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Covid-19 School Response Plan

This document has been prepared on the basis of current public health advice and will continue to be updated as further public health advice is received.

Introduction

This *Covid-19 Response Plan* is designed to support the staff and Board of Management in putting measures in place that will prevent the spread of Covid-19 in Scoil Náisiúnta Cillín Liath.

The Covid-19 Response Plan details the policies and practices necessary for a school to meet the Government's '*Return to Work Safely Protocol*', the Department of Education and Skills plan for school reopening and to prevent the spread of Covid-19 in the school environment. The plan incorporates current advice about measures to reduce the spread of Covid-19 in the community issued by the National Public Health Emergency Team (NPHE).

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

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

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

This document aims to provide details of:

- 1. COVID-19 School Policy**
- 2. Planning and Preparing for Return to School**
- 3. Return to work safely and Lead Worker Representative(s)**
- 4. Safety Statement and Risk Assessment**
- 5. General advice to prevent the spread of the virus**
- 6. Procedure for Returning to Work (RTW)**
- 7. Control Measures**
- 8. Dealing with a suspected case of Covid-19**
- 9. Staff Duties**
- 10. Covid related absence management**
- 11. Employee Assistance and Wellbeing Programme**

The assistance and cooperation of all staff, pupils, parents/guardians, contractors and visitors is critical to the success of the plan.

Every effort is made to ensure the accuracy of the information provided in this document. However, should errors or omissions be identified, please notify us so that appropriate measures can be taken to rectify same.

Note: The plan is a live working document and may be reviewed and amended to take into account new guidance from www.gov.ie, www.dbei.ie www.hse.ie, www.hpsc.ie, www.hsa.ie; www.education.ie;

1. Scoil Náisiúnta Cillín Liath COVID-19 Policy

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

COVID 19 Policy Statement

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

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

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

This can be done through the Lead Worker Representative(s) _____

Signed: _____ Date: _____

2. Planning and Preparing for Return to School

The Board of Management aims to facilitate the resumption of school based teaching and learning and the return to the workplace of staff. The return to the workplace must be done safely and in strict adherence to the advice and instructions of public health authorities and the Government.

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

School Buildings

Before re-opening our school for the new school year the following has been completed:

- Thermodynamic Solar Panel have been installed for the purpose of supplying hot water to all sinks and basins in the school.
- Soap dispensers have been installed at each sink area.
- Hand Sanitising stations have been installed at all entry/exit points as well as in each classroom.
- Partitions have been installed in the Special Education Room/Office/ Language Support Teacher Area/ Cuntóir Teanga Area/ Library Area in order to promote social distancing.
- Door Access Control System has been fitted to minimise access to the school by the public.
- Excess furniture has been removed from classrooms to support physical distancing.
- The water system has been flushed at outlets following low usage to prevent Legionnaires disease
- School equipment and heating system has been checked for signs of deterioration or damage before being used again
- Deep clean of the school building has been completed.
- Bin collections and other essential services resumed.

Signage

Signs and posters with age appropriate key health messages such as handwashing, sneeze and cough etiquette, signs and symptoms of Covid 19 will be displayed in prominent areas such as offices, corridors, staffroom area, classrooms and toilets.

Procedure for Returning to Work (RTW)

- In order to return to the workplace, staff must complete a **Return to Work (RTW)** form, which is available from the Principal.
- A RTW form should only be completed **at least 3 days** prior to any proposed date of return to the workplace.
- On receipt of the completed form the Principal will provide: details of the **Induction Training** for completion by staff prior to the return to the workplace and details of any additional health and safety measures in place in the school to facilitate the staff member's return to the school facility.

3. Return to work safely and Lead Worker Representative

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

The Return to Work Safely protocol provides for an agreed procedure between management and staff to appoint a Lead Worker Representative to carry out a specific role. The process as issued by the DES for

appointment of the Lead Worker representative in schools was followed by the staff of Scoil Náisiúnta Cillín Liath.

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

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

If a staff member has any concerns or observations in relation to the Covid-19 Response Plan and control measures or the adherence to such control measures by staff, parents/guardians, contractors or visitors, he/she should contact the lead worker(s) who will engage with the Principal/BOM.

