room. Over longer periods of time, particle concentration can rise to higher values than in shorter periods. There have been repeated reports of the spread of SARS-CoV-2 infections among several different choirs after choir rehearsals and religious services.

**Mitigation** - In order to reduce the risk of infection from aerosols in the choral setting,

- general risk reduction is the personal entrance screening
- mouth and nose protection can be worn.
- singing in very large rooms, such as concert halls or church sanctuaries, appears to be most favourable.
- regular airing out of the room approximately every 15 minutes, or the use of rooms with an HVAC system are important risk-reducing measures. It appears that the most favourable way to minimise risk is to sing outdoors
- through better rehearsal scheduling, the rehearsal periods could be divided into short 15-minute sections—enabling airing out of the room—to help minimise risk.
- to eliminate droplet transmission, choirs must observe the general spacing rule for social distancing, even in the choir breaks, where face masks should also be worn to protect against droplet transmission.
- particular care must also be taken in break situations to ensure that there is no hand contact or contact with surfaces (e.g., by sharing music, etc.).
- regular and thorough hand washing is very important.
- avoid touching the face and rubbing the eyes.
- sneezing and coughing should be avoided, if possible, and caught in the crook of the elbow.

### **Singing in religious settings**

Congregational singing appears possible if the distancing rule of 2 meters/6 ½ feet is observed and face masks are worn, since it can be assumed that there is no greater risk of being infected by singing than by speaking. In addition, services usually take place in large to very large spaces.

### **Keyboard, Bowed and Plucked String Instruments, Percussion**

There is no increased risk in relation the use other instrumentalists through music making other than those applicable to social situations with regard to the question of droplet infection or increased aerosol formation, provided that the applicable rules are strictly observed.

The existing social gathering risks apply where several musicians are gathered in one room, Ventilating (after 15 minutes of rehearsal/lesson), having sufficient room size and observing social distancing together with thorough hand cleaning *mitigate against such risks*.

#### Keyboard instruments

In

In the case of pianists, the risk of contact transfer plays a role if different pianists play the same instrument in succession.

Before playing begins, all players must wash their hands for at least 30 seconds (i.e., very thorough hand washing with soap or, if necessary, use a hand sanitizer).

The keys themselves should be disinfected with cleaning cloths before and after being played.

During collaborative/accompanied rehearsals care should be taken to ensure that there is a distance of 2 meters/6 ½ feet between pianist and fellow musicians, including during the coaching/rehearsals of wind players or singers, as it is not uncommon for spontaneous movements to occur when making music, such as turning towards the accompanist.

According to research there is no danger of droplets being transmitted through the air from a wind instrument and a singer's mouth at this distance.

**Risk of infection from aerosols in the room** - However, a possible infection from aerosols in the room cannot be ruled out. In the sense of the risk reduction measures described above, we see the wearing of face masks in the context of mutual protection of third parties and self-protection of the players as an important option for the accompanist and the instrumentalists/singers with whom they make music. For wind players, the risk reduction measures described above (wearing face masks) are problematic.

#### String bowed, plucked, and percussion instruments

The transfer or sharing of instruments should be avoided, if at all possible. As with pianists, the risk of contact transmission can be reduced by washing hands and avoiding touching the face, mouth, nose, and eyes.

#### Mitigation of Risks in relation to the field of music

1. Pre-Check at Entrance – person belonging to a risk group / contact with infected persons, / symptomatic
2. Room / air / duration parameters – Playing music / singing outdoors – In Buildings – sufficiently large room, regular ventilation and reduced rehearsal length/
3. Individual Protective Measures – distance between people / mouth nose protection / plastic protective partitions / instrumental specific aspects.

#### Chamber Music Ensemble / Wind Ensemble

Even for smaller ensemble configurations of chamber music or wind groups, the options for risk reduction through the entrance screening, the optimization of the parameters of room-space / air-ventilation / duration, distancing as well as the individual protective measures should be observed.

**Mitigating risk in such cases**- complying with the distance protocols requires great attention, and because physical closeness and social connection are an intuitive part of music-making situations, and since music is accompanied by movements around the body axis in space, the researchers felt that a distance of 2 meters/6 ½ feet between people should be observed. In addition, when several

people play music in a closed room, the risk-reducing protective factors for infection by aerosols apply. These are: rooms as large as possible (enforced by a radial distance of 2 meters/6 ½ feet around each musician), regular room airing (after 15 minutes of rehearsal/instruction shock ventilation [Stoßlüftung] in closed rooms with natural ventilation) and a reduction in the total rehearsal time. In addition, musicians who do not play a wind instrument in chamber music ensembles and wind chamber groups should wear mouth-nose protection (face masks), as described several times above, in order to reduce the risk of an aerosol-borne infection. Above and beyond that particular care must also be taken to ensure that there is no hand contact or touching of surfaces (e.g., by sharing music, etc.) during breaks. Regular and thorough hand washing is very important and especially avoid touching the face and rubbing the eyes. Sneezing and coughing should be avoided as much as possible and caught in the crook of the elbow.

#### **Orchestra / Concert Band / Big Band**

In large groupings of musicians, such as orchestra, concert band, or big band, the measures described above for risk reduction are to be applied in accordance with the respective ensemble's situation. When the risks from droplet transfer and/or aerosols are summarized, the risk-reducing measures must be combined in such a way that the greatest possible risk minimization can be achieved. With regard to the transmission of droplets between the individual musicians, according to the data from the Bamberg Symphony Orchestra and other working groups, it can be assumed that at a distance of 2 meters/6 ½ feet (radial) between the musicians—including the wind instrumentalists and the flute—no droplet transmission is to be expected.

**Risks of spreading of aerosols in closed rooms** - Currently, there is no scientific data regarding the spreading of aerosols in closed rooms during rehearsals and concerts. As long as this is the case, the researchers believe that the greatest possible risk reduction should be carried out by using a combination of measures. This combination should be applied to orchestra or big band—as already described for chamber ensemble and choir—including regular room airing. Regular airing of the room every 15 minutes or using rooms with an HVAC system are important measures for risk reduction.

**In terms of risk minimization**, it seems most favourable if musical groups can play outdoors. In addition, a face mask should be worn for own protection and protection of others. For wind instruments, as long as the filter effect of the instruments has not been proven, appropriate cloth protection can be attached to the bells. The question of the length of time, i.e., how long a rehearsal or concert lasts, also plays a role for the expected particle concentration of aerosol in a room: during longer time periods the particle concentration can increase to higher values than in shorter time periods. This should be considered when planning rehearsals or concert productions. Sneezing and coughing should be avoided, as much as possible, and caught in the crook of the elbow. Especially with larger numbers of people, situations outside of orchestral/band music activity plays an important role for a possible infection. It is particularly important to ensure that there is no hand contact or contact via surfaces (e.g., by sharing music, etc.) during breaks. Regular and thorough hand washing is very important, and especially avoid touching the face and rubbing the eyes. The entrance screening mentioned under the measures above could represent an effective additional step if used consistently.

