

Ráiteas um Polasaí COVID -19

Tá Scoil Aonghusa tiomanta ionad oibre sláintiúil agus sábháilte dár bhfoireann ar fad agus timpeallacht foghlama shábháilte dár ndaltaí uile a chothú. Chun é sin a chinntiú tá an Plean Freagartha COVID-19 seo forbartha againn. Tá Bainistíocht agus foireann na scoile go léir freagrach as cur i bhfeidhm an phlean seo agus cuideoidh iarracht chomhchoiteann le bac a chur ar scaipeadh an víris. Tá sé mar aidhm againn:

- leanúint ar aghaidh le monatóireacht a dhéanamh ar ár bhfreagra COVID-19 agus an plean seo a leasú i gcomhairle lenár bhfoireann
- eolas suas chun dáta maidir le treoracha sláinte phoiblí an FSS agus Gov.ie a chur ar fáil dár bhfoireann agus daltaí
- eolas faoi chomharthaí COVID-19 agus conas ba cheart do lámha a ní a thaispeáint
- ionadaí oibríthe atá furasta a aithint a aontú leis an bhfoireann chun an ról atá leagtha amach sa phlean seo a chomhlíonadh
- an fhoireann agus na daltaí go léir a chur ar an eolas faoi shláinteachas riachtanach mar aon le béasaíocht anála agus riachtanais scaradh sóisialta
- an scoil a athchóiriú chun scaradh sóisialta a chur i bhfeidhm mar is oiriúnach le treoracha agus orduithe na Roinne Oideachais
- logleabhar teagmhála a choimeád chun chabhrú le rianú teagmhála
- cinntiú go rachaidh an fhoireann i dteagmháil leis an bhfaisnéis ionduchtaithe / taithíocha a chuir an Roinn Oideachais ar fáil
- an próiseas comhaontaithe i gcás go mbeadh duine sa scoil ag taispeáint na gcomharthaí de COVID-19 agus iad ar scoil a chur i bhfeidhm
- treoracha a chur ar fáil don fhoireann agus do na daltaí i gcás go bhfuil siad ag taispeáint na gcomharthaí de COVID-19 agus iad ar scoil
- glantóireacht a chloíonn le treoracha na Roinne Oideachais a dhéanamh

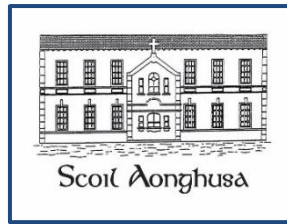
Rachfar i comhairliúchán leis an bhfoireann ar bhonn leantach agus fáiltítear roimh aiseolas ar ábhar imní ar bith, fadhbanna nó moltaí.

Is féidir é seo a dhéanamh tríd an bPríomhionadaí (/ -ithe) Oibríthe, a dtacófar leis/léi de réir an chomhaontaithe idir an Roinn agus na páirtithe oideachais.

Síniú: Seamus Finegan - Cathaoirleach

Edel Ní Bhroin - Príomhoide

Dáta : 24 Lúnasa 2020

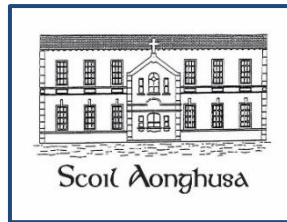


COVID-19 Policy Statement

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

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

All school staff will be consulted on an ongoing basis and feedback is encouraged on any concerns, issues or suggestions. This can be done through the Lead Worker Representative(s), who will be supported in line with the agreement between the Department and education partners.


FOIRM UM RÉAMHFHILLEADH AR AN OBAIR COVID-19 / Pre-return to work Questionnaire

Ní mór do bhaill foirne an ceistiúchán seo a líonadh 3 lá ar a laghad roimh fhilleadh ar ais ar an obair. Má fhreagraítear "Tá" ar ao cheann de na ceisteanna thíosluaite, ba cheart duit comhairle leighis a lorg roimh fhilleadh ar ais ar an obair.

Aimn: _____

Aimn na Scoile: Scoil Aonghusa

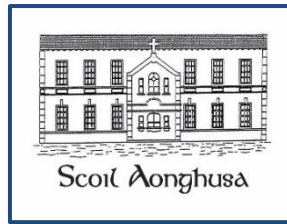
Aimn an Phríomhoide: Edel Ní Bhroin

Dáta: _____

	Ceisteanna	TÁ	NÍL
1.	An bhfuil aon cheann de na comharthaí seo agat anois nó i rith na 14 lá roimhe seo: casacht, fiabhras, teocht ard, scornach thinn, srón smaoiseach, giorra anála nó comharthaí an fhliú?		
2.	An ndearnadh diagnóis COVID-19 deimhnithe nó amhrasta ort le 14 lá anuas?		
3.	Ar chuir FSS in iúl duit go raibh tú i ngartheagmháil le duine atá ina chás COVID-19 deimhnithe nó amhrasta le 14 lá anuas?		
4.	An ndúirt dochtúir leat gur cheart duit féin-aonrú a dhéanamh ag an am seo?		
5.	An ndúirt dochtúir leat gur cheart duit cocúnú a dhéanamh ag an am seo?		
6.	An ndúirt dochtúir leat gur duine thú atá i mbaol níos mó ó COVID-19? I gcásanna TÁ, déan teagmháil leis an bPríomhoide maidir le filleadh ar an obair agus cloígh le socrúchán an ROS i leith grúpaí atá i mbaol níos mó.		

Dearbhaím chomh fada is atá a fhios agam nach bhfuil comharthaí COVID-19 agam, níl mé ag féin-aonrú nó ag fanacht ar thorthaí tástála COVID-19 agus níor tugadh comhairle dom mo ghluaiseachtaí a shrianadh. Tabhair faoi deara: Tá an scoil ag bailiú na sonraí pearsanta íogaire seo chun sábháilteacht san ionad oibre a chinntiú mar thoradh ar an bpaindéime Covid-19. Tá an bunús dlí do bhailiúchán na sonraí seo bunaithe ar ábhair spéise sláinte poiblí rithábachtacha agus ar shláinte cheirde a chothabháil agus coinneofar na sonraí seo go daingean de réir ár mbeartas coinneála.

Síniú: _____



Príomhionadaí Oibrithe - Bunscoileanna agus Scoileanna Speisialta

Is é aidhm an Phrótacail um Fhilleadh ar an Obair go Sábháilte ná tacú le fostóirí agus oibrithe chun bearta a chur i bhfeidhm chun scaipeadh COVID-19 san ionad oibre a sheachaint. Cruthaíodh an prótacal tar éis plé agus comhaontú ag Fóram Eacnamaíoch na bhFostóirí Saothair idir an Rialtas, na Ceardchumann agus Fostóirí.

Tá foráil sa Phrótacal le haghaidh Príomhionadaí Oibrithe (PO) a cheapadh i ngach ionad oibre. Beidh an PO ag obair leis an bhfostóir chun cuidiú le bearta a chur i bhfeidhm chun scaipeadh COVID-19 a chosc agus monatóireacht a dhéanamh ar an méid atáthar ag cloí leis na bearta sin agus beidh ról aige/aici maidir le comhairle sláinte maidir le COVID-19 a chur in iúl san ionad oibre.

Is é cuspóir an doiciméid seo na forálacha i leith an PO sna scoileanna a leagan amach. Déanfaidh na páirtithe athbhreithniú rialta ar fheidhmiúchán na bhforálacha seo.