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|---|-------------------------|
| Name of Lead Worker Representative: | Contact Details: |
| Sarah Dillon | |
| Name of Deputy Lead Worker Representative: | Contact Details: |
| Siobhán O Sullivan | |

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

4. Safety Statement and Risk Assessment

COVID-19 represents a hazard in the context of health and safety in the school environment. A template risk assessment to identify the control measures required to mitigate the risk of COVID-19 in school settings is attached.

It is important that schools review their emergency procedures involving fire safety and first aid to consider any new risks that arise due to the school's COVID-19 Response Plan. Any changes to the schools existing emergency procedures should be documented.

Schools should also review their existing risk assessments to consider any new risks that arise due to the school's COVID-19 Response Plan. Any changes to the school's current risk assessments should also be documented.

5. General advice to prevent the spread of the virus

- Promote awareness of COVID-19 and its symptoms amongst staff, pupils, parents and visitors.
- Advise staff and parents of pupils who have symptoms of COVID-19 or other acute infectious diseases not to attend school, to phone their GP and follow the HSE guidance on self-isolation.

- Advise staff and parents of pupils who have been identified by the HSE as contact of a person with COVID- 19 not to attend schools and to follow the HSE advice on restriction of movement.
- Ensure that staff and pupils know what to do if they develop symptoms at school.
- Everyone entering the school building should be required to perform hand hygiene with hand sanitiser.
- Visitors to school during the day should be by prior arrangement and should be received at a specific contact point, visitors will be required to fill in a Contact tracing log and also to wear a face covering.

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

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

The Department of Education and Skills will ensure all updated advice is circulated to schools. Scoil Náisiúnta Cillín Liath will arrange for this advice to be circulated to staff, pupils and visitors in a timely manner.

Managing the risk of spread of COVID-19

People at very high risk (extremely vulnerable):

Current public health guidelines have identified groups who are defined as being at very high risk. The HSE has set out these groups, which include people who:

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

The advice for this group is available from the HSE. Staff who are in this group should self-declare on the Return to Work form if they believe that they are at very high risk. Details of the leave arrangements that will apply will be updated by the Department of Education and Skills.

If the Board/Principal is unsure whether or not staff fall into the very high-risk category, advice will be sought from the Occupational Health Service.

6. Control Measures

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

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

The best way to prevent the spread of COVID-19 in a school is to minimise the risk of introduction of the disease into the school setting in the first place. A range of essential control measures have been implemented to reduce the risk of the spread of Covid-19 virus and to protect the safety, health and welfare of staff, pupils, parents/guardians and visitors as far as possible within the school. The control measures shall continue to be reviewed and updated as required on an ongoing basis.

It is critical that staff, pupils, parents/guardians and visitors are aware of, and adhere to, the control measures outlined and that they fully cooperate with all health and safety requirements.

Staff, in particular, should note that they have a legal obligation under Section 13 of the Safety, Health and Welfare at Work Act 2005 to comply with health and safety requirements and to take reasonable care for the health and safety of themselves, their colleagues and other parties within the workplace.

The following control measures have been put in place:

i. Return to Work Form

Staff will be required to complete a RTW form at least 3 days prior to any return to the school facility (see section 2 above). The purpose of the RTW form is to get confirmation from staff that, to the best of his/her knowledge, he/she has no symptoms of Covid-19 and is not self-isolating or cocooning or awaiting the results of a Covid-19 test.

ii. Induction Training

All staff will undertake and complete Covid-19 Induction Training prior to returning to the school building. The aim of such training is to ensure that staff have full knowledge and understanding of the following:

- Latest up to-date advice and guidance on public health
- Covid-19 symptoms
- What to do if a staff member or pupil develops symptoms of Covid-19 while at school
- Outline of the Covid-19 response plan

Staff will be kept fully informed of the control measures in place in the school and their duties and responsibilities in preventing the spread of Covid-19 and with any changes to the control measures or guidance available from the public health authorities.

If a staff member is unsure about any aspect of the Covid-19 Response Plan, the associated control measures, or his/her duties, he/she should immediately seek guidance from the Principal.

iii. Personal Hygiene and Respiratory Etiquette

It is crucial that all staff, pupils, parents/guardians, contractors and visitors are familiar with and adopt, good hand and respiratory hygiene practices.

Respiratory hygiene School personnel will follow good respiratory hygiene. This means covering your mouth and nose with a tissue or your bent elbow when you cough or sneeze. Then dispose of the used tissue immediately and safely into a nearby bin. By following good respiratory hygiene, you protect the people around you from viruses such as cold, flu and Covid-19.