#### **Risk Management**

The higher the number of risks reducing measures, the greater the reduction of infection risk.

## Appendix "D"

### Health Protection Surveillance Centre - Covid-19: interim recommendations for the return to sports activities for children and adolescents

#### Sport Activities

The Health Protection Surveillance Centre have provided the following Covid-19: interim recommendations for the return to sports activities for children and adolescents

The measures are required to be implemented to reduce risk of Covid-19 spreading amongst children and adolescents returning to sports activities, their families and the wider surrounding community, recognising the importance of those activities for health and wellbeing

Different activities and sports carry different degrees of risk related to the level of close contact involved. Team sports for example can largely be categorised into contact and non-contact sports, with contact sports carrying a higher risk of virus transmission:

**Contact sport** is an activity, particularly a team activity, in which by participating you are coming into close contact with others as part of competing or taking part in that activity – for example, physical contact sport like rugby and sport where there is close contact like Gaelic football, hurling, camogie, football, soccer, basketball, hockey, swimming or a rowing crew.

**Non-contact sports** – activities in which you can comfortably maintain a 2-metre distance from others while participating – for example running, tennis, cycling or golf.

**A designated Covid-19 Compliance Officer** is required to be appointed to supervise sporting activities.

The risk associated with each sport or activity also varies depending on the level at which you are playing the sport or conducting the activity.

The following grading system is an example of how to stratify the various levels of risk associated with different stages of sports or activities, but the timing of when they can be initiated needs to be in line with the Government Road map and is for each sports organisation to determine how best this is to be operationalised

- **Grade 1** – practicing sporting drills, skills and exercises at home with only family present
- **Grade 2** – team or group-based practice within your community practicing drills, skills etc, without physical contact between participants
- **Grade 3** – competition within your team/activity group which involves physical contact such as a practice match during your weekly training involving only people from your own team
- **Grade 4** – competition involving physical contact between different teams/groups from the same geographical area, for example from the same county
- **Grade 5** – competition involving physical contact between different teams/groups from different geographical areas, for example different counties or provinces

Initial return to play should be a gradual process, where we move from current Grade 1 level activities to Grade 2 or 3, depending on the context. Factors such as the level of contact involved in the sport, the ability of the participants to maintain 2 metre social distancing rules and the individual risk level of the participants should all be taken into consideration.

Children with special needs should also be able to return to sport once they are able to adhere to the risk minimisation measures. If there are any concerns regarding a child's susceptibility to Covid-19 due to an underlying illness, parents should discuss this with their medical practitioner.

The age of children is also an important factor, as very young children will be less understanding of physical distancing and hygiene measures and therefore return to play or sports may be most appropriate at grade 1 or 2 level at maximum for very young children.

It is reassuring to note that while the evidence is limited, it appears that children are not substantially contributing to the spread of Covid-19 in their household or in schools. One study suggests that while there is high transmission of Covid-19 among adults aged 25 years or older, transmission is lower in younger people particularly in those under 14 years of age.<sup>1</sup>

#### **Risk Mitigation**

- Supervisors should observe children for symptoms, and they should ask parents to declare that their children are symptom free.
- Social (Physical) distancing, hand hygiene and good respiratory etiquette should be observed by all (children, parents, coaches and spectators).
- Conduct an up to date risk assessment in relation to the particular activity or sport so as to identify what additional measures are required to reduce / mitigate the risks.

#### **Going to and coming from the event**

- No person (child, parent, coach or spectator) should attend an event if unwell or any members of their household are unwell with symptoms consistent with Covid-19.
- Households should bring their own household members to the event and not share transport to or from the venue. If the parent is staying at the event, they should not congregate at the venue.
- Encourage parents to have children wait in the car or outside the venue until just before the beginning of a practice, warm-up, or game, instead of congregating with other children prior to the start.
- Stagger arrival and drop-off times by groups to limit contact between children and parents as much as possible. For example, if there is a training session for an older age group after a younger training session, leave at least a 30 minutes break between the end of the 1st session and the start of the 2nd session. This also allows for time to clean and disinfect all frequently touched surfaces and equipment prior to the arrival of the next group.
- **Notification of attendance to the Covid-19 compliance officer** or event organiser ensures adequate facilities and staff for safer training. If there is a change in attendees' circumstances, this needs to be notified to the event organiser in a timely way.
- Children should arrive, train and leave in their gear to avoid use of enclosed settings like changing rooms.
- Close shared spaces such as changing and locker rooms, if possible. If not possible, stagger use between different groups and clean and disinfect between use.
- A self-assessment of wellbeing of each attendee may be requested prior to commencement of training to ensure the wellbeing of children, staff and parents who attend the event.

#### **Personal hygiene measures**

- Everyone should be encouraged to cover their coughs and sneezes with a tissue or use the inside of their elbow. Used tissues should be thrown in a wastepaper bin and the child should be reminded to wash their hands immediately with soap and warm water or hand

sanitizer that contains at least 60% alcohol. This hand sanitizer should be readily available and easily accessible.

- Where possible, facilitate handwashing with soap and water for at least 20 seconds for everyone on arrival and departure from the location where the activity is taking place, as a minimum. Support healthy hygiene by providing all supplies including soap, paper towels, tissues, and no-touch/foot pedal rubbish bins. If hand-washing facilities are not available, hand-sanitizer containing at least 60% alcohol should be used as an alternative. Regardless of availability of hand-washing facilities, hand-sanitizer should be readily available to all children, parents and coaches, that can be used regularly after handling equipment, coughing or sneezing or having direct contact with others. Children should be supervised when handwashing or using hand sanitizer
- Everyone should wash their hands before eating and should not share food or drinks.
- Avoid sharing of water-bottles. Each child should bring their own water-bottle clearly labelled with their name.
- Discourage sharing of items that are difficult to clean or disinfect. Don't allow sharing of towels, clothing, or other items used to wipe faces or hands.
- Spitting should be strictly forbidden.
- Whistles should not be used at any time as alternative alert mechanisms can be used.

