

# St. Munchin's

## College

## Covid-19

## Risk

# Management



The measures outlined in this booklet are aimed at risk minimisation of COVID-19, for our St. Munchin's College Community their families and the wider surrounding community while recognizing the importance of education for health and wellbeing. It is important for parents, pupils/students and for those who deliver education to accept that no interpersonal activity is without risk of transmission of infection at any time.

**In short, this booklet is laid out in the following manner. Some of the information in black print is a recommendation by the HPSC and the yellow/red print is St. Munchin's College response to that recommendation. To make it easier to understand and read some information that is not relevant in a post primary setting has been omitted. The link to the full document is provided on page 3.**

Generally speaking the closer the physical contact, the more likely infection is to spread from one person to another.

**It is important to point out that, no person (child, teacher, staff member or parent) should attend an educational setting if unwell or any members of their household are unwell with symptoms consistent with COVID-19.**

Social (Physical) distancing, hand hygiene and good respiratory etiquette should be observed by all (students, teachers, parents and visitors). **In a school setting, students will learn from and take their lead from their teachers in relation to practices involving the wearing of face coverings, good hand hygiene, physical distancing, keeping classrooms clean and hygienic. Therefore there is a huge responsibility on teaching professionals to follow best practice at all times.** Please see below some simple strategies that could be used by teachers to help their students adjust to "their new norm"

- ✓ Please ensure to listen to your students' concerns and answer their questions.
- ✓ Emphasize that students can do a lot to keep themselves and others safe.
- ✓ Explain the concept of social distancing;
- ✓ Focus on good health behaviours, such as **covering coughs and sneezes with a tissue (elbow and washing hands)**
- ✓ Remind students that they can model healthy behaviours for their families.
- ✓ Discuss the different reactions they may experience and explain these are normal reactions to an abnormal situation. Encourage them to express and communicate their feelings. (Well Being Class)
- ✓ Build students' agency and have them promote facts about public health.
- ✓ Incorporate relevant health education into other subjects.
- ✓ **Science** can cover the study of viruses, disease transmission and the importance of vaccinations;
- ✓ **SPHE/History** can focus on the history of pandemics and evolution of policies on public health and safety;
- ✓ Media literacy lessons can empower students to be critical thinkers and makers, effective communicators and active citizens
- ✓ Junior Cycle Key Skills of Managing Myself, Managing information and Thinking, Communicating, Working with Others and Staying Well are all relevant to the new safety measures introduced by Covid.

This booklet has been formulated in conjunction with the 2014 Guidelines on the Management of Infectious Disease in Schools and the use of the HPSC Covid -19 interim Recommendations for the reopening of Schools and educational Facilities. A link to the full HPSC document is provided below.

<https://www.hpsc.ie/a-z/lifestages/schoolhealth/File,14304,en.pdf>

The key recommendations in this document in relation to managing the risk of infection transmission are:

1. **Minimising the Risk of the Introduction of Infection (Exclusion of pupils, staff members and visitors who are ill)**
2. **Managing the risk of the spread of Covid -19 if introduced by the following:**
  - a. Regular **hand hygiene**
  - b. Maintaining **physical distancing**
  - c. Application of **respiratory hygiene** and **cough etiquette**
  - d. **Environmental Hygiene**

## **Hand Hygiene**

### **Support and promote good hand hygiene.**

Teachers and pupils should understand **why** hand hygiene is important, **when** to wash their hands and **how** to wash their hands (WHO technique). A link to the You Tube clip showing the WHO technique is provided below.

- <https://www.youtube.com/watch?v=lisgnbMfKvI>
- Promote good hand hygiene and display posters throughout the school (Completed)
- Hand hygiene can be achieved by hand washing or use of a hand sanitiser (when hands look clean).
- Hand sanitiser dispensers can be deployed more readily at entry and exit points of schools and classrooms and are an appropriate alternative in most cases. Care should be taken to clean up any hand sanitiser spills to prevent risk of falls. (Over 100 hand sanitizers stations have been put up around the school building. They are located at all entry and exit points as well as in all class rooms)
- There is a requirement for 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. (Students engaged in sporting activities or horticulture will have access to hand washing facilities in the toilets once they have finished their activity)
- Use of hand hygiene facilities including wash hand basins needs to

be managed so as to avoid congregation of people waiting to use wash hand basins and hand sanitizer. (Split lunches and giving 1<sup>st</sup> and 2<sup>nd</sup> years an early toilet break will help to reduce queues at toilets. This procedure will be enhanced by extra supervision of toilet areas at break times)