Ba chóir an doiciméad seo a léamh i dteannta leis na rudaí seo i leanas:

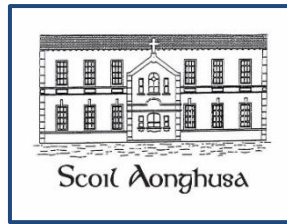
- An [Prótacal um Fhilleadh ar an Obair go Sábháilte](#) ;
- [Treoir agus Ceistanna Coitianta le haghaidh Fostóirí sa tSeirbhís Phoiblí Le Linn COVID-19](#);
- Plean Freagartha COVID-19 maidir le hAthoscailt Bunscoileanna agus Scoileanna Speisialta go Sábháilte

1. Cur chuige Cumarsáideach

Titeann an fhreagracht maidir le forbairt agus cur i bhfeidhm Phlean Freagartha COVID-19 agus na bearta smachta a bhaineann leis sa príomháit ar an mBord Bainistíochta/Oideachais agus Oiliúna agus ar bhainistíocht na scoile.

Tá tábhacht ollmhór ag baint le cumarsáid láidir agus cur chuige comhoibritheach chun scaipeadh COVID-19 i scoileanna a chosc, agus chun aire a thabhairt do shláinte, sábháilteacht agus folláine na foirne agus na ndaltaí. Ní bhainfear cloí leis an bPrótacal um Fhilleadh ar Obair amach ach amháin má dhéanann gach duine an fhreagracht a chomhroinnt agus na bearta atá sa Phrótacal a chur i bhfeidhm san áit oibre.

Má tá aon imní nó barúlacha ag ball foirne maidir le Plean Freagartha COVID-19, bearta smachta nó an dóigh le cloí leis na bearta sin ag baill foirne, daltaí nó daoine eile ba chóir dó / di teagmháil a dhéanamh leis an PO a rachaidh i dteagmháil le bainistíocht na scoile.



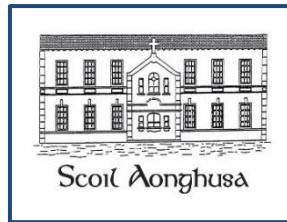
2. Príomhionadaí Oibríthe (PO)

Go hachomair, is é ról an PO ná:

- Ionadaíocht a dhéanamh ar son na foirne ar fad san ionad oibre, beag beann ar an ról atá acu, agus a bheith ar an eolas faoi na saincheistanna a d'fhéadfadh teacht chun cinn maidir le cohóirt áirithe foirne;
- A bheith ag comhoibriú le bainistíocht na scoile chun sábháilteacht, sláinte agus leas na bhfostaithe maidir le COVID-19 a chinntiú, a oiread agus is féidir;
- A bheith ar an eolas maidir leis an gcomhairle is déanaí ón Rialtas maidir le COVID-19;
- I gcomhpháirt le bainistíocht na scoile, dea-chleachtas sláinteachais a chur chun cinn ar nós lámha a ní go rialta agus dea-bhéasa anála a chothú chomh maith le scaradh sóisialta a choinneáil de réir chomhairle sláinte phoiblí;
- Cabhair a thabhairt do bhainistíocht na scoile bearta a chur i bhfeidhm chun COVID-19 a chosc san ionad oibre de réir an Phrótacail um Fhilleadh ar Obair go Sábháilte agus an chomhairle reatha maidir le sláinte phoiblí;
- I gcomhpháirt le bainistíocht na scoile, monatóireacht a dhéanamh ar an méid atáthar ag cloí le bearta chun leathadh COVID-19 a chosc;
- Athbhreithnithe a dhéanamh go rialta ar bhearta sábháilteachta;
- Ábhar imní ar bith a thuairisciú láithreach do bhainistíocht na scoile agus taifid ar na ceistanna sin agus na gníomhartha a glacadh chun dul i ngleic leo a choinneáil;
- Dul i gcomhairle le bainistíocht na scoile ar Phlean Freagartha COVID-19 sa chás ina dtagann COVID-19 ar dhuine agus iad ar scoil lena n-áirítear suíomh ionaid leithlise agus bealach sábháiltechuig an ionad sin;
- Measúnú a dhéanamh i gcomhpháirt le bainistíocht na scoile ar aon ghníomh atá le déanamh i ndiaidh eachtra ar bith;
- Dul i gcomhairle le comhghleacaithe ar cheistanna maidir le COVID-19 san ionad oibre;
- Ionadaíocht a dhéanamh do bhainistíocht na scoile ar son a gcomhghleacaithe ar cheistanna maidir le COVID-19 san ionad oibre.

3. Príomhionadaí Oibríthe

Tá sé de cheart ag an PO dul i gcomhairle le bainistíocht na scoile agus uiríll a dhéanamh ina leith maidir le haon ábhar imní atá bainte le COVID-19. Ina measc tá fadhbanna ag baint le:



- Nósanna imeachta glantóireachta agus a bhfeidhmiú
- Scaradh Sóisialta
- Feidhmiú córais aonbhealaigh sa scoil chun scaradh sóisialta a chinntiú, ag dul isteach is amach as an scoil san áireamh
- Saoráidí Sláinteachais Láimhe, a suíomh agus an ndéantar stócaíl agus cothabháil orthu san áireamh
- Díghalrán Lámh
- Tuiscint Foirne maidir le sláinteachas láimhe sa scoil
- Sláinteachas Anála
- Trealamh Cosanta Pearsanta
- Grúpaí atá i mbaol níos mó
- Cuairteoirí/Conraitheoirí

4. Príomhionadaí Oibrithe

Beidh Príomhionadaí Oibrithe amháin á cheapadh ag gach scoil.

5. Leas-Ionadaí Oibrithe/Ionadaí Oibrithe Cúnta

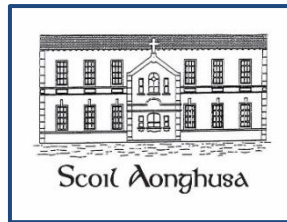
Beidh Leas-Ionadaí Oibrithe chomh maith le PO á cheapadh ag scoileanna ina bhfuil níos lú ná 30 ball foirne. Is é ról an Leas-Ionadaí Oibrithe ná feidhmiú mar an PO nuair atá an PO as láthair.

Beidh Ionadaí Oibrithe Cúnta chomh maith le PO á cheapadh ag scoileanna ina bhfuil níos mó ná 30 ball foirne agus ag gach scoil speisialta. Is é ról an Ionadaí Oibrithe Cúnta ná:

- cabhair a thabhairt don PO agus é i mbun na ndualgas thuasluaite; agus
- feidhmiú mar an PO nuair atá lan PO as láthair.

6. Roghnú an Phríomhionadaí Oibrithe/ Leas-Ionadaí Oibrithe/ Ionadaí Oibrithe Cúnta

Tá sé de cheart ag foireann na scoile baill foirne a cheapadh do ról an PO, Leas-Ionadaí Oibrithe nó Ionadaí Oibrithe Cúnta mar oiriúnach. Déanann an PO/Leas-Ionadaí



Oibrithe/Ionadaí Oibrithe Cúnta ionadaíocht ar son n afoirne ar fad san ionad oibre, beag beann ar an ról atá acu, agus ní mór dóibh a bheith ar an eolas ar na saincheistanna a d'fhéadfadh teacht chun cinn maidir le cohóirt áirithe foirne. Mar thoradh, dá roghnófaí múinteoir do ról an PO ba cheart an Leas-Ionadaí Oibrithe/Ionadaí Oibrithe Cúnta a roghnú ón bhfoireann neamhtheagasc nuair is féidir agus a mhalairt.