#### Face coverings

- Where physical distancing is not possible, cloth face coverings should be worn by coaches, officials, parents, volunteers and any other spectators present. Face coverings are not intended to protect the wearer, but rather to reduce the risk of spreading Covid-19 from the person wearing the mask (who may not have any symptoms of disease).
- Face coverings are not recommended to be worn by children under 13 years.
- Face coverings may also be challenging to wear while playing sport. Unless there is a safety concern however, children older than 13 years should be allowed to wear a face covering if they wish to.
- People wearing face coverings should be reminded to not touch the face covering and to wash their hands frequently. Information should be provided to all parents on the safe use of face coverings.

#### Social distancing measures

- As much as possible, try to maintain social distancing of 2 metres between children.
- Display physical guides, such as signs or markings on floors or pitches, to make sure that coaches and players are aware of the 2-metre distance that is required for social distancing.
- Discourage unnecessary physical contact, such as high fives, handshakes, fist bumps, or hugs. Suggest alternative ways of celebration or greetings that don't involve contact.
- For close contact sports, as much as possible avoid contact aspect of sport and instead focus on fitness and skills, which can allow maintenance of social distancing during practices.
- Organise players into small groups or pods with designated coaches, for example 2 coaches for every 10 participants, that remain together and work through stations, rather than switching groups or mixing groups. This way each child will have contact with only a portion of the group at each training session.
- Create distance between children when explaining drills or the rules of the game.
- Social distancing must be maintained when children are not playing for example if there is a match underway and some children are waiting on the side-lines as substitutes they should maintain social distance from one another. They can be encouraged to practice drills or

exercises while waiting on the side-lines or if too young to maintain social distancing alone, they should be accompanied by an adult.

- The ability of children to socially distance will depend on their age. For young children, it may be necessary to ask parents to monitor their children to ensure that they maintain social distancing.
- Identify adult coaches or volunteers to help maintain social distancing among children, coaches, referees and spectators.
- Limit the number of children sitting in confined player seating areas (e.g., dugouts) by allowing players to spread out into spectator areas and along the side-line.

#### **Cleaning and disinfection Measures**

- One staff member/coach should be designated in charge of cleaning and disinfecting of any shared equipment before, during and after all sessions/activities.
- Minimize equipment sharing, and clean and disinfect shared equipment between use by different people.
- Jerseys or bibs should not be swapped during a training session or game and should be washed at the highest temperature after every use.
- Develop a schedule for increased, routine cleaning and disinfection of all frequently touched surfaces.
- Ensure safe and correct use and storage of disinfectants, including storing products securely away from children.
- In addition to cleaning and disinfecting equipment, provide and encourage children to use hand-sanitizer to disinfect their hands after playing contact sports or activities or using any shared equipment.
- Use gloves when removing rubbish bags or handling and disposing of any rubbish and wash hands with soap and water for at least 20 seconds afterward.

#### **Additional measures**

- Designate a Covid-19 Compliance Officer who is the point of contact that all parents and children are aware of.
- Ensure adequate supplies of shared items (e.g., protective gear, balls). Alternatively, limit use of supplies or equipment to one group of players at a time and clean and disinfect between use.
- Where possible, for items that may be difficult to decontaminate such as helmets, children must provide their own.
- Ensure that each child's belongings are separated and in individually labelled containers or bags to avoid confusion between belongings and sharing of items.
- For sports involving large teams, consider decreasing the sizes of teams for matches.
- Spectators at sports events or activities should be limited to 1 person per player.
- Teams should avoid travel where possible and limit it to within their own area.
- Display awareness posters with messaging related to hand hygiene and cough etiquette at entrances and exits and in toilets.

#### **Boxing equipment (or similar equipment)**

Ideally each child should have their own headgear and pair of boxing gloves. However, recognising that this is not always feasible especially when pupils are trialling the sport for the first time, the following measures should be considered when reopening the sport among children:

- Before recommencing boxing, each club manager should examine the equipment they have in stock to determine whether the gloves are visibly soiled and smelly and whether the inner and outer lining is intact or needs to be replaced.
- Most boxing gloves made from artificial leather such as PU and Rexene can be machine-washed. In addition, gloves with the closed cell foam design can be washed in a machine. These gloves don't absorb water. They also dry well after washing. If the gloves cannot be satisfactorily cleaned/disinfected between use by different children, clubs should consider the practicality of children wearing a pair of disposable nitrile gloves with extended cuff inside the boxing gloves to limit the likelihood of the inner lining of the gloves becoming contaminated.
- If a child wears hand wraps, after use they should take them home and place the wraps in a laundry bag, wash them in your washing machine, and let them air dry. It is best to wash them after each use and follow the instructions for the particular hand wraps that is worn.
- Headgear that is shared between pupils should be cleaned and disinfected between children using a detergent/disinfectant wipe.
- Each child should be aware that they should not share boxing equipment if they have broken skin, cuts or sores that cannot be completely covered with a waterproof dressing or an exfoliative skin condition such as eczema, psoriasis or contact dermatitis.
- Before using gloves or headgear each child must cover all cuts and sores with a waterproof dressing, they must clean their hands with soap and water or an alcohol-based hand sanitizer before handling /putting on the boxing gloves and helmet.

#### **Snooker, Pool and cleaning tables**

The same infection control principles that are recommended when resuming other sports should be applied including:

All staff and students should be made aware that they should not enter the premises if they are unwell or any members of their household are unwell with symptoms consistent with Covid-19.

All staff and students should be encouraged to wash their hands before eating and should not share food or drinks.

Where physical distancing is not possible, cloth face coverings should be worn by players or any other spectators present. Face coverings are not intended to protect the wearer, but rather to reduce the risk of spreading Covid-19 from the person wearing the mask (who may not have any symptoms of disease).

As much as possible, try to maintain social distancing of 2 metres between players staff and students.

Display physical guides, such as signs or markings on floors or pitches, to make sure that players are aware of the 2-metre distance that is required for social distancing.

Discourage unnecessary physical contact, such as high fives, handshakes, fist bumps, or hugs. Suggest alternative ways of celebration or greetings that don't involve contact.

Limit the number of spectators sitting in confined player seating areas

Minimise equipment sharing, and clean and disinfect shared equipment between use by different people.

Provide and encourage staff and students to use hand-sanitiser to disinfect their hands after playing pool or using any shared equipment.

Ensure adequate supplies of shared items (e.g., balls). Alternatively, limit the use of supplies or equipment to one group of players at a time and clean before and after use.

#### **Cleaning snooker and pool tables**

Regularly clean and disinfect the hard surface parts of the table.