### **Hand washing facilities – to the greatest extent practical**

- Should be adequate to meet the needs of the school population and should be age/ability appropriate. Hand sanitiser can be used to bridge the interval until sufficient handwashing facilities can be provided or upgraded. (completed)
- Wash hand basins, warm running water, liquid soap dispensers and hand drying facilities should be provided in all toilets, kitchens and other food preparation areas. (Students will be provided with disposable cloths to wipe their hands)
- Foot operated pedal bins should be located near wash basins for disposing of paper towels. (Completed)
- Hand washing facilities should be maintained in a good condition and supplies of paper towels and soap should be topped up regularly to encourage pupils to use them. (Toilet cleaning (in all toilet areas including student toilet on 3<sup>rd</sup> floor) and monitoring will be taking place throughout the day and targetted cleaning will take place after both small and big break). The evening cleaning regime will repeat the cleaning/sanitizing schedule that took place throughout the day with the addition of cleaning the floor with disinfectant and buffing it with the machine on a daily basis. Please see full cleaning schedule attached)
- Teachers and Cleaning staff should be reminded to check the sanitizer/soap dispensers at frequent intervals. (Cleaning personnel will have a trolley of sanitizing materials on every floor. They will constantly be present on corridors, cleaning door handles etc. every 40 minutes so teachers can ask the any of the girls at any time for extra supplies to ensure that no one runs out)
- Wash hand basins should be at an appropriate height for staff and pupils of all ages. (Completed)
- Good quality disposable paper towels (preferably wall mounted) should be available at or near the wash hand basins for drying hands. Shared towels should not be used. (Disposable towels will be available for both teachers and students in all toilet facilities)

- Roller type cloth towels should not be used. (will not be in use)
- Posters displaying hand washing technique and promoting hand-washing should be placed on the wall adjacent to washing facilities. (Displayed on the walls, above sinks in toilets)

### Hand washing products

- Liquid soap and warm running water should be provided. (Completed)
- A mild unscented liquid soap is preferred especially for staff and pupils with sensitive skin. Antibacterial soap is not recommended. (Completed)
- Disposable cartridges of liquid soap that are wall mounted are preferred. (Completed)
- If the liquid soap container is refillable, the container and pump should be emptied, cleaned, and dried completely before being refilled. (Having consulted with the sanitizing dispenser provider, he advised cleaning personnel to refill the sanitizer and clean around the outside of the dispenser once the refill had taken place).
- Soap and water must be used if hands are visibly soiled. (Completed and students will be reminded to wash their hands with soap and water following PE, Sports or Horticulture)

### Hand Sanitizer

- Hand sanitiser - Alcohol Based Hand Rubs (100 in various locations around the building)
- Hand sanitiser is suitable for use for hand hygiene when hands are not visibly soiled (look clean)
- Evidence of effectiveness is best for alcohol-based hand rubs but non-alcohol-based hand rubs are available and may be preferable in some settings (alcohol based hand sanitizer is being used in all sanitizing stations as this appears to be most effective in killing all bacteria)
- Alcohol based hand rubs are flammable and can be toxic if ingested. (Post primary school students will be expected to use a common sense approach to such information, possibly this statement is more relevant to primary schools)
- Where hand rubs/gels are used in the school setting, care should be taken to ensure that students do not accidentally ingest the products. (Post primary school students will be expected to use a common sense approach to such information, possibly this statement is more relevant to primary schools)
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### Frequency of hand hygiene:

**Pupils and staff should perform hand hygiene when and/or wash their hands with soap and water or with an alcohol-based hand rub regularly and in particular:**

- ✓ after coughing and sneezing,
  - ✓ before and after eating,
  - ✓ before and after preparing food,
  - ✓ if in contact with someone who is displaying any COVID-19 symptoms,
  - ✓ before and after being on public transport (if using it),
  - ✓ before and after being in a crowd,
  - ✓ when arriving and leaving school,
  - ✓ when hands are dirty,
  - ✓ after toilet use.
  - ✓ avoid touching their eyes, mouth, or nose.
  - ✓ Pupils and staff should perform hand hygiene
- ✓ Students will sanitize on entry and exit to school.
  - ✓ Students will sanitize their desks/chairs (work station) at the start of every class
  - ✓ Students will sanitize their hands once they have cleaned down their work station
  - ✓ Students will sanitize as they leave the room
  - ✓ Students will be reminded to wash their hands following PE/ Sports/ Horticulture or following their involvement in any activity where they hands may become dirty

### Physical Distancing

Physical distancing measures fall into two broad categories:

- increasing separation;
- decreasing interaction.