Ba cheart próiseas roghnúcháin agus ceapacháin an PO/Leas-Ionadaí Oibrithe/Ionadaí Oibrithe Cúnta mar is cuí a fhorbairt trí chomhairliúchán agus comhaontú a dhéanamh ar bhonn scoile, trí shaorálaithe a lorg le tabhairt faoi na postanna seo. Nuair atá níos mó ná saorálaí amháin, ba chóir don fhoireann scoile ar fad vótáil chun an PO/Leas-Ionadaí Oibrithe/Ionadaí Oibrithe Cúnta a roghnú.

Beidh an PO/Leas-Ionadaí Oibrithe/Ionadaí Oibrithe Cúnta ceaptha go hoifigiúil ag an bhfostóir, tar éis iad a bheith roghnaithe ag foireann na scoile. Roimh an ról a thosú ní mór don PO/Leas-Ionadaí Oibrithe/Ionadaí Oibrithe Cúnta a dheimhniú go bhfuil an traenáil chuí críochnaithe aige agus go bhfuil sé ar an eolas maidir le riachtanais an ról.

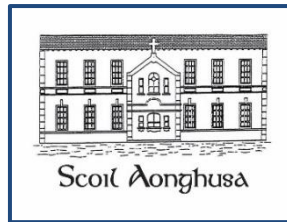
7. Tacaíochtaí don Phríomhionadaí Oibrithe/ Leas-Ionadaí Oibrithe/ Ionadaí Oibrithe Cúnta

Tá sé de cheart ag an bPríomhionadaí Oibrithe/ Leas-Ionadaí Oibrithe/ Ionadaí Oibrithe Cúnta:

- Eolas agus oiliúint chuí a fháil maidir lena ról [*sonraí breise le teacht*];
- A bheith i mbun comhairliúcháin le bainistíocht na scoile maidir leis na bearta smachta atá curtha i bhfeidhm ag an scoil chun baoil nochta do COVID-19 a laghdú;
- A bheith i mbun cumarsáide rialta le bainistíocht na scoile maidir le saincheistanna atá bainte le COVID-19;
- Eolas a fháil maidir le hathruithe i gcleachtas a thagann as bearta freagrachta COVID-19;

Nuair is múinteoir é/ an PO/Leas-Ionadaí Oibrithe (sealbhóir poist san áireamh) bainfidh sé úsáid as na 10 n-uair Pháirc an Chrócaigh a úsáidtear faoi láthair le haghaidh pleanála nach bhfuil ar bhonn scoile iomláine chun a gcuid dualgas sa ról seo a chomhlíonadh.

Nuair is cúntóir riachtanas speisialta é an PO/Leas-Ionadaí Oibrithe bainfidh sé úsáid as na "72 uair an chloig" chun a gcuid dualgas sa ról seo a chomhlíonadh.



Nuair is Rúnaí nó Feighlí é an PO/Leas-Ionadaí Oibrithe ba chóir do bhainistíocht na scoile a chuid oibre a chur in ord nua tosaíochta ionas go mbeidh go leor ama ag an mball foirne a chuid dualgas sa ról seo a chomhlíonadh.

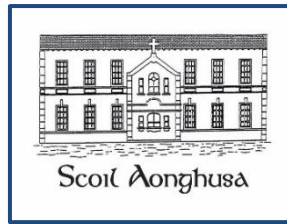
8. Nós Imeachta le haghaidh déileáil le Saincheisteanna a thagann chun cinn

I gcás go n-aithníonn an PO ábhar imní (nó nuair a chuireann an fhoireann in iúl don PO é) ba chóir dó é a chur faoi bhráid an Phríomhoide. Ba chóir don PO pointí gníomhartha a aontú leis an bPríomhoide chun an tsaincheist a réiteach, chomh fada agus is féidir. Ba chóir eolas a thabhairt don fhoireann maidir leis an toradh.

Nuair nach féidir leo teacht ar réiteach, is féidir leis an PO an tsaincheist a chur faoi bhráid an Bhoird Bainistíochta (Cathaoirleach an Bhoird ar an gcéad dul síos) / príomhoifig an Bhoird Oideachais agus Oiliúna. Ba chóir don PO pointí gníomhartha a chomhaontú le bainistíocht na scoile/príomhoifig an BOO chun an tsaincheist a réiteach, chomh fada agus is féidir. Ba chóir eolas a thabhairt don fhoireann maidir leis an toradh.

Gluais Téarmaíochta

- **Plean Freagartha Covid-19:** Plean curtha le chéile chun tacú leis an bhfoireann agus leis an mBord Bainistíochta/ Bord Oiliúna Oideachais bearta a chur i bhfeidhm chun scaipeadh Covid-19 a chosc i dtimpeallacht na scoile. Sonraítear sa Phlean Freagartha COVID-19 na polasaithe agus na cleachtais atá riachtanach chun go gcomhlíonfaidh scoil ‘ Prótacal um Fhilleadh ar an Obair go Sábháilte’, plean na Roinne Oideachais maidir le hathoscailt scoile agus chun tabhairt isteach agus leathadh COVID-19 a chosc i dtimpeallacht na scoile. Tá Pleananna Freagartha COVID-19 le haghaidh Bunscoileanna agus Scoileanna Speisialta ar fáil ar shuíomh Idirlín na Roinne.
- **Fóram Eacnamaíochta na bhFostóirí Oibrithe (LEEF):** Fóram le haghaidh idirphlé ardleibhéil idir ionadaithe Rialtais, Ceardchumann agus Fostóirí ar ábhair a bhfuil tábhacht straitéiseach náisiúnta leo atá i gceist leis an bhfóram seo- glacann Comhdháil Cheardchumainn na hÉireann, an Rialtas agus na Fostóirí páirt.
- **Prótacal um Fhilleadh ar an Obair go Sábháilte:** prótacal náisiúnta le tacú le fostóirí agus oibrithe bearta a chur i bhfeidhm chun scaipeadh Covid-19 a chosc san ionad oibre.



- **Ionadaí Sábháilteachta:** Leagann Alt 25 don Acht um Shábháilteacht, Sláinte agus Leas ag an Obair 2005 amach scagadh agus ról an Ionadaí Sábháilteachta san ionad oibre. Leagtar cearta an Ionadaí Sábháilteachta amach sa reachtaíocht. (Nóta: De réir Acht 2005 tá cearta seachas dualgais ag an Ionadaí Sábháilteachta). Is ról difriúil é seo do ról an PO COVID-19.

Lead Worker Representative – Primary and Special Schools

The COVID-19 Return to Work Safely Protocol is designed to support employers and workers to put measures in place that will prevent the spread of COVID-19 in the workplace. The Protocol was developed following discussion and agreement between the Government, Trade Unions and Employers at the Labour Employer Economic Forum.

The Protocol provides for the appointment of a Lead Worker Representative (LWR) in each workplace. The LWR will work in collaboration with the employer to assist in the implementation of measures to prevent the spread of COVID -19 and monitor adherence to those measures and to be involved in communicating the health advice around COVID-19 in the workplace.

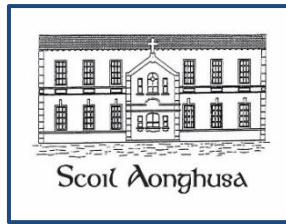
The purpose of this section is to set out the provisions in respect of the LWR in schools. The operation of these arrangements will be kept under review by the parties.

This document should be read in conjunction with:

- the [COVID-19 Return to Work Safely Protocol](#);
- the [Guidance and FAQs for Public Service Employers during COVID-19](#);
- COVID-19 Response Plan for Primary and Special Schools (available on the Department of Education website).

1. Collaborative Approach

Responsibility for the development and implementation of the COVID-19 Response Plan and the associated control measures lies primarily with the Board of Management/ Education and Training Board and school management.