The area covered with felt is delicate and must be cleaned with caution:

- Only use brushes that are made for pool tables and never scrub in a circular pattern.
- Vacuum dust off of the table after you brush it.
- Dab at spills immediately but never rub them.
- Only use pool table approved cleaners (check with the manufacturer).
- Keep the table clean by not chalking over it, keeping it covered, and keeping anything that's not pool equipment off of it.
- Seek help from the manufacturer or a professional pool table dealer to determine which product you should use.
- Ensure before reopening that the pool table is intact and in good repair.

#### **Contact Tracing Measures**

- A log of all children and spectators attending every session, with contact information for contact tracing purposes must be recorded to enable contact tracing, should it be required.
- This log should be electronic and should be completed in advance where possible.
- The **designated Covid-19 Compliance Officer** should ensure that the information recorded in advance on the log is accurate each day.
- There should be a system in place where this log is updated in real time for any necessary changes, for example if a child's parent is unable to accompany them at short notice and they are accompanied by a different person, this should be updated on the online log in real time.
- This log should be readily and quickly accessible for contact tracing purposes.

#### **Communication with Parents and children**

- Communicate all new measures and rules which will need to be implemented related to Covid-19 with parents in advance of resumption of any activities. Ensure that parents and children understand what measures are obligatory.
- Ensure that parents and children are fully aware of all symptoms of Covid-19. The most common signs and symptoms of Covid-19 are available on the HSE website.
- Ensure all parents understand the need to immediately self-isolate for 14 days and to phone their doctor in the event of onset of any Covid-19 signs or symptoms or to restrict their movement if they have had recent close contact with a suspect or confirmed Covid-19 case. Further information on when and how to self-isolate and restrict movement are also available on the HSE website.

#### **How to manage a child, parent or spectator with Covid-19 symptoms**

- Ideally the designated Covid-19 Compliance Officer should take charge of the management of any persons with Covid-19 symptoms.
- Immediately separate any child or other person displaying or complaining of Covid-19 related symptoms from other children, parents and spectators.
- Ask this person to wear a face covering if possible or if available provide them with a facemask.
- The designated person managing the situation should try to maintain at least 2 metres from the person with symptoms and should wear a face covering and wash their hands regularly.

- Provide the ill person with tissues and hand sanitizer and ensure that all tissues are disposed of in a waste bag that can be tied and marked as separate from other waste.
- If they are 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.
- 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.
- All persons who have been in close contact with the suspect case will need to be informed to restrict their movement for 14 days or until further information is available (i.e. a negative test result of the suspect case).

## **Appendix "E"      Role of the Lead Worker Representative**

A Lead Worker Representative is charged with ensuring that Covid-19 measures are strictly adhered to in their place of work to prevent the spread of Covid-19. The lead worker representative(s) should be involved in communicating the health advice around Covid-19 in the workplace.

### **1. Lead Worker Role and Responsibility for Ensuring Covid-19 measures are Implemented in the Workplace**

Lead Worker Representative role is to work collaboratively with the employer to assist in the implementation of measures and monitor adherence to the measures to prevent the spread of Covid-19.

- The worker representative should, together with the Covid-19 response manager, are required to support the implementation of the measures identified in the national return to work protocol.
- Represent all staff in the workplace regardless of role, and be aware of specific issues that may arise in respect of different staff cohorts
- Keep up to date with the latest Covid-19 public health advice
- 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.
- Consult with school management on the control measures required to minimise the risk of staff and students being exposed to Covid-19.
- Promote good hygiene practices, in conjunction with school management, 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 Return to Work Safely Protocol and current public health advice.
- Monitor, in conjunction with school management, adherence to measures put in place to prevent the spread of Covid-19.
- Conduct reviews of safety measures that are in place to address and suppress Covid-19 in the workplace. Reviews (including an examination of the workplace) should be conducted on a regular basis (at least twice per week).
- 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.
- Lead worker representatives will work together with management to ensure that all the actions in this protocol are fully adhered to in order to ensure the suppression of Covid-19 in the workplace.

- Lead Worker Representative will regularly check to ensure Covid-19 Return to Work Safely Protocol is being implemented.
- Lead Worker Representative will review risk assessment and the safety statement

**2. 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
- Configuration/re-configuration of the school facilities, including classrooms, corridors, halls, open areas, entry and exit points, school grounds etc.
- 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

**3. Does a LWR have any legal responsibilities?**

No. A Lead Worker Representative does not have any duties in relation to Covid-19 other than those that apply to employees generally. In other words, the LWR is not responsible for the control measures within an organisation, which remains the employer's responsibility.

**4. Lead Worker Representative(s)**

Every school will appoint one Lead Worker Representative. In schools with more than 40 staff, a second Lead Worker Representative will be appointed.

**5. Selection of Lead Worker Representative(s)**

The school staff are entitled to select staff members for the LWR position(s). The LWR(s) represent 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, where a school has two LWRs, the roles should be spread between teaching and non-teaching staff where feasible e.g. where there is a significant number of non-teaching staff in the school and one or more expressions of interest are received from that cohort (this will be discussed further between the parties).

The process for the selection and appointment of the LWR(s) is that management will seek expressions of interest from all staff in the first instance. A template email for this purpose is attached. If an election is necessary, all school staff have a vote to select the LWR(s).

The LWR(s) will, following selection by the school staff, be formally appointed by the BoM. The LWR(s) will be required to confirm, prior to taking up the role, that they have been provided with and have completed the requisite training and that they are fully aware of the requirements of the role.

**6. Supports for the Lead Worker Representative/s**

The LWR(s) shall be entitled to:

- Be provided with 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;
- Have access to any risk assessments prepared or carried out in relation to Covid-19 and to details of incidents of suspected Covid-19 cases that have been notified to the HSE, where they occurred and any actions taken.
- Be provided with the necessary facilities to enable them to consult with employees or prepare any submissions or reports. These might include access to a meeting room, photocopier, communications and equipment.

Where the LWR is a teacher, the LWR will receive protected time of 2 hours per week from timetable to enable them to carry out their duties in that role. In the rare instances where the appointment of a teacher selected for the LWR would cause curricular / timetabling difficulties which cannot be resolved, school management will examine internal and external possibilities to enable the teacher's appointment as LWR. Where the matter cannot be resolved, management will set out the reasons why this is the case. In this circumstance, an alternative individual must be appointed as LWR. Where the LWR is an SNA, 66 of the "72 hours" will be utilised by the LWR to carry out their duties in that role.

Where the 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 within the scope of their normal contracted hours.