The principle of distancing can be usefully applied in the school setting, allowing for some flexibility when needed. However, it must be applied in a practical way, recognising that the learning environment cannot be dominated by a potentially counterproductive focus on this issue.

It is acknowledged that teachers will not always be able to maintain physical distance from their pupils and it is not appropriate that they would always be expected to do so where this could have a detrimental impact on the child e.g. if a child sustains an injury and requires first aid. However, where possible teachers should maintain a minimum of 1m distance and where possible 2m. They should take measures to avoid close contact at face to face level such as remaining standing rather than sitting beside/crouching down.

## Physical Distancing in the Classroom

### *Increasing separation*

- All available space in the school should be availed of in order to safely maximise physical distancing. The class space should be reconfigured to maximise physical distancing. (Teachers have been asked to come into the school and declutter lockers, books etc. prior to reopening)
- Maintaining as much distance as is reasonably practicable between people within the classroom is likely to have substantial effect. (Classroom desks as well as teacher's desks have been reconfigured to ensure that as much space as is physically possible exists between students). It is imperative that teachers assign seating places to all students in all classes and make a copy of each seating plan. In the event of a student receiving a positive diagnosis, all teachers who have taught that student in the previous 24 hours will be asked to name the students who were seated in close proximity to the student with the positive diagnosis. The seating plan for all classes will be left in a folder on the teacher's desk, in the event that the regular teacher is absent and a covering teacher is aware of the assigned seating arrangement implemented by the main class teacher. )
- Situations that require people to sit or stand in direct physical contact with other people should in particular be avoided. (in canteen/assembly areas students will be sitting in the chair with flip out table, such chairs cannot be pushed together. Supervising teachers will be asked to ensure that all students are sitting separately)
- In cases where double desks are necessary, for example on the B floor or in the labs or DCG room, Labs, Perspex dividers will be fitted to the desks dividing the table and chair area.
- The teacher's desk should be placed at least 1m and where possible 2m away from pupil's desks. (1m has been achieved in all classrooms, in some rooms 2m depending on the size of the room. We have tried to ensure as best we can that teachers spaces at the top of the room are not encroached upon.)

### *Decreasing interaction*

The extent to which this is practical will depend on the school setting. A common-sense approach is required in recognising the limits to which decreasing interaction between pupils can be achieved.

The following measures should be encouraged:

- Limit interaction on arrival and departure and in hallways and other shared spaces (arrows will direct student at all times, students will be instructed to walk in single file. Parents have been given guidelines in relation to encouraging students to

walk/cycle to school, where possible. Supervision in the hallways will prevent a build up of students at any one point)

- Social physical contact (no hand shaking)
  
- Pupils/ Teachers must avoid sharing of materials (pens, books etc.. As our 1<sup>st</sup> and 2<sup>nd</sup> year students will not have access to lockers, we are going ahead with photocopying).
  
- Where teaching and learning involves use of keyboards or tablets (e.g. Mobile classroom) the contact surfaces of the devices should be cleaned regularly and hand hygiene encouraged following use. The keyboards in all computer rooms will be sprayed (with an antibacterial spray which evaporates, no wiping necessary) by the teacher prior to use, in the same way as the students desk and chair is wiped down in regular (non - specialized classrooms). All mobile classroom devices that are used in class need to be cleaned down with the sanitization pack that will accompany the mobile classroom unit- this sanitization pack will be placed on top of the mobile classroom unit. Students who have used the device will be reminded to sanitize once they have finished)
  
- Sanitising would be required when moving between classes by both teacher and students. (Teacher's desks will have their own sanitization pack which will be placed close to or on the teacher's desk. This pack will contain sanitization spray, gloves, tissues, masks, disposable cloth, visor). **Once they arrive at their designated class room, the teacher will remind them to carry out the following:**
  - ✓ **Take a wipe from the teacher's desk (these are large, industrial sized, anti - bacterial wipes)**
  - ✓ **Use the wipe to clean and sanitize their work station (i.e. their desk, chair)**
  - ✓ **Place the used wipe in the bin**
  - ✓ **Sanitize their hands**
  - ✓ **Take their seat**
  - ✓

### Physical distancing outside of the classroom and within the school

#### Arrangements for dropping off / picking up children:

Walking/Cycling to school should be encouraged as much as possible.