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

Hand Hygiene Staff and pupils should understand why hand hygiene is important as well as when and how to wash their hands. Hand hygiene can be achieved by hand washing or use of a hand sanitiser (when hands look clean).

Hand hygiene facilities including wash hand basins need to be managed so as to avoid congregation of people waiting to use wash hand basins and hand sanitisers.

Care should be taken to clean up any hand sanitiser spills to prevent risks of falls.

Wash hand basins, running water, liquid soap and hand drying facilities are be provided in all toilets, kitchens and any food preparation areas.

Hand washing facilities should be maintained in good condition and supplies of soap and towels should be topped up regularly to encourage everyone to use them.

Hot air dryers are an acceptable alternative for hand drying but must be regularly maintained. There is no evidence that hand dryers are associated with increased risk of transmission of COVID-19.

Posters displaying hand washing techniques and promoting hand washing are placed on walls adjacent to washing facilities and can be laminated or placed in a plastic sleeve.

When hand rubs/gels are being used in school care should be taken to ensure that pupils do not ingest them as they are flammable and toxic.

Young children should not have independent use of containers of alcohol gel.

Frequency of Hand Hygiene

Pupils and staff should perform hand hygiene:

- On arrival at school- Sanitising

- Before eating or drinking;- Handwashing
- After using the toilet; Handwashing
- After playing outdoors; Handwashing
- When their hands are physically dirty; Handwashing
- When they cough or sneeze. Handwashing
- Before and after using shared equipment.- Sanitising
- Before going home- Sanitising

Guidance documentation and Information posters (handwashing procedures, cough and sneeze etiquette, Covid 19 symptoms, Social distancing guidelines, Hand sanitising information, Isolation Area, Contact point for visitors, Sign at entrance stating “children only beyond this point”, signs designating play areas) will be available at various locations within the school facility. Information posters will be prominently displayed at appropriate locations within the school facility including offices, corridors, staffroom area, classrooms and toilet areas. Such are intended to inform but also remind everyone about the importance of hygiene in preventing the spread of Covid-19 virus and protecting health and safety.

Handwashing facilities and/or hand sanitisers will be available at multiple locations within the school facility and will be available in each classroom.

iv. Physical distancing

Physical distancing is recommended to reduce the spread of infection in the workplace. 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”.

In terms of maintaining physical distancing, measures outlined in the Public Health Advice fall into two broad categories:

- (i) Increasing separation;
- (ii) Decreasing interaction between students themselves, between students and staff and between staff when they are together;

It also 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; and
- 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.

A distance of 1 metre should be maintained between desks or between individual pupils. It is recognised that younger children are unlikely to maintain physical distancing indoors.

To maintain physical distancing primary schools should:

1. Reconfigure class spaces to maximise physical distancing
 - Children will sit opposite each other on the short end of the desk and each desk will be placed 1m apart.

- It is recognised that younger children are unlikely to maintain physical distancing indoors. Therefore achieving this recommendation in the first four years of primary school, is not a pre-requisite to reopening a primary school for all pupils.
 - The teacher's desk should be at least 1m and where possible 2m away from pupil desks.
2. Utilise and reconfigure all available space in the school in order to maximise physical distancing
 3. Where possible work stations should be allocated consistently to the same staff and children rather than having spaces which are shared.
 4. The risk of infection may be reduced by structuring pupils and their teachers into Class Bubbles
 5. Staff members who move from class bubble to class bubble should be limited as much as possible.
 6. Limit contact and sharing common facilities between people in different class bubbles, that class grouping mix only with their own class from arrival at school in the morning until departure at the end of the school day.
 7. Limit interaction on arrival and departure at the gate, in hallways etc
 8. Social physical contact (hand to hand greetings, hugs) are discouraged.
 9. Staff and pupils should avoid sharing of personal items.
 10. Where teaching and learning involves use of keyboards or tablets, the contact surface of the device should be cleaned regularly and hand hygiene encouraged.

Physical distancing outside of the classroom:

1. Arrangements for dropping off/collecting pupils should be arranged to encourage physical distancing of 2m where possible.
2. A distance of 2m should be maintained between parents and parents, and parents and school staff.
3. Separate access points to the school will be used for each class bubble.
4. When children arrive at school they should head straight for their classroom ensuring they maintain a 1m distance from other children as much as possible.
5. A distance of 2m is recommended for physical distancing by staff. This is particularly relevant to distancing between adults when they are not engaged in teaching such as the staff room and arriving to work. If 2m cannot be maintained in staff groups, as much as distance as is possible and guidance on face covering should be observed.
6. Staff meetings will be held in a classroom to facilitate physical distancing.