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

Where a Covid-19 control 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 as a matter of urgency. Staff should be informed of the outcome. It is envisaged that issues will be resolved at school level to the maximum extent possible.

If agreement cannot be reached, the LWR should notify the Board of Management (Chairperson 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 as a matter of urgency. Staff should be informed of the outcome.

If, having exhausted the process above, a serious issue of concern remains outstanding, the LWR may have recourse to the Health and Safety Authority.

## 9. Glossary of Terms

**Covid-19 Response Plan:** plan designed to support the staff and BOM in putting 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 Return to Work Safely Protocol, the Department of Education plan for school reopening and to prevent the introduction and spread of Covid-19 in the school environment. Covid-19 Response Plans for Post primary 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.

**Return to Work 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, but the Safety Representative may act as the LWR if selected to do so by the staff.

### Appendix "F" Visitor / Contractor Covid-19 Questionnaire

Visitor/Contractor Covid-19 Questionnaire	
<b>Name:</b>	
<b>Company:</b>	
<b>Mobile No.:</b>	
<b>Visiting:</b>	
<b>Date:</b>	
To ensure the Safety & Health of all people interacting with St. Munchin's College, visitors and contractors must complete this declaration form prior to entering our premises. If you indicate to us you have symptoms of Covid-19 OR you have been abroad in the last 14 days with exception to Northern Ireland, you should not be at work. Where this is the case, you are prohibited from entering the site and advised to seek professional medical help/assistance.	
1. Have you visited any of the countries outside Ireland excluding Northern Ireland?	<b>Yes / No</b>
2. Are you suffering any flu like symptoms / symptoms of Covid-19?	<b>Yes / No</b>
3. Are you experiencing any difficulty in breathing, shortness of breath?	<b>Yes / No</b>
4. Are you experiencing any fever like / temperature symptoms?	<b>Yes / No</b>
5. Did you consult a Doctor or other medical practitioner?	<b>Yes / No</b>
6. How are you feeling Healthwise?	<b>Well / Unwell</b>
(Please circle your answer above)	
<p><b>NOTE:</b> When on these premises, please adhere to our on-site standard processes / procedures regarding infection control, i.e. hand washing / hand sanitising and general coughing /sneezing etiquette and social distancing</p>	
<p align="center"><b>General Data Protection Regulations Information</b></p> <p>The school is collecting this personal and special / sensitive data for the purposes of maintaining safety within the workplace in light of the Covid-19 pandemic.</p> <p>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.</p>	
<b>Signature of Visitor:</b>	
<b>Date:</b>	

**Appendix "G" After-action review form (AAR)**

**St. Munchin's College - After-Action Review Form**

**St. Munchin's College After Action Review Learning Report**

**Date of Meeting:**

**Facilitator:**

**List Attendees:**

**1. Background to After Action Review**

*Provide a brief summary of the incident to which the After-Action Review relates; Enter information in chronological order.*

**2. What Did We Expect to Happen?**

*Enter particulars of implemented policy / procedure(s) to address such incidents.*

**3. What Actually Happened?**

*Enter particulars of what transpired while responding to the incident in question.*

**4. What Have We Learned?**

*Enter details of 'what went well' and 'why' and 'what didn't go well and why' while highlighting the learning elements from the After-Action Review of the incident.*

**5. Actions Agreed**

*Enter details of actions agreed (the actions should be linked to the identified learning points).*

## Appendix "H" Risk Assessment

### Covid-19 Risk Assessment

Covid-19 is a new illness that can affect a person's lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal.

Legislation<sup>5</sup> under the Safety, Health and Welfare at Work Act 2005 requires health surveillance to be carried out based on risk assessment. Employers are required to undertake a risk assessment with regard to Covid-19 and potential workplace exposure where the nature of work poses an occupational exposure health risk to Covid-19.

This risk assessment is designed to identify suitable control measures to mitigate the risk of Covid-19 infection. Risk assessments need to be regularly reviewed and updated and be based on the current best practice in relation to infection prevention and control.

### What is the risk? Spread of Covid-19 Coronavirus

**Key Challenge:** A key challenge for schools during this pandemic is to balance the need for a practical and sensible level of caution with the need to provide a supportive environment for students/students and where teachers feel able to engage with students in a way that supports their learning.

**Transmission:** Being a respiratory virus, Covid-19 is transmitted through respiratory droplets, with person-to-person contact appearing to be the main method of transmission. The virus can also survive on contaminated surfaces, possibly for up to several days. Both symptomatic and asymptomatic transmission (when a person is displaying no symptoms) occurs.

**Vaccination:** There are no vaccines available to date.

**Who Might be harmed?** Trustees, Board of Management, Principal, Deputy Principal(s) Teachers, Staff, Students, Visitors, Contractors, Parents / Guardians.

**Action by who?** Principal on behalf of the Board of Management.

**Action by When?** Action required to be completed by Mid-August 2020

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<sup>5</sup> List of relevant Legislation

- Regulation 10 of S.I. No. 619/2001 - Safety, Health and Welfare At Work (Chemical Agents) Regulations, 2001
- Regulation 12 of S.I. No. 78/2001 - Safety, Health and Welfare At Work (Carcinogens) Regulations, 2001 .
- Regulation 20 of S.I. No. 386/2006 - Safety, Health and Welfare at Work (Exposure to Asbestos) Regulations 2006 (as amended)
- Regulation 131 of S.I. No. 299/2007 - Safety, Health and Welfare at Work (General Application) Regulations 2007 (Control of Noise at Work)
- Regulation 141 of S.I. No. 299/2007 - Safety, Health and Welfare at Work (General Application) Regulations 2007 (Control of Vibrations at Work)

**Covid-19 - Primary Symptoms:** Fever (higher temperature of 38 degrees C. (100.4 degrees F.) or above - Cough which can be any kind of cough, not just a dry cough - Shortness of breath or breathing difficulties - Loss of smell, of taste or distortion of taste

**Human Health Risk:** mild, moderate, severe or fatal. Older adults, or those with underlying medical conditions appear to be at a higher risk of developing more serious complications from Covid-19 illness.

**This Risk Assessment has been prepared in response to the emerging risks associated with Covid-19 pandemic.**

**Note:** Staff, parents and students (as age appropriate) should understanding the benefits and risks of education and social interaction and that it is not possible to guarantee that infection can be prevented in any setting either in an education centre, at home or in any other setting where people interact with other people.