- **Some approaches that that may be considered by the school include the following:**
  - ✓ Staggered drop off/pick up times where practical/feasible, so that not all



children arrive onsite at one time. (1<sup>st</sup> years will be finishing 10 minutes prior to the rest of the school every day)

- ✓ Parents/Guardians and students will be advised to ensure that they bring all items that are needed for a given school day. If your son has forgotten something or you need to bring it to the school please contact the school office to notify them that you will be coming to the school. Once you have arrived at the school reception area please sanitise your hands with the sanitising gel provided. You can then speak to one of our receptionists to notify them that you are leaving an item. Please label these items clearly with your son's name and class group. All parents visiting the school are required to wear suitable face coverings in the school building.
- ✓ Should you need to meet with any member of staff, please ring reception and make an appointment, as is the usual protocol.
- ✓ If the school has additional access points, consideration may be given to whether it would be beneficial to open these to reduce congestion.  
(Students can access the building in the morning through a number of entry points- Student entrance, side entrance (parallel to the A biology room), back door leading in from the back yard.
- ✓ Consideration may be given to where students go as they arrive at the facility. This could include:
  - ✓ heading straight to their small group's designated learning space/classroom. Students in the College who arrive early will be asked to go to a central area i.e canteen. At 8:35am all students should make their way to their tutor rooms and sit in the designated seat assigned to them by their tutor. Students must sanitize their desk prior to taking their seat)

### Physical distancing considerations for Teachers and Staff

- A distance of 2 metres is recommended for physical distancing by staff. In the context of education this is especially relevant to distancing between adults when they are not engaged in teaching for example when on breaks, arriving for work or having a conversation with a colleague on the corridor.
- If a distance of 2m cannot be maintained in staff group interactions, as much distance as possible should be maintained and guidance on face coverings should be observed. (all Teacher's/ College Staff will be provided with visors, masks etc in order to adhere to this recommendation)
- Physical distancing should be observed between staff members within the staff room through the use of staggered breaks etc. In particular at post primary level, this could also be facilitated through the formation of school staff 'pods' / teams who work together and take breaks together. (Capacity in the staff room has been adjusted in line with physical distancing)
- Staff meetings may be held remotely, or in small groups or in large spaces to facilitate physical distancing. (Staff meetings will be held in the Canteen, year group assemblies will be held in the sports hall)

- Implement a no hand shaking policy. (Completed)
- Minimise gathering of school staff in workplace at beginning or end of school day. (Teachers who have a classroom will be encouraged to go to their classrooms on arrival to school thus reducing the volume of teachers converging in the staff room. Teachers who do not have access to their own classroom can make use of the staff room. Some teachers, it is hoped, will be in classrooms during small break . Those who do not have a classroom or who are not on 3<sup>rd</sup> class will be in the staff room. The staggered lunch break, it is anticipated, will reduce the volume of teachers who are off at any one time)

### **Hall/Larger gathering area facilities – to the greatest extent possible**

- Ensure that physical distancing is applied in large halls
- Stagger break times.
- Small Break procedures: All 1<sup>st</sup> and 2<sup>nd</sup> years will have a toilet break at 10:45am each day. Both toilet facilities will be available to all students no distinction between senior and junior. This is to ensure that congestion at break times does not build up. 1<sup>st</sup> and 2<sup>nd</sup> years need to be back in their classrooms (the classroom that they were in for 3<sup>rd</sup> class) at 10:55am at which time 3<sup>rd</sup>, TY, 5<sup>th</sup> and 6<sup>th</sup> years will go to their lockers, yard, canteen, assembly hall.
- 1<sup>st</sup> and 2<sup>nd</sup> years will remain in the classroom that they were in for 3<sup>rd</sup> class (along with their teacher, who they had for 3<sup>rd</sup> class- kettle provided for teacher to have break in the classroom-not ideal we know, but necessary). 1<sup>st</sup> and 2<sup>nd</sup> year students will be permitted to remove their face coverings for a short period to eat their lunch (windows and doors will remain open at all times during break to allow for essential ventilation). Once finished 1<sup>st</sup> and 2<sup>nd</sup> years will tidy up and get ready to move at 11:05 to their next (4<sup>th</sup> class) classroom. Students will be reminded to sanitize as they leave and to ensure that they pick up any papers etc. in the room. All SPHE, RE, Well Being, CSPE teachers will be asked to take junior students outside and allow them to walk in two's maintaining a 2m social distance. This will give them a break from wearing face coverings.
- Teacher supervision in centres such as the Canteen/ Assembly Hall, Corridors/ Yard etc. will be essential to constantly ensure, as best we can that they boys are keeping some distance from each other. This won't be perfect but we will try to implement this to the best of our ability.
- (2 big breaks have been devised. 1<sup>st</sup> break for all 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> years will take place at 12:25. Teachers who have 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> years at this time will also be on their big break/ supervision. All students will be directed to the following locations Canteen/Yard, Assembly Hall/Yard. The majority of our students will make use of the yard, weather permitting. Some students may not be comfortable in the yard and so they will have the availability of the Canteen/ Assembly Hall in which to have their lunch. The above junior groups must be back in class, at 1:05 when all TY, 5<sup>th</sup> and 6<sup>th</sup> years have their lunch break). TY, 5<sup>th</sup> and 6<sup>th</sup> years will also have access to the above facilities (Canteen/ Assembly Hall/ Yard). Students need to sanitize the