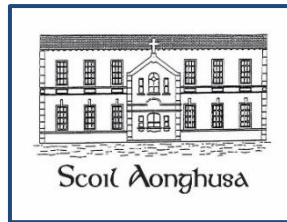
Strong communication and a shared collaborative approach is key to protecting against the spread of COVID-19 in schools, and looking after the health, safety and wellbeing of staff and students. Adherence to the Return to Work Protocol will only be achieved if everyone has a shared responsibility in implementing the measures contained within the Protocol in their place of work.

If a staff member has any concerns or observations in relation to the COVID-19 Response Plan, control measures or the adherence to such measures by staff, students or others, they should contact the LWR who will engage with school management.

2. Role of the Lead Worker Representative

In summary, the role of the LWR is to:

- Represent all staff in the workplace regardless of role, and be aware of specific issues that may arise in respect of different staff cohorts;
- 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;
- Keep up to date with the latest COVID-19 public health advice;
- In conjunction with school management, 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 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;
- In conjunction with school management, monitor adherence to measures put in place to prevent the spread of COVID-19;
- Conduct regular reviews of safety measures;
- 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.

3. 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
- 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

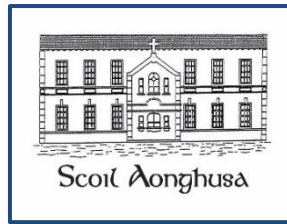
4. Lead Worker Representative

Every school will appoint one Lead Worker Representative.

5. Deputy Lead Worker Representative/ Assistant Lead Worker Representative

In schools with less than 30 staff, a Deputy Lead Worker Representative will be appointed in addition to the LWR. The role of the Deputy LWR will be to deputise as LWR where the LWR is absent.

In schools with 30 or more staff and in all Special schools, an Assistant Lead Worker Representative will be appointed in addition to the LWR. The role of the Assistant LWR will be to:



- assist the LWR in their duties as set out above; and
- deputise as LWR where the LWR is absent

6. Selection of Lead Worker Representative/ Deputy LWR/ Assistant LWR

The school staff are entitled to select staff members for the LWR, Deputy LWR and Assistant LWR positions as appropriate. The LWR/ Deputy LWR/ Assistant LWR represents 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, if a teacher is selected for the role of LWR, then the Deputy LWR/ Assistant LWR should be selected from the non-teaching staff where feasible and vice versa.

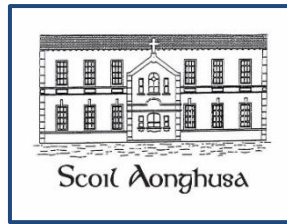
The process for the selection and appointment of the LWR/ Deputy LWR/ Assistant LWR as appropriate should be arrived at by consultation and consensus at school level, through the seeking of volunteers to act in that capacity. Where there is more than one volunteer, all school staff should vote to select the LWR/ Deputy LWR/ Assistant LWR.

The LWR/ Deputy LWR/ Assistant LWR will, following selection by the school staff, be formally appointed by the employer. LWR/ Deputy LWR/ Assistant LWR will be required to confirm, prior to taking up the role, that they have completed the provided training and that they are fully aware of the requirements of the role.

7. Supports for the Lead Worker Representative/ Deputy LWR/ Assistant LWR

The LWR/ Deputy LWR/ Assistant LWR shall be entitled to:

- Receive information and training in respect of their role [*further detail to be provided*];
- 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;



Where the LWR/ Assistant LWR is a teacher (including a postholder), the 10 Croke Park hours which can currently be used for planning on other than a whole school basis will be utilised by the LWR and Assistant LWR to carry out their duties in that role.

Where the LWR/ Assistant LWR is an SNA, 10 of the “72 hours” will be utilised by the LWR and Assistant LWR to carry out their duties in that role.

Where the LWR/ Assistant 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.

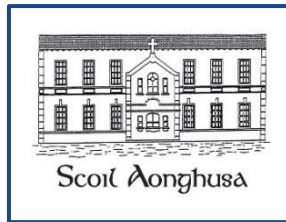
8. Procedure for dealing with issues that arise

Where an issue of 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. Staff should be informed of the outcome.

If agreement cannot be reached, the LWR may notify the Board of Management (Chairperson of the BoM 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. Staff should be informed of the outcome.

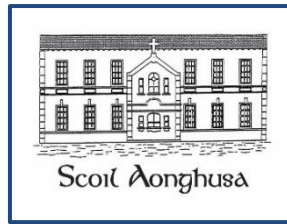
Glossary of Terms

- **COVID-19 Response Plan:** plan designed to support the staff and BOM/ ETB 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 Primary and Special 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.



Seicliosta do Bhainistíocht na Scoile

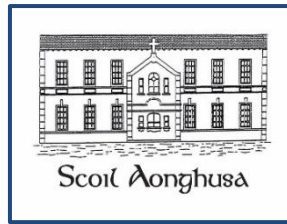
Seicliosta Ilchodach do Scoileanna

Tacaíonn an seicliosta seo le nósanna imeachta pleanála, ullmhúcháin, bearta smachta agus ionduchtaithe atá ag teastáil chun tacú le filleadh sábháilte ar ais ar an scoil do dhaltaí, foireann, tuismitheoirí agus eile.

Le comhlánú ag an duine ceaptha a bhfuil an fhreagracht fhoriomlán air/uirthi bainistíocht a dhéanamh ar chur i bhfeidhm Plean Freagartha COVID-19 de réir thacaithe na Roinne Oideachais).

Pleanáil agus Córais

1. An bhfuil córas i bhfeidhm chun coimeád suas leis an gcomhairle is déanaí ón Rialtas agus ón Roinn Oideachais, ionas go mbeidh na treoracha ar fáil in am réasúnta don fhoireann agus do na daltaí agus chun do phleananna agus nósanna imeachta a athrú de réir na dtreoracha?
2. Ar ullmhaigh tú plean freagartha COVID-19 na scoile agus ar chuir tú an plean ar fáil don fhoireann agus do na daltaí? **Treoracha agus teimpléid na Roinne san áireamh**
3. An bhfuil córas curtha i bhfeidhm agat chun eolas agus treoracha a chur ar fáil don fhoireann agus do na daltaí maidir leis na bearta atá curtha i bhfeidhm agus céard ba cheart dóibh a dhéanamh chun scaieadh an víris a chosc?
4. Ar chuir tú na póstaer faoi na comharthaí do COVID-19 suas in áiteanna cuí?
5. Ar inis tú don fhoireann cuspóir an logleabhair teagmhála COVID-19?
6. AN bhfuil logleabhar teagmhála COVID-19 in úsáid chun tacú le iarrachtaí rianaire an FSS, más gá? **(Teimpléad do Logleabhar Teagmhála san áireamh).**
7. An thug tú eolas don fhoireann maidir leis na bearta agus ar chuir tú córas i bhfeidhm chun ábhair imní nó saincheisteanna a phlé ionas go mbeidh freagra orthu?
8. An ndearna tú athbhreithniú agus nuashonrú ar mheasúnachtaí riosca chun na bearta atá curtha i bhfeidhm chun scaipeadh COVID-19 a chosc a chur san áireamh, de réir chomhairle ROS? (Teimpléad Riosca san áireamh).
9. An ndearna tú nuashonrú ar phleananna éigeandála, más gá, chun an Plean Freagartha COVID-19 a chur san áireamh?