Risk	Controls implemented to mitigate against Risk of Spreading Covid-19
Risk of Covid-19 spreading in the School environment	<p>The risk is of spread of infection exists in all interpersonal interactions such as staff-contractor, student-contractor, student-student, teacher -teacher, and teacher-student and is not limited to the classroom and requires to be managed in all settings within St. Munchin's College.</p> <p>This risk is mitigated through</p> <ul style="list-style-type: none"> <li>- All staff, contractors, students and essential visitors / contractors being required to wear facial masks / covering while on school premises</li> <li>- Gel sanitisers located at entrances and exits</li> <li>- Display of Covid-19 Information Signage throughout the school</li> <li>- Covid-19 Induction Training for all staff</li> <li>- Encouraging good hand hygiene technique, respiratory hygiene and social distancing</li> <li>- The implementation of a Covid-19 Policy,</li> <li>- Provision of Covid-19 presentations for staff, students, parents and guardians.</li> <li>- Prohibiting of social physical contact, hand to hand greetings / hugs.</li> <li>- Promotion of awareness of COVID-19 and it's symptoms among staff, parents / guardians and students with age appropriate posters, email/text communications</li> <li>- Heightened awareness by staff, parents and children (age appropriate) on how to protect themselves and each other as well as how to recognise and report symptoms of COVID-19 infection</li> <li>- The exclusion of staff, student, visitors and contractors who are ill</li> <li>- Requirement that staff/students who experience symptoms of</li> </ul>

Risk of Covid-19 spreading in the School environment	<p>COVID-19 or other acute infectious disease are not to attend school, to phone their doctor and to follow HSE guidance on self-isolation.</p> <ul style="list-style-type: none"> <li>- Requirement that staff members are not to present for work if they have been identified by HSE as a contact of a person with Covid-19 and to follow the HSE advice on restriction of movement.</li> <li>- Requirement that staff members / students who develop symptoms at school to bring this to the attention of their manager / teacher / SNA promptly and to follow HSE guidance on self-isolation</li> <li>- Advice to parents not to bring their children to school if the child has symptoms of a viral respiratory infection or if there is someone in the household suspected or known to have Covid-19.</li> <li>- Advice to parents not to bring their children to school if they have been identified as Covid-19 contacts</li> <li>- Advice to parents that the school reserves the right to decline entry to students who appear to have fever or respiratory tract infection.</li> <li>- Ensuring students (as appropriate) are aware of the reason why they should not attend if they have respiratory symptoms.</li> <li>- Ensure students are aware that if they develop signs or symptoms when at school to let their teacher know</li> <li>- Ensuring everyone who entering the school / classroom performs hand hygiene with a hand sanitiser.</li> <li>- Teachers required to maintain social distance requirement as where possible when dealing with students.</li> <li>- Teachers taking measures to avoid close contact at face to face level such as remaining standing rather than sitting beside/crouching down</li> <li>- class space reconfigured to maximise physical distancing (where possible)</li> <li>- avoidance of situations that require people to sit or stand in direct physical contact with other people.</li> <li>- teacher's desk (where possible) to be placed at least 2 metres away from student's desks</li> <li>- Where students need to move about within the classroom to perform activities (for example to access a shared resource) this is to be organised to the greatest extent possible so as to minimise congregation around the point of access to the shared resource.</li> <li>- Students and teachers are to avoid sharing of personal items such as pens and other writing materials, tablets and phones to the greatest extent possible.</li> <li>- All teachers, other staff and students are to avoid behaviours that involve hand to mouth contact (putting pens/pencils in</li> </ul>
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Risk of Covid-19 spreading in the School environment	<p>the mouth etc.)</p> <ul style="list-style-type: none"> <li>- Where teaching and learning involves use of keyboards or tablets the contact surfaces of the devices are required to be cleaned by user before use and when finished with the keyboard or device and hand hygiene encouraged.</li> <li>- In the event of sub-groups being required within a class for group work, to the greatest extent possible the same students will generally be in the same group, although movement between groups may be necessary in the event it is necessary to address tensions between students.</li> <li>- Allocation of teachers to designated classrooms</li> <li>- When students have to move to an elective subject they are required to move quickly into the new class and are required to be seated with members of their class cohort, observing as social distancing where possible.</li> <li>- Hand washing and/or sanitising is required when moving between classes by both teacher and students.</li> <li>- Students and Teachers required to maintain 2 metres physical distance within the school</li> <li>- Social distancing is required between people congregating at school gates</li> <li>- Students are required to go straight to their classroom upon arrival at school</li> <li>- Implementation of a 'No Hand shaking policy'.</li> <li>- Requirement to avoid gathering within the school at the beginning or end of the school day.</li> <li>- Protocol in place in the event a student or teacher or contractor should develop symptoms of Covid-19 during the school day.</li> <li>- Communication of risks to teachers, staff, students, parents / guardians.</li> <li>- Advice to teachers, staff, students, parents / guardians of the need to stay at home if showing symptoms of Covid-19 or if in contact with others with symptoms of Covid-19</li> <li>- Regular cleaning and sanitiser of workplace and communal equipment</li> <li>- Use of PPE (gloves/masks) provided when dealing with and isolating Covid-19 suspected symptomatic person.</li> <li>- Sanitisation of shared equipment/ areas.</li> <li>- Increased cleaning and disinfecting of high-risk objects and surfaces schedule. Such as door handles, handrails, light switches, reception area, toilets, communal areas etc.</li> <li>- Appointment of Covid-19 Lead Worker representative.</li> <li>- Appointment of Covid-19 Manager</li> <li>- Lunch and small breaks have been staggered</li> </ul>
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<p>Risk of Covid-19 spreading in the School environment</p>	<ul style="list-style-type: none"> <li>- Community events, meetings and activities that usually take place on the school premises together with assemblies, extracurricular activities and events that have the potential to create crowded conditions have been suspended.</li> <li>- Specific times for collections, appointments and deliverables have been put in place.</li> <li>- The school conducts online meetings in place of face to face meetings where possible</li> <li>- Where face to face meetings are absolutely necessary, the length of the meeting and the numbers attending the meeting is kept to a minimum</li> <li>- Keep to the right policy has been implemented on all stairways and corridors</li> <li>- Requirement to walk on the right-hand side of corridors and stairways in order to aid traffic flow and avoid contact with others has been implemented</li> <li>- Any informal gatherings on corridors / stairs when entering, moving about or exiting the school are prohibited</li> <li>- Unnecessary gatherings of staff at the beginning and termination of the school's day is prohibited</li> <li>- Staff members have been allocated workstations together with protective screening</li> <li>- Sharing of educational material has been limited</li> <li>- Classrooms have been reconfigured to maximise physical distancing</li> <li>- Livestreaming of classes will be accommodated if teachers are working from home</li> <li>- Staff and students are required to wear face coverings / face shields within the school premises where 2 metres social distancing cannot be maintained. Where a student is unable to wear a face mask or face covering medical evidence will be required to substantiate the fact</li> <li>- Essential visitors are required to make an appointment prior to visiting the school</li> <li>- All students have been informed of the Social Distancing requirements within the school</li> <li>- All staff have been informed of the Social Distancing Requirements within the school</li> <li>- Protective screening has been installed in the reception area</li> <li>- Employees are required to clean and sanitise their workstations / areas at the commencement and termination of their working period / day.</li> <li>- All official business trips and face-to-face interactions have been reduced to the absolute minimum</li> </ul>
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	<ul style="list-style-type: none"> <li>- Decommissioning of communal water coolers and reusable drinking receptacles in use in communal areas</li> <li>- First Aid responders in the school to be trained on infection prevention and control principles, including performance of hand hygiene and appropriate use of personal protective equipment when delivering first aid.</li> <li>- Flushing of the school water systems has taken place to prevent any potential for Legionnaires' disease</li> </ul>
Risk of Covid-19 to vulnerable high-risk persons	<ul style="list-style-type: none"> <li>- Wearing of Non-medical masks – The wearing of non-medical masks may reduce the transmission of Covid-19 from individuals who may be infected with Covid-19 virus (i.e. asymptomatic)</li> <li>- High risk or vulnerable student may be taught online or at home.</li> <li>- Students who are required to self-isolate at home may avail of learning through online facilities</li> <li>- Mechanism / procedure to enable workers to work from home will be implemented and available to all staff if required to work from home</li> </ul>
Students with Special Educational Needs	<ul style="list-style-type: none"> <li>- Arrangements in place with parents/guardians regarding the necessity for highlighting awareness of signs, symptoms or changes which might suggest illness / Covid-19 infections so as to ensure students do not attend school where symptoms are present.</li> <li>- Teachers and staff awareness of the signs, symptoms or changes which might suggest illness / Covid-19 infections so as to ensure teachers do not attend school where symptoms are present.</li> <li>- Assistance with hand hygiene for students who may be unable to wash their hands themselves.</li> <li>- Cleaning student's aids and appliance and/ or medical equipment etc.</li> <li>- Teachers and staff using facial coverings / face visors and other required PPE equipment in circumstances where physical distancing is not possible.</li> <li>- Teachers and staff performing regular hand hygiene when working between different students.</li> </ul>
Working at Home of	<ul style="list-style-type: none"> <li>- Arrangements in place with parents/guardians regarding the</li> </ul>