seat that they intend to sit at in the Canteen/ Assembly Hall. Cleaning personnel will be present in both the Canteen and Assembly Hall throughout both lunch breaks, along with supervising teachers, who it is envisaged, will be vigilant in relation to reminding students to remain socially distant and sanitizing their seat.

- Implement a queue management system with correct marking to avoid queues. (when students enter the designated area for lunch they take the first available seat and have their lunch-no pulling of chairs together in a circle etc. they can sit have their lunch and go). Students have permission to use the toilets during break. All toilet facilities (junior and senior) are open to all junior and senior students at big lunch. This, it is envisaged, will reduce the volume of congestion.
- Students need to clean their hands before and after entering the Canteen area/Assembly Hall. Supervising teachers will be asked to remind students to sanitize.

### Corridors & Stairwell

Briefly passing someone in a hallway is very unlikely to contribute significantly to the spread of infection if people are wearing face coverings and do not have physical contact and avoid informal group discussions. (all students will be required to wear face coverings. Student's who are not wearing face coverings should be sent directly to management and we will deal with the issue)

### Yard/Supervision

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

- Adjust playtime/outdoor activities to minimise crowding at entrance and exits (split lunches)
- Stagger break times and outdoor access; (completed)
- Students should be encouraged to perform hand hygiene before and after outdoor activities; (students will be reminded)
- Minimize equipment sharing, and clean shared equipment between use by different people.

## Specialist Rooms

### **Art Equipment**

- Where possible students should be encouraged to have their own individual art and equipment supplies. Sharing of rulers, pens, pencils, compass etc. is not allowed.

### **DCG/ TG Equipment**

- Where possible students should be encouraged to have their own individual art and equipment supplies. Sharing of rulers, pens, pencils, compass etc. is not allowed.

### **Technology Equipment**

- Students need to wipe down any machines that they use before another student uses that machine using an industrial sized disinfectant wipe)

### **Electronics**

- Shared electronics such as tablets, touch screens, keyboards should be cleaned between use.
- Follow the manufacturer's instructions for all cleaning and disinfection products used on electronic devices.
- Consider use of wipeable covers for electronics to facilitate cleaning.

### **Shared book/library policy**

- Where practical each pupil should have dedicated school books. Sharing of textbooks is not permitted.
- Library books will not be in use until at least after the October mid- term break.

### **Shared Sports Equipment**

- Students should be encouraged to perform hand hygiene before and after these activities.
- Minimize equipment sharing, and clean shared equipment between use by different people.

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- Students should be encouraged to perform hand hygiene before and after these activities.
- Minimize equipment sharing, and clean shared equipment between use by different people.

### **Respiratory Hygiene**

- Make sure you, and the people around you, follow good respiratory hygiene. This means covering your mouth and nose with a tissue or your bent elbow when you cough or sneeze. Then dispose of the used tissue immediately and safely into a nearby bin. (students will have Covid – health and safety induction on their 1<sup>st</sup> morning back-August 28<sup>th</sup>)
- By following good respiratory hygiene, you protect the people around you from viruses such as cold, flu and COVID-19.