Foireann

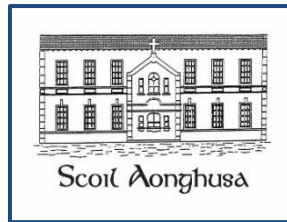
10. Ar chuir tú Foirm um Réamhfhilleadh ar an Obair COVID-19 ar fáil don hfoireann ar fad, le bheith comhlánaithe agus seolta ar ais 3 lá sula bhilleann siad ar an ionad oibre? **(Teimpléad san áireamh).**
11. An bhfuil tú ar an eolas maidir le baill foirne atá i mbaol níos mó ón gcoroinvíreas, de réir threoracha an FSS ([Treoracha FSS maidir le daoine atá i mbaol níos mó](#)) agus ar thug tú comhairle dóibh maidir leis na socrúcháin a bhí comhaontaithe leis an ROS dóibh?
12. Ar thug tú comhairle don fhoireann agus do na daltaí gur cheart dóibh fanacht sa bhaile má tá na [comharthaí do COVID-19](#) á dhaispeáint acu?
13. An ndúirt tú leis an bhfoireann agus leis na daltaí cad atá le déanamh agus cad ar cheart dóibh a bheith ag súil leis, chomh maith le cá bhfuil an t-ionad leithlise, má thosaíonn siad ag taispeáint comharthaí COVID-19 agus iad ar scoil?
14. Ar thug tú comhairle don fhoireann maidir le tacaithe an chláir sláinte agus folláine cheirde de chuid Spectrum.Life?
15. Ar aimsíodh príomhionadaí oibríthe (de réir an phróisis atá comhaontaithe leis an ROS agus a pairtnéirí oideachais agus atá leagtha amach i gCuid 4.3 den phlean seo) chun comhairle a thabhairt don fhoireann chomh maith le monatóireacht a dhéanamh ar chomhlíonadh le bearta smachta COVID-19 sa scoil, agus an ndearna tú cinnte go bhfuil a fhios ag gach ball den fhoireann cé he an t-ionadaí?

Oiliúint agus Ionduchtú

16. Ar mhol tú don fhoireann súil a thabhairt ar ábhair oiliúna na Roinne Oideachais atá ar fáil ar líne?
17. An ndearna tú nuashonrú ar thraenáil ionduchtaithe agus taithíochta do scoil chun aon eolas breise maidir le COVID-19 a chur san áireamh?
18. Ar tugadh oiliúint nuashonraithe do gharchabhróirí, má tá siad ar fáil, faoi chosc agus rialú ionfhabhtaithe maidir le sláinteachas lámhe agus úsáid TCP mar is cuí? *(Tá sé mar aidhm oiliúint a chur ar fáil mar chuid de chlár oiliúna ar líne na Roinne).*

Foirgnimh/Trealamh

19. Má tá aeráil mheicniúil sa scoil an bhfuil gá le glanadh nó cothabháil a dhéanamh sula n-athosclaíonn an scoil?
20. An gcaithfidh an córas uisce a shruthlú ag asraonta i ndiaidh úsáid íseal chun galar Legionella a chosc?

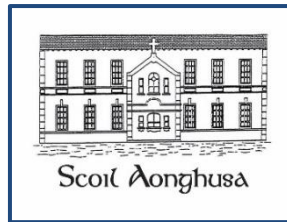


21. Ar seiceáladh trealamh scoile le haghaidh comharthaí meathlúcháin nó damáiste sula mbaintear úsáid arís astu?
22. An ndearna tú cinnte go nglanfar trealamh, binsí, doirse agus pointí tadhail na scoile sula n-athosclaíonn an scoil?

Bearta Smachta Atá i bhFeidhm

Sláinteachas Láimhe/Anála

23. An bhfuair tú soláthairtí díghalráin láimhe agus aon trealamh TCP atá riachtanach de réir threoir eatramhach sláinte HPSC a bhaineann le hathoscailt scoileanna, ón gcreat náisiúnta a chuir an Roinn ar fáil? (RFI agus creat ar fáil i Mí Lúnasa).
24. An bhfuil stáisiúin níocháin/díghalráin láimhe leagtha amach ionas go bhféadfaidh an fhoireann, na daltaí agus cuairteoirí cloí le treoracha na Roinne maidir le sláinteachas láimhe?
25. An bhfuil socruithe déanta chun go mbeidh rochtain rialta ag an bhfoireann agus na daltaí ar áiseanna níocháin/dhíghalráin láimhe mar is cuí?
26. An bhfuil díghalrán láimhe ar fáil go réidh don fhoireann, na daltaí agus cuairteoirí go léir-m.sh i ngach seomra ranga agus ag pointí iontrála agus imeachta an fhoirgnimh scoile?
27. An bhfuil socruithe déanta chun go ndéantar seiceail agus stoc rialta ar áiseanna sláinteachais láimhe?
28. An bhfuil eatánól 60% ar a laghad nó 70% isopropanol mar chomhábhar gníomhach ag an díghalrán láimhe alcólbhunaithe?
29. An chuir tú in iúl don fhoireann cé chomh tábhachtach is atá níochán láimhe?
30. An bhfuil socruithe déanta chun go bhfeicfidh an fhoireann fíis an FSS maidir le [conas ba cheart do lámha a ní](#) (le gallúnach agus uisce le haghaidh 20 soicind ar a laghad) agus ansin conas iad a thriomú?
31. Ar thaispeáin tú don fhoireann agus na daltaí conas ba cheart díghalrán láimhe a úsáid agus cá bhfuil na stáisiúin díghalráin láimhe?
32. Ar chuir tú [postaeir](#) maidir le conas ba cheart do lámha a ní suas timpeall na scoile?
33. Ar inis tú don fhoireann agus na daltaí cathain ba chóir dóibh a lámha a ní nó díghalrán láimhe a úsáid? Áirítear leo seo:
 - Roimh agus tar éis bia a ullmhú agus a ithe
 - tar éis casacht nó sraothartach
 - tar éis an leithreas a úsáid



- nuair atá na lámha salach
- Roimh agus tar éis lámhainní a chaitheamh
- Roimh agus tar éis taisteal ar an gcóras iompar poiblí
- sular bhfágtar an baile
- nuair a thagtar/fhágtar an scoil/áiteanna eile
- tar éis lámh a chur ar dhromchlaí a d'fhéadfadh a bheith éillithe
- má táthar i dteagmháil le héinne atá ag taispeáint na gcomharthaí do COVID-19

34. Ar chuir tú in iúl don fhoireann agus do na dhaltaí an tábhacht a bhaineann le bearta maithe anála chun scaipeadh an víris a chosc?

- Seachain do lámha a chur ar d'aghaidh, do shúile, do shrón agus do bhéal
- Bain úsáid as ciarsúr nó d'uillinn agus tú ag casacht nó ag sraothartach
- Cuir ciarsúir i mbosca bruscar clúdaithe

Scaradh Sóisialta:

35. Ar aithin tú an spás scoile ar fad atá ar fáil chun scaradh sóisialta a uasmhéadú?

36. An ndearna tú athbhreithniú ar na teimpléid a chuir an Roinn Oideachais ar fáil a thaispeánann roghanna maidir le leagan amach seomraí scoile chun riachtanais scaradh sóisialta a bhaint amach?

37. An ndearna tú socruithe chun leagan amach agus troscáin na seomraí a athrú de réir threoracha na Roinne, más gá?

38. An ndearna tú socruithe chun go mbeadh deasc an mhúinteora 1m ar a laghad agus 2m ar shiúl ó dheasca na ndaltaí más féidir?

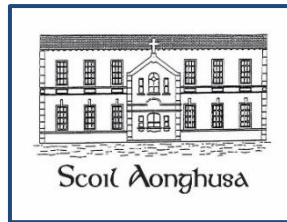
39. An ndearna tú socruithe chun go mbeadh na daltaí i ngach seomra ranga 1m ar a laghad óna chéile más féidir?