Vulnerable / High Risk Students	<p>necessity for highlighting awareness of signs, symptoms or changes which might suggest illness / Covid-19 infections so as to ensure students do not attend school where symptoms are present.</p> <ul style="list-style-type: none"> <li>- Teachers and staff awareness of the signs, symptoms or changes which might suggest illness / Covid-19 infections so as to ensure teachers do not attend school where symptoms are present.</li> <li>- Teachers and staff using facial coverings and other required PPE equipment in circumstances where physical distancing is not possible.</li> </ul>
Risk of hand sanitisers solutions being ingested - toxic	<ul style="list-style-type: none"> <li>- Children to be monitored to ensure that they do not accidentally ingest hand sanitisers – this risk is mitigated through the provision of instruction on effective hand hygiene technique to teachers, SNA, staff, contractors and students.</li> </ul>
Risks of slips or falls due to spillage of hand sanitisers at dispenser locations.	<ul style="list-style-type: none"> <li>- Care should be taken to clean up any hand sanitiser spills to prevent risk of falls.</li> </ul>
Risks associated with visitors to school	<ul style="list-style-type: none"> <li>- Visitors to the school are not permitted without prior arrangement with a specific contact point (for example the school office) and are subject to the same controls that apply to staff, students and contractors entering the school.</li> <li>- Physical distancing of 2 metres to be maintained with visitors (where possible)</li> <li>- Visits are arranged to ensure that congregation of parents in waiting areas is avoided by invited them to remain in their car until the teacher is ready to meet them (as applicable).</li> <li>- Implementation of alternative means of communication other than face to face meetings</li> </ul>
Reception	<ul style="list-style-type: none"> <li>- Sign-in requirements and sanitising facilities have been implemented in the Reception area together with administration staff being located behind a glass panel.</li> </ul>
Canteen	<ul style="list-style-type: none"> <li>- Canteen facilities have been temporarily suspended</li> </ul>
Hallways / Stairs	<ul style="list-style-type: none"> <li>- Requirement for staff and students when passing another person in a corridor or stairwell, that they are required to avoid any physical contact or participation in informal group discussions.</li> <li>- In the event of a narrow corridor one person to use it at a time</li> </ul>

	<p>where possible</p> <ul style="list-style-type: none"> <li>- Walk on the right-hand side of corridors when moving around the school</li> </ul>
Administration / Offices	<ul style="list-style-type: none"> <li>- The administration office is large enough for the three administrative staff to maintain social distancing.</li> </ul>
Yard / Outside Areas	<ul style="list-style-type: none"> <li>- Students and Staff are required to adhere to relevant social distancing requirements when engaging or returning from break times.</li> <li>- Students and Staff required to perform hand hygiene before and after outdoor activities</li> <li>- Minimising the sharing of equipment and requiring its cleaning before and after use.</li> </ul>
Specialised Classroom	<ul style="list-style-type: none"> <li>- Students are encouraged to have their own equipment required for specialised subjects</li> <li>- Shared electronics such as tablets, touch screens, keyboards are required to be cleaned before and after use in accordance with the manufacturer's instructions.</li> <li>- Where practical each pupil should have dedicated schoolbooks</li> <li>- Textbooks that are shared to be covered in a wipeable plastic covering that can be wiped with a suitable household cleaning agent between uses.</li> <li>- Hand washing facilities have been implemented instead of hand sanitisers in classrooms / labs etc. when any risk of open flame may exist, in order to prevent any injury / burns to any staff or student.</li> </ul>
Lifts (Where applicable)	<ul style="list-style-type: none"> <li>- Where practicable only one person to use lift at a time (unless user requires assistance)</li> </ul>
School / Sporting Related Activities	<ul style="list-style-type: none"> <li>- Supervisors should observe students for symptoms, and they should ask parents to declare that their children are symptom free.</li> <li>- Social (Physical) distancing, hand hygiene and good respiratory etiquette should be observed by all (students, parents, coaches and spectators).</li> <li>- Conducting an up to date risk assessment in relation to the particular activity or sport so as to identify what additional measures are required to reduce / mitigate the risks. <ul style="list-style-type: none"> <li>• Requirement that no person (student, parent, coach or spectator) should attend an event if unwell or any members of their household are unwell with symptoms consistent with Covid-19.</li> </ul> </li> <li>- Households to bring their own household members to the event and not share transport to or from the venue</li> </ul>