## Environmental Hygiene

### Before reopening the school

- Each facility should remove unnecessary clutter to facilitate cleaning but taking into account the importance of having educational materials, wall posters and artwork displays in creating a stimulating learning environment (teachers have been invited to declutter their classrooms and to ensure that all surfaces are clear for access to regular cleaning. Antibacterial fogging of the whole school building will take place on the weekend commencing Friday 21<sup>st</sup> August)
- Consider ways to reduce the need for pupils/teachers to physically touch common objects/ doors for example by installing no-touch waste containers or propping doors open. (open classroom door policy, open canteen doors, assembly hall, toilets etc., student entrance door)
- Consider where possible, whether work-stations could be assigned to the same members of staff and group of children rather than having spaces that are shared. (Teacher Based Classrooms-For teachers they will share their work station with one or two colleagues). Students will be moving but will clean down every work station they arrive at)
- Consider if room ventilation especially in classrooms can be improved without causing discomfort. Where possible the opening of doors and windows should be encouraged to increase natural ventilation and also to reduce contact with door handles. (classroom doors should remain open where possible along with windows to improve ventilation)





# 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 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**

	Routine	Post COVID case
Surfaces	Neutral detergent	Neutral detergent AND 0.05% sodium hypochlorite OR Virucidal disinfectant
Toilets	Neutral detergent AND (optional) 0.1% Sodium Hypochlorite OR virucidal disinfectant	0.1% sodium hypochlorite OR Virucidal disinfectant
Cleaning Equipment	Non disposable cleaned at end of each cleaning session (i.e. after every 40 minutes during school day)	Non Disposable disinfected with virucidal disinfectant (bleach)
PPP for cleaning personnel	Plastic apron ,household gloves, mask and/ or visor	Plastic apron, household gloves, mask and visor
Waste Disposal	School based waste, usual disposal system. Bag bin and tie. Place in skip outside back door of old kitchen.	Place any waste material, tissues, gloves, etc in a plastic bag. <b>Double bag</b> and leave securely for 72 hours in an outdoor ventilated space before placing in disposal unit

- 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.**
- 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 (Schedule attached to this document)**

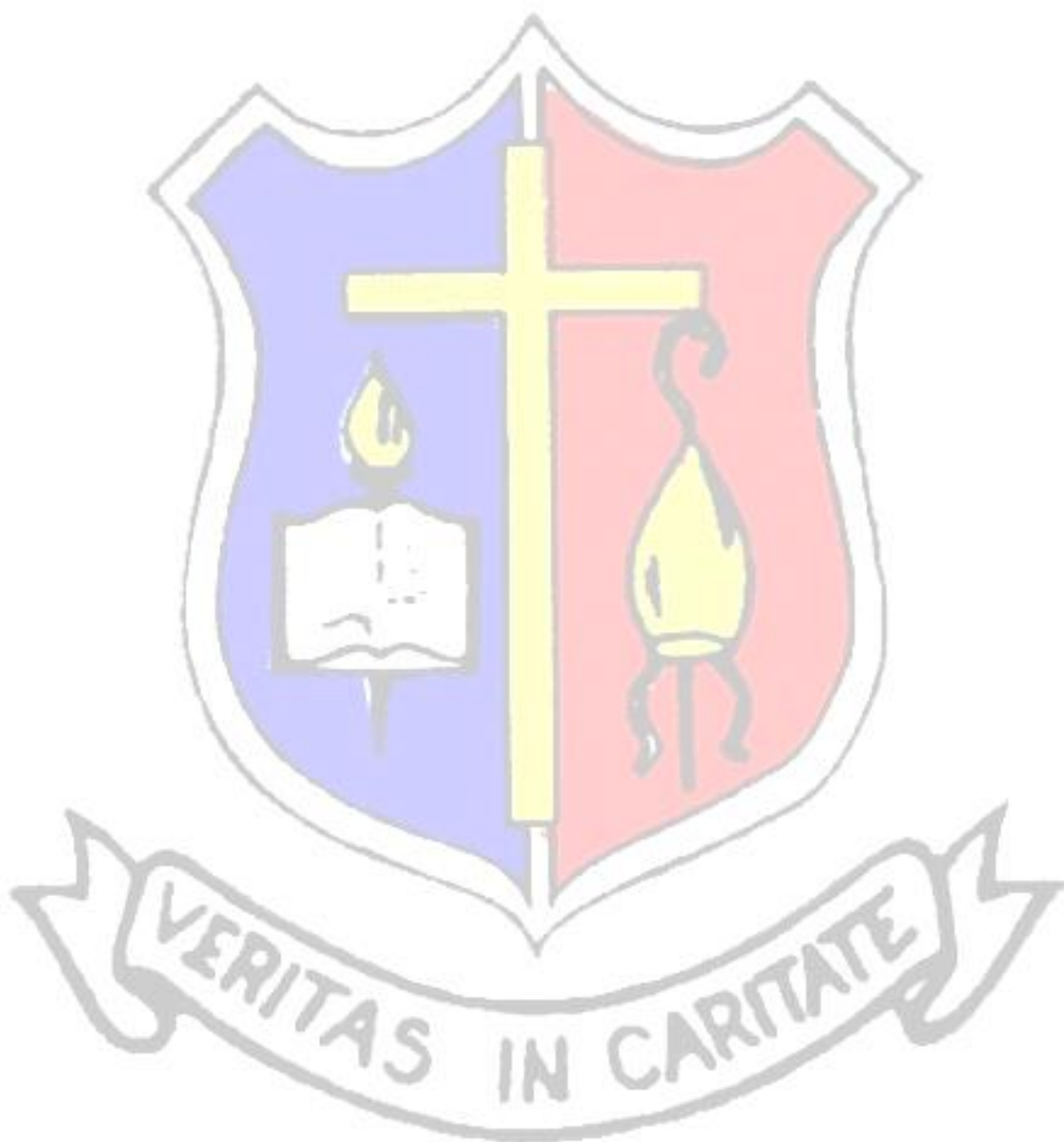
- School toilets should be clean and in good repair and monitored regularly.
- All toilet areas should have hand washing facilities.
- Toilets, wash hand basins and surrounding areas should be cleaned at least daily and whenever there is visible soiling.
- The cleaning of toilets, bathroom sinks and 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 (Schedule attached to this document)**