Yard/Supervision:

1. Different class bubbles will have separate areas at break times. (infants in the infant yard, 1st & 2nd class-front of school and 4th/5th/6th rear of school)
2. As before, one teacher will facilitate yard supervision at any given time but will need to ensure social distancing is adhered to.
3. Children will be encouraged to perform hand hygiene before and after outdoor activities.
4. Minimise equipment sharing and clean shared equipment between uses by different people.

v. Use of Personal Protective Equipment (PPE)

Face masks are required to be worn by school staff within the school facility where a social distance of 2m cannot be maintained according to current Department of Education and Skills occupational and public health guidance. Cloth face coverings are not suitable for children under the age of 13 (WHO). 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, if there will be prolonged close contact and/or that exposure to fluid/respiratory droplets is likely.

However, for a limited number of staff, PPE such as disposable gloves and aprons will need to be used occasionally or constantly due to the nature of certain work activities or work areas.

Such include roles where:

- Performing intimate care/First Aid
- 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 on the list of those categorised as people in very high risk groups; or those who may be living with those who are in the very high risk category.

Appropriate PPE will be available at the school for dealing with suspected COVID-19 cases, intimate care needs and for first aid.

vi. Impact of Covid- 19 on Certain school Activities

Choir/Music-Special consideration will be given during music/singing lessons ensuring that the room is well-ventilated and the distance between performers is maintained.

Sport Activities- HPSC guidance on Return to sport will be followed.

Shared Equipment-

- **Art**- Where possible pupils should have their own equipment which should be clearly labelled.
- **Electronics**- Shared electronic devices such as tablets, touch screens, keyboards will be cleaned between use
- **Musical instruments**- Musical instruments will not be shared
- **Library books**- Children may choose a book from the library, when the child is finished with the book it will be quarantined for 72 hours before the next student can choose the same book.
- **Graded Readers**- when the child is finished with the book it will be quarantined for 72 hours before the next student can choose the same book.
- **Sports Equipment**- minimise equipment sharing where possible and ensure to clean shared equipment between uses by different people.
- **Toys**- Only wipeable toys should be used and should be cleaned after each use. If cloth or soft toys are used they should be machine washable but these will not be used if possible. Each child will have their own playdough which should be clearly labelled. Toys that are visibly dirty or contaminated with bodily fluid should be taken out of use immediately.

vii. Hygiene and Cleaning in Schools

There will be more regular and thorough cleaning of areas and surfaces within the school. More detailed arrangements are contained in the cleaning section of the Covid-19 Response Plan Folder. Induction training will also be made available for cleaning staff.

- Regular and thorough cleaning of communal areas and frequently touched surfaces shall be conducted, in particular, toilets, table tops, chairs, light switches, door handles, sink area. Cleaning will be performed regularly and whenever facilities or surfaces are visibly dirty.
- All staff will have access to cleaning products and will be required to maintain cleanliness of their own work area. Under no circumstances should these cleaning materials be removed from the building. Staff should thoroughly clean and disinfect their work area before and after use each day.
- Waste disposal bags will be removed from offices and classrooms.
- Staff must use and clean their own equipment and utensils (cup, cutlery, plate etc.)
- Guidelines for cleaning/disinfecting rooms where a pupil/staff member with suspected Covid 19 is present are available in the Covid 19 Response Plan Folder.

viii. Access to the school building /contact log

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

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

The prompt identification and isolation of potentially infectious individuals is a crucial step in restricting the spread of the virus and protecting the health and safety of the individuals themselves and other staff, contractors and visitors at the workplace. A detailed sign in/sign out log of those entering the school facilities should be maintained. The school should maintain a log of staff and students contacts. In addition see visitor contact log in the Covid 19 Response Plan Folder under Contact Log section.

ix. First Aid/emergency procedure

The standard First Aid/Emergency procedure shall continue to apply in Scoil Náisiúnta Cillín Liath. In an emergency or in case of a serious incident, call for an ambulance or the fire brigade on 112/999 Contact the principal or nearest first aider giving details of location and type of medical incident.