	<ul style="list-style-type: none"> <li>• Requirement that parents and students wait in the car or outside the venue until just before the beginning of a practice, warm-up, or game, instead of congregating with other children prior to the start.</li> <li>- Appointment of Covid-19 officer at events</li> <li>- Requirement for good hand hygiene, and respiratory etiquette.</li> <li>- Avoiding the sharing of water-bottles. Each student is required to bring their own water-bottle clearly labelled with their name</li> <li>- Requirement to maintain social distancing of 2 metres where possible when students are not playing such as when watching from the side-line etc.</li> <li>- cleaning and disinfecting of any shared equipment before, during and after all sessions/activities</li> <li>- Completion of contact tracing log at events where possible (Students, teachers, coaches, trainers, parents / guardians etc.)</li> </ul>
Choir/Music Practices / Performances	<ul style="list-style-type: none"> <li>- Pre-Check at Entrance - person belonging to a risk group / contact with infected persons, / symptomatic</li> <li>- Keeping the minimum distancing rule for wind ensembles to reduce the risk to very low.</li> <li>- avoiding the draining of condensation in instruments onto the floor</li> <li>- disposing of all draining in a collection container or absorbent blotting paper.</li> <li>- wind players should not blow through the instruments to clean them.</li> <li>- wind instruments to be cleaned in separate rooms away from the teaching or rehearsal setting where possible.</li> <li>- In the event of contact with condensation or with the interior of the instrument (e.g., horn), great care must be taken to ensure a thorough hand hygiene protocol is followed</li> <li>- Educators and pupils are advised to wear mouth-nose protection in individual lessons, when they are not playing.</li> <li>- Wind ensembles - Wind ensembles can have different numbers of players depending on their instrumentation. The number of players must always correspond to the currently applicable regulations on group sizes.</li> <li>- Even with smaller ensembles, a minimum distance of 2 meters/6 ½ feet should be maintained</li> <li>- Rehearsal rooms to be as large as possible and to be thoroughly and regularly aired out every 15 minutes.</li> <li>- In the summer season, weather permitting the question of playing outdoors to be considered.</li> <li>- face and nose protection to be worn during individual lessons</li> </ul>

Choir/Music Practices / Performances	<p>when students are singing.</p> <p>In order to reduce the risk of infection from aerosols in the choral setting</p> <ul style="list-style-type: none"> <li>- general risk reduction is the personal entrance screening</li> <li>- mouth and nose protection can be worn.</li> <li>- singing in very large rooms, such as concert halls or church sanctuaries, appears to be most favourable.</li> <li>- regular airing out of the room approximately every 15 minutes,</li> <li>- reduced periods for rehearsal scheduling,</li> <li>- choirs required to observe the general spacing rule for social distancing,</li> <li>- Choir required to wear face masks at all times</li> <li>- no hand contact or contact with surfaces by choir when on break (e.g., by sharing music, etc.).</li> <li>- requirements for thorough hand washing before and after choir practice</li> <li>- Students and teachers to avoid touching the face and rubbing the eyes during choir practice</li> <li>- sneezing and coughing should be avoided, if possible, and caught in the crook of the elbow / tissue.</li> </ul>
Poor Hand Hygiene	<ul style="list-style-type: none"> <li>- Information provided to staff and students as to why hand hygiene is so important, when to wash their hands and how to wash their hands.</li> <li>- The promotion of good hand hygiene and the display Hand Hygiene Posters throughout the school.</li> <li>- Provision for hand hygiene through hand washing or the use of a hand sanitiser.</li> <li>- Provision of hand sanitiser dispensers at entry and exit points of schools and classrooms.</li> <li>- Provision of access to hand washing facilities after activities that are likely to soil hands for example gardening or certain sporting activities as hand sanitiser does not work on dirty hands.</li> <li>- Provision of social distancing when using hand hygiene facilities including wash hand basins so as to avoid congregation of people waiting to use wash hand basins and hand sanitiser.</li> <li>- Hand washing basins – decommissioning of certain hand washing basins so as to ensure social distancing.</li> <li>- Provision of adequate hand washing facilities to meet the needs of the school population</li> <li>- Location of foot operated pedal bins near wash basins for disposing of paper towels</li> <li>- Topping up of hand sanitisers, soap dispenser so as to encourage school population to use them</li> <li>- The provision of automatic hand dryers and paper towels have</li> </ul>

	<ul style="list-style-type: none"><li>- been installed to dry hands after washing them</li><li>- Displaying of posters adjacent to washing facilities demonstrating hand washing techniques</li><li>- Paper towels are in used to dry hand after washing</li></ul>
Toilets	<ul style="list-style-type: none"><li>- Toilets, wash hand basins and surrounding areas cleaned daily and whenever there is visible soiling.</li><li>- Cleaning staff inspection of toilets and hand washing facilities at regular intervals</li></ul>
Cleaning	<ul style="list-style-type: none"><li>- Cleaning staff received updated information and training in relation to cleaning and sanitising areas in relation to Covid-19 virus.</li><li>- Cleaning schedule and a cleaning plan have been implemented within the school and a classroom cleaning protocol has also been implemented in respect of each classroom</li><li>- High use surface areas such as door handles, stairwell rails etc., will be cleaned every 40 minutes.</li><li>- Employees are required to clean and sanitise shared equipment at the commencement and termination of its use.</li></ul>

## Appendix "I" Contact Tracing Log

### Contact Tracing Log

<b>Name of School</b>	St. Munchin's College		<b>School Contact Person</b>	
<b>Address of School</b>	Corbally Road, Limerick.		<b>For Queries Only: Phone No.</b>	
			<b>Email</b>	
<b>Name of Visitor</b>				
<b>Date of Visit</b>	___/___/___	<b>Time</b>	Entry to school _____ am <input type="checkbox"/> / pm <input type="checkbox"/>	Exit from school _____ am <input type="checkbox"/> / pm <input type="checkbox"/>
<b>Visitors Status</b>	Contractor <input type="checkbox"/>	Parent / Guardian <input type="checkbox"/>	Other <input type="checkbox"/> Please Specify _____	
<b>Contact Details of Visitor</b>	Company Name			
	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	