40. An ndearna tú socruithe chun go mbeadh stáisiúin oibre a thabhairt ar bhonn comhsheasmhach do na baill foirne agus leanaí céanna in áit spásanna a bheith ann atá comhroinnte?

41. An bhfuil tú tar éis daltaí agus a múinteoirí a struchtúru i mBoilgeoga Ranga (ie grúpáil ranga a fhanann scartha ó ranganna eile a oiread agus is féidir) agus foghrúpaí nó "Meithleacha" laistigh de na boilgeoga ranga sin nuair a bhíonn sé seo praiticiúil?

42. Má dhéantar an rang a roinnt ina Meithleacha, an ndearna tú cinnte go mbeadh 1m ar a laghad idir Meithleacha éagsula sa bhoilgeog ranga agus idir na daoine sa Mheitheal más féidir?

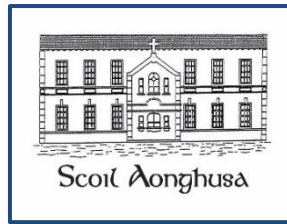
43. An ndearna tú socruithe chun teagmháil agus comhroinnt áiseanna comónta a theorannú idir daoine i mBoilgeoga Ranga áirithe (agus Meithleacha laistigh de na Boilgeoga Ranga sin) a oiread agus is féidir?



44. An ndearna tú socruithe ionas go mbeidh an méid daoine sna Meithleacha éagsúla chomh beag agus is dóigh a bheidh réasúnta praiticiúil i gcomhthéacs an tseomra ranga atá i gceist?
45. An ndearna tú socruithe ionas go mbeidh na daltaí agus an fhoireann teagaisc sna Boilgeoga Ranga céanna go comhsheasmhach, ag admháil nach mbeifear in ann é sin a dhéanamh i gcónaí?
46. An ndearna tú socruithe go mbeadh sosanna agus amanna lóin faoi leith nó áiteanna faoi leith ag Boilgeoga Ranga éagsúla ag am sosa nó béile, nuair is féidir?
47. An ndearna tú socruithe chun teorainn a chur le hidirghníomhaíocht ar theacht agus imeacht ón scoil agus i limistéir chomhroinnte eile?
48. Ar mhol tú siúl nó rothaíocht chun na scoile a oiread agus is féidir?
49. An ndearna tú socruithe chun pointí iontrála breise chun na scoile a oscailt a oiread agus is féidir, ionas go bhféadtar plódú a laghdú?
50. An féidir leat córas aonbhealaigh le haghaidh dul isteach agus amach as an scoil a shocrú, nuair is féidir?
51. An ndearna tú socruithe le haghaidh cruinnithe foirne a reáchtáil ó chian nó i ngrúpaí beaga nó i spásanna móra chun scaradh sóisialta a éascú?
52. An bhfuil córas i bhfeidhm agat chun an fhoireann agus na daltaí a mheabhrú maidir le scaradh sóisialta a cleachtadh?
53. Ar chuir tú in iúl don fhoireann nach heart dóibh lámh éinne eile a chroitheadh agus gur cheart dóibh aon teagmháil fhisiciúil a sheachaint?

Cuairteoirí chun na Scoile

54. Ar aithin tú na gníomhaíochta lena mbaineann idirghníomhú le cuairteoirí riachtanacha ar an scoil agus an ndearna tú socruithe chun líon na gcuairteoirí siúd a íoslaghdú agus bearta a chur i bhfeidhm chun teagmháil fhisiciúil a chosc, a oiread agus is féidir?
55. An ndearna tú socruithe chun na bearta atá ann chun an scaipeadh ionfhabhtaithe a chosc a chur in iúl do chcuairteoirí riachtanacha?
56. An bhfuil córas i bhfeidhm agat do gach cuairteoir ar gá dóteacht chun na scoile chun coinne a dhéanamh, socrú chun dul i dteagmháil le pointe lárnach agus a chuairt a thaifeadadh ag úsáid an logleabhair theagmhála?



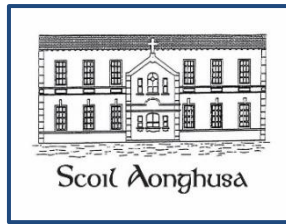
SEICLIOSTA DO BHAINISTÍOCHT NA SCOILE

Planning and Systems

1	Is there a system in place to keep up to date with the latest advice from Government and Department of Education, to ensure that advice is made available in a timely manner to staff and pupils and to adjust your plans and procedures in line with that advice?	
2	Has the BoM adopted the DES school COVID-19 response plan and made it available to staff and pupils?	
3	Have you a system in place to provide staff and pupils with information and guidance on the measures that have been put in place to help prevent the spread of the virus and what is expected of them?	
4	Have you displayed the COVID-19 posters in suitable locations highlighting the signs and symptoms of COVID-19?	
5	Have you told staff of the purpose of the COVID-19 contact log?	
6	Have you a COVID-19 contact log in place to support HSE tracing efforts if required?	
7	Have you informed staff on the measures and provided a system for them to raise issues or concerns and to have them responded to?	
8	Have you reviewed and updated risk assessments in line with DES advice to take account of any controls to help prevent the spread of COVID-19?	
9	Have you updated emergency plans, if necessary, to take account of the COVID-19 response plan?	

Staff

1	Have you made available to each staff member a COVID-19 return-to-work form to be completed and returned 3 days before they return to the workplace?	
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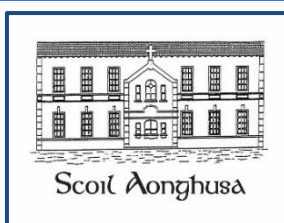
2	Are you aware of staff members who are at very high risk under the HSE guidance on people most at risk (HSE guidance on people most at-risk) and advised them of the DES agreed arrangements for management of those staff?	
3	Have you advised staff and pupils they must stay at home if sick or if they have any symptoms of COVID-19?	
4	Have you told staff and pupils what to do and what to expect if they start to develop symptoms of COVID-19 in school, including where the isolation area is?	
5	Have you advised staff of the availability of the supports of the occupational health and wellbeing programme through Spectrum Life?	
6	Has a lead worker representative been identified (in line with the process agreed with the DES and education partners) and detailed at Section 4.3 of this plan to help advise staff and to monitor compliance with COVID-19 control measures in the school and taken measures to ensure all staff know who the representative is?	

Training and Induction

1	Have you advised staff to view the Department of Education’s training materials which are available online?	
2	Have you taken the necessary steps to update your school induction / familiarisation training to include any additional information relating to COVID-19 for your school?	
3	Have first aiders, if available, been given updated training on infection prevention and control re: hand hygiene and use of PPE as appropriate? <i>(It is intended that training will be provided as part of the Department’s online training programme).</i>	

Buildings / Equipment

1	If you have mechanical ventilation does it need cleaning or maintenance before the school reopens?	
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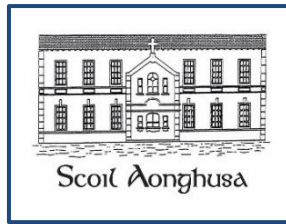


2	Does your water system need flushing at outlets following low usage to prevent Legionnaire’s Disease?	
3	Have you visually checked, or had someone check, all equipment in the school for signs of deterioration or damage before being used again?	
4	Have you arranged for the school, including all equipment, desks, benches, doors and frequent touched surfaces points, to be cleaned before reopening?	