- 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, hand rails, chairs/arm rests, communal eating areas, sinks and toilet facilities.
- If pupils are moving between classes, students must be given access to appropriate cleaning products to enable them to wipe down their desk/chair/surfaces on entering 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 used, written cleaning schedule**



## Checklist for dealing with a suspected case of COVID-19

Each main class cohort should be considered a separate group for the purpose of managing suspected cases. Each teacher/staff member will be required to manage a suspected case in line with the protocol and training. **A nominated member of the school management team will be responsible for ensuring that all aspects of the protocol to deal with suspected cases have been adhered to. (Principal and Deputy Principal)**

- In the event that teacher suspects a student as having symptoms, the teacher will send the student to the Principal/ Deputy Principal's office only, not to the admin office.
- The Principal/ Deputy Principal will then accompany the student to the Covid room.
- Contact will be made immediately with parents to inform them that their child is unwell and that he needs to be collected.
- Once the parent has arrived the student will be brought to the main reception area and signed out by the parent collecting him.
- The person accompanying the suspected case is advised to wear a mask, visor, gloves and ensure to remain 2 metres apart from the student
- The student must wear a visor and mask
- The area will be fully cleaned and sanitized once the student has vacated the area

### Isolation Area

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

- Gowns
- Thermometer

### **Isolating a Person**

7. Are procedures in place to accompany the infected person to the isolation area, along the isolation route with physical distancing from them? (Yes)
8. Are staff familiar with this procedure? (Yes)
9. Have others been advised to maintain a distance of at least 2m from the affected person at all times? (it is intended that this will be dealt with as part of DES online training)
10. Is there a disposable mask to wear for the affected person while in the common area and when exiting the building? (Yes)

### **Arranging for the affected person to leave the School (follow below protocols)**

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

### **Follow up**

19. Have you carried out an assessment of the incident to identify any follow-up actions needed?
20. Have you advised the LWR of the incident in accordance with the agreed protocol?
21. Are you available to provide advice and assistance if contacted by the HSE?



## Cleaning

22. Have you taken the isolation area out-of-use until cleaned and disinfected?
23. Have you made arrangements to clean and disinfect any classroom space where the staff or students were located?
24. Have you arranged for cleaning and disinfection of the isolation area and any other areas involved, as soon as practical after the affected person has left the building?
25. Have the cleaners been trained in dealing with contaminated areas and supplied with the appropriate PPE? *(It is intended to provide online training for cleaning staff. Appropriate PPE will be available to schools through the national procurement process which schools can access in line with the guidance which will be provided shortly)*