7. Dealing with a suspected case of Covid-19

Staff or pupils should not attend school if displaying any symptoms of Covid-19.

A designated isolation area is identified at the rear of the main office.

The following outlines how Scoil Náisiúnta Cillín Liath will deal with a suspected case that may arise during the course of work.

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

- The child's temperature will be taken using an infrared thermometer.
- If the person with the suspected case is a pupil, the parents/guardians should be contacted immediately;
- Isolate the person and have a procedure in place to accompany the individual to the designated isolation area via the isolation route, keeping at least 2m away from the symptomatic person and also making sure that others maintain a distance of at least 2m from the symptomatic person at all times;
- The isolation area does not have to be a room but if it is not a room it should be 2m away from others in the room;
- Remember that the virus is spread by droplets and is not airborne so physical separation is enough to reduce the risk of spread to others even if they are in the same room;
- If it is not possible to maintain a distance of 2m a staff member caring for a pupil should wear a face covering or mask. Gloves should not be used as the virus does not pass through skin;

- Provide a mask for the person presenting with symptoms if one is available. He/she should wear the mask if in a common area with other people or while exiting the premises;
- Assess whether the individual who is displaying symptoms can immediately be directed to go home/be brought home by parents who will call their doctor and continue self- isolation at home;
- Facilitate the person presenting with symptoms remaining in isolation if they cannot immediately go home and facilitate them calling their doctor. The individual should avoid touching people, surfaces and objects. Advice should be given to the person presenting with symptoms to cover their mouth and nose with the disposable tissue provided when they cough or sneeze and put the tissue in the waste bag provided;
- If the person is well enough to go home, arrange for them to be transported home by a family member, as soon as possible and advise them to inform their general practitioner by phone of their symptoms. Public transport of any kind should not be used;
- If they are too unwell to go home or advice is required, contact 999 or 112 and inform them that the sick person is a Covid-19 suspect;
- Carry out an assessment of the incident which will form part of determining follow-up actions and recovery;
- Arrange for appropriate cleaning of the isolation area and work areas involved – Please see ‘cleaning’ section in Covid 19 response plan folder.

The HSE will inform any staff/parents who have come into close contact with a diagnosed case via the contact tracing process. The HSE will contact all relevant persons where a diagnosis of COVID-19 is made. The instructions of the HSE should be followed and staff and pupil confidentiality is essential at all times.

8. Staff Duties

Staff, in particular, should note that they have a legal obligation under Section 13 of the Safety, Health and Welfare at Work Act 2005 to comply with health and safety requirements and to take reasonable care for the health and safety of themselves, their colleagues and other parties within the workplace. In order to facilitate a safe return to work, these duties include, but are not limited to, the following:

Please see ‘Information for Teachers/Staff Responsibilities’ in the staff section of the Scoil Náisiúnta Cillín Liath Covid 19 Response Folder.

9. Covid related absence management

The management of a Covid-19 related absences will be managed in line with the DES information note 0008/2020 ‘Corona Virus (Covid 19) Revised arrangements for primary schools in respect of substitution and EPV Leave for the 2020/2021 school year’ Please find a copy of this information note in the Covid Related absence Management section of the Scoil Náisiúnta Cillín Liath Covid 19 Response Folder.

10. Employee Assistance and Wellbeing Programme

The Board of Management aims to protect and support the health and wellbeing of all staff (physical, mental, spiritual etc.) both at work, whether in the school facility or at home and outside of work. The Board of Management is mindful that the support and promotion of staff health and wellbeing is particularly important in the current context where the Covid-19 pandemic has caused considerable

challenges for, and disruption to, people's personal, family and social lives as well as their work arrangements.

The Board of Management aims to foster a culture and work environment that support healthy behaviours and staff wellbeing and shall continue to make health and wellbeing tools and guidance available to staff as well as organising suitable support programmes, initiatives and events.

These are challenging times for everyone. Should a staff member experience any stress or anxiety in respect of work or work arrangements, he/she should feel free to speak to the principal.

This policy and its implementation will be presented to the Board of Management for discussion in August 2020 with a view to ratification. Once ratified this policy will be uploaded to the school website in due course. This policy will be reviewed if/when the need arises.

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| Sínte: | | " |
| " | (Príomhoide) | " (Cathaoirleach an Bhoird Bhainistíochta) |
| Dáta: | | " |
| Dáta an chéad athbhreithnithe eile: | | " |