Control Measures in place

Hand / respiratory hygiene

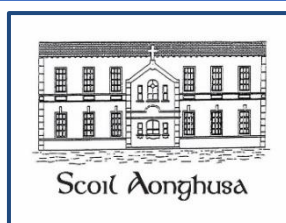
1	Have you accessed supplies of hand sanitisers and any necessary PPE equipment in line with the interim HPSC health guidance relating to the reopening of schools, from the national framework provided by the Department? <i>(RFI published and framework available from early August).</i>	
2	Are there hand washing/hand sanitising stations in place to accommodate staff, pupils and visitors adhering to hand hygiene measures in accordance with Department guidance?	
3	Have arrangements been made for staff and pupils to have regular access to handwashing/hand sanitising facilities as appropriate?	
4	Are hand sanitisers easily available and accessible for all staff, pupils and visitors – e.g. in each classroom and at entry and exit points to school buildings?	
5	Have you made arrangements to ensure hand hygiene facilities are regularly checked and well-stocked?	
6	Does the alcohol-based hand sanitiser have at least 60% ethanol or 70% isopropanol as the active ingredient?	
7	Have you informed staff about the importance of hand washing?	
8	Have you arranged for staff to view how to wash their hands (with soap and water for at least 20 seconds) and dry them correctly through the use of the HSE video resource?	
9	Have you shown staff and pupils how to use hand sanitiser correctly and where hand-sanitising stations are located?	



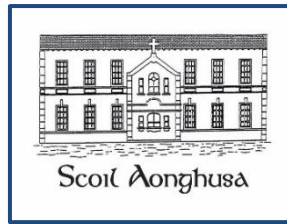
10	Have you displayed posters on how to wash hands correctly in appropriate locations?	
11	<p>Have you told staff and pupils when they need to wash their hands or use hand sanitiser? This includes:</p> <ul style="list-style-type: none"> ➤ before and after eating and preparing food ➤ after coughing or sneezing ➤ after using the toilet ➤ where hands are dirty ➤ before and after wearing gloves ➤ before and after being on public transport ➤ before leaving home ➤ when arriving/leaving the school /other sites ➤ after touching potentially contaminated surfaces ➤ if in contact with someone displaying any COVID-19 symptoms 	
12	<p>Have you told staff and pupils of the importance of good respiratory measures to limit the spread of the virus?</p> <ul style="list-style-type: none"> ➤ avoid touching the face, eyes, nose and mouth ➤ cover coughs and sneezes with an elbow or a tissue ➤ dispose of tissues in a covered bin 	

Physical Distancing

1	Have you identified all available school space to be used to maximise physical distancing?	
2	Have you reviewed the templates provided by the Department of Education which show options for revised layout of school rooms to meet physical distancing requirements?	
3	Have you arranged to revise the layout of the rooms and furniture as per the Department guidelines if necessary?	
4	Have you arranged in each room that the teacher’s desk should be at least 1m and where possible 2m away from pupil desks?	

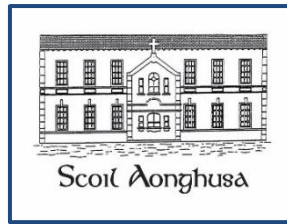


5	Have you arranged in each room that pupils would be at least 1m away from each other?	
6	Have you allocated work stations consistently to the same staff and children rather than having spaces that are shared?	
7	Have you structured pupils and their teachers into Class Bubbles (i.e. a class grouping which stays apart from other classes as much as possible) and discrete groups or “Pods” within those class bubbles to the extent that this is practical?	
8	If you have divided a class into Pods, have you arranged at least 1m distance between individual Pods within the class bubble and between individuals in the pod, whenever possible?	
9	Have you taken steps to limit contact and sharing of common facilities between people in different Class Bubbles (and Pods within those class bubbles) as much as possible?	
10	Have you arranged Pod sizes to be as small as it is likely to be reasonably practical in the specific classroom context?	
11	Have you arranged to the greatest extent possible for pupils and teaching staff to be consistently in the same Class Bubbles, acknowledging that this will not be possible at all times?	
12	Have you arranged where possible that different class bubbles to have separate breaks and meal-times or separate areas at break or meal times?	
13	Have you made arrangements to limit interaction on arrival and departure from school and in other shared areas?	
14	Have you encouraged walking or cycling to school as much as possible?	
15	Have you made arrangements, in so far as practicable, to open additional access points to school to reduce congestion?	
16	Can you provide a one system for entering and exiting the school, where practical?	
17	Have you arranged for staff meetings to be held remotely or in small groups or in large spaces to facilitate physical distancing?	
18	Have you a system to regularly remind staff and pupils to maintain physical distancing?	
19	Have you advised staff not to shake hands and to avoid any physical contact?	



Visitors to Schools

1	Have you identified the activities that involve interacting with essential visitors to the school, made arrangements to minimise the number of such visitors and put in place measures to prevent physical contact, as far as possible?	
2	Are there arrangements in place to inform essential visitors to the school of the measures to help prevent the spread of infection?	
3	Have you a system in place for all visitors who do need to come to the school to make an appointment, arrange to contact a central point and to record their visit using the contact tracing log?	



Seicliosta chun Déileáil le Cás Amhrasta de COVID-19

Ní mór don fhoireann déileáil le cás amhrasta de réir an phrótacail agus na traenála.

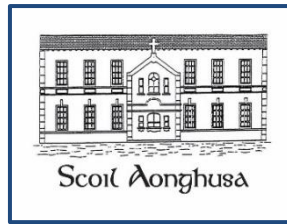
Beidh freagracht ar bhaill ainmnithe d'fhoireann bainistíochta na scoile cinnte a dhéanamh go leantar le gach cuid don phrótacal maidir le déileáil le cásanna amhrasta.

Ionad Leithlise

1. Ar aithin tú áit a d'fhéadfaí a úsáid mar ionad leithlise, áit le doras a d'fhéadfaí dúnadh is fearr?
2. Ní gá don ionad leithlisea bheith ina sheomra faoi leith, ach sa chás nach seomra í ba cheart go mbeadh an t-ionad 2m i bhfad ó na daoine eile sa seomra.
3. An áit insroichte do bhaill foirne agus daltaí faoi mhíchumas é an t-ionad leithlise ?
4. An bealach insroichte do bhaill foirne agus daltaí faoi mhíchumas é an bealach go dtí an t-ionad leithlise?
5. An bhfuil plan teagmhais agat chun déileáil le níos mó ná cás amhrasta amháin de COVID-19?
6. An bhfuil na rudaí seo a leanas ar fáil san ionad leithlise?
 - Ciarsúir
 - Díghalrán Lámh
 - Díghalrán/Ciarsúir
 - Lámhainní/Maisc
 - Málaí Bruscair
 - Boscaí Bruscair

Duine a Leithlisiú

7. An bhfuil córas i bhfeidhm chun an duine tinn a thabhairt ar an mbealach leithlise go dtí an t-ionad leithlise, agus iad ag cleachtadh scaradh sóisialta an t-am ar fad?
8. An bhfuil an fhoireann ar an eolas faoin gcóras seo?
9. An dtugtar comhairle do dhaoine eile spás 2m a choimeád i gcónaí idir iad féin agus an duine tinn? *(Tá sé mar aidhm ant saincheist seo a phlé i dtraenáil ar líne na Roinne)*
10. An bhfuil masc indiúscartha ar fáil don duine tinn agus iad sa limistéar comónta agus é ag filleadh abhaile?



Ag déanamh socruithe le haghaidh filleadh abhaile an duine atá tinn

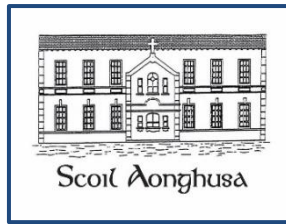
11. Foireann- ar fhiafraigh tú an mbraitheann na baill foirne maith go leor chun filleadh abhaile?
12. Dalta - an ndeachaigh tú i dteagmháil gan mhoill lena dtuismitheoirí/lena gcaomhnóirí agus an dearna tú socrú dóibh a bpáiste a bhailiú? Ní féidir le dalta in imthosca ar bith iompar poiblí nó scoile a úsáid chun taisteal abhaile má tá amhras ann gur cás de COVID-19 é/í.
13. Ba chóir moladh a thabhairt don duine tinn gan a lámha a chur ar dhaoine eile, dromchlaí nó rudaí.
14. Ba chóir comhairle a thabhairt don duine le comharthaí COVID-19 a bhéal agus a shrón a chlúdach le ciarsúr indiúscartha agus iad ag casacht nó ag sraothartach, agus an ciarsúr a chur sa bhosca bruscair.
15. Má thug an dochtúir comhairle don duine imeacht abhaile nó go dtí ionad measúnachta, ar shocraigh tú síob don duine tinn?
16. Ar moladh don duine tinn nár cheart dó dul go dtí clinic a dhochtúra nó chuig aon chógaslann nó ospidéal?
17. Ar moladh don duine tinn nár cheart dó an córas iompair poiblí a úsáid?
18. Ar moladh don duine tinn leanúint ar aghaidh ag caitheamh an mhaisc go dtí go bhfillleann sé abhaile?

Iarchúram

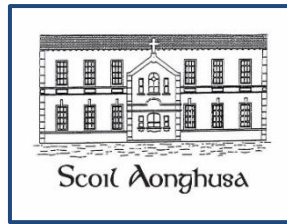
19. An ndearna tú measúnú ar an eachtra chun aon ghníomh atá le déanamh a ainmniú?
20. An bhfuil tú ar fáil chun comhairle agus cabhair a thabhairt don FSS má iarrtar ort?

Glantóireacht

21. Ar chuir tú an t-ionad leithlise as úsáid go dtí go ndearnadh é a ghlanadh agus a dhíghalrú?
22. An ndearna tú socruithe chun aon seomra ranga ina raibh an fhoireann nó daltaí a ghlanadh agus a dhíghalrú?



- 23.** An ndearna tú socruithe chun an t-ionad leithlise agus aon áiteanna eile a bÍh in úsáid a ghlanadh agus a dhÍghalrú chomh luath agus is féidir tar éis an duine tinn a bheith fillte abhaile?
- 24.** An bhfuair an fhoireann glantóireachta oiliúint maidir le háiteanna éillithe a ghlanadh agus an bhfuil an TCP ceart acu? *(Tá sé mar aidhm traenáil ar líne a chur ar fáil don fhoireann glantóireachta. Cuirfear an TCP cuí ar fáil do scoileanna tríd an gcóras soláthair náisiúnta a bheidh ar fáil dóibh roimh athoscailt na scoileanna).*

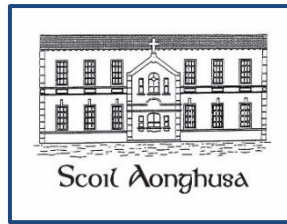


Dealing with a suspected case of Covid-19

Staff members will be required to manage a suspected case in line with the protocol and training.

Isolation Area

1	Have you identified a place that can be used as an isolation area, preferably with a door that can close? <i>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.</i>	
2	Is the isolation area accessible, including to staff and pupils with disabilities?	
3	Have you a contingency plan for dealing with more than one suspected case of COVID-19?	
4	<p>Are the following available in the isolation area(s)?</p> <ul style="list-style-type: none"> • Tissues • Hand sanitiser • Disinfectant/wipes • Gloves/Masks • Waste Bags • Bins 	

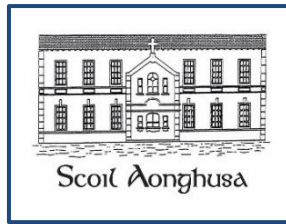


Isolating a Person

1	Are procedures in place to accompany the infected person to the isolation area, along the isolation route with physical distancing from them?	
2	Are staff familiar with this procedure?	
3	Have others been advised to maintain a distance of at least 2m from the affected person at all times? <i>(it is intended that this will be dealt with as part of the Department's online training)</i>	
4	Is there a disposable mask to wear for the affected person while in the common area and when exiting the building?	

Arranging for the affected person to leave the school

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

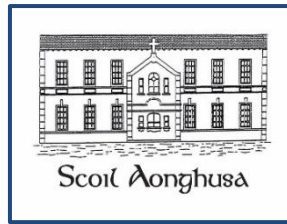


Follow up

1	Have you carried out an assessment of the incident to identify any follow-up actions needed?	
2	Are you available to provide advice and assistance if contacted by the HSE?	

Cleaning

1	Have you taken the isolation area out-of-use until cleaned and disinfected?	
2	Have you made arrangements to clean and disinfect any classroom space where the staff or pupils were located?	
3	Have you arranged for cleaning and disinfection of the isolation area and any other areas involved, as soon as practical after the affected person has left the building?	
4	<p>Have the cleaners been trained in dealing with contaminated areas and supplied with the appropriate PPE?</p> <p><i>(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 before reopening).</i></p>	



Príomhionadaí Oibrithe

Is é aidhm an Phrótacail um Fhilleadh ar an Obair go Sábháilte ná tacú le fostóirí agus oibrithe chun bearta a chur i bhfeidhm chun scaipeadh COVID-19 san ionad oibre a sheachaint. Cruthaíodh an prótacal tar éis plé agus comhaontú ag Fóram Eacnamaíoch na bhFostóirí Saothair idir an Rialtas, na Ceardchumann agus Fostóirí.

Tá foráil sa Phrótacal le haghaidh Príomhionadaí Oibrithe (PO) a cheapadh i ngach ionad oibre. Beidh an PO ag obair leis an bhfostóir chun cuidiú le bearta a chur i bhfeidhm chun scaipeadh COVID-19 a chosc agus monatóireacht a dhéanamh ar an méid atáthar ag cloí leis na bearta sin agus beidh ról aige/aici maidir le comhairle sláinte maidir le COVID-19 a chur in iúl san ionad oibre.

Is'é cuspóir an doiciméid seo na forálacha i leith an PO sna scoileanna a leagan amach. Déanfaidh na páirtithe athbhreithniú rialta ar fheidhmiúchán na bhforálacha seo.

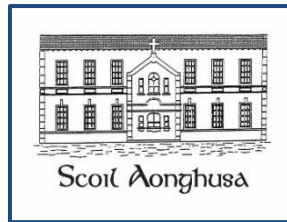
Ba chóir an doiciméad seo a léamh i dteannta leis na rudaí seo i leanas:

- An [Prótacal um Fhilleadh ar an Obair go Sábháilte](#) ;
- [Treoir agus Ceistanna Coitianta le haghaidh Fostóirí sa tSeirbhís Phoiblí Le Linn COVID-19](#);
- Plean Freagartha COVID-19 maidir le hAthoscailt Bunscoileanna agus Scoileanna Speisialta go Sábháilte

1. Cur chuige Cumarsáideach

Titeann an fhreagracht maidir le forbairt agus cur i bhfeidhm Phlean Freagartha COVID-19 agus na bearta smachta a bhaineann leis sa príomháit ar an mBord Bainistíochta/Oideachais agus Oiliúna agus ar bhainistíocht na scoile.

Tá tábhacht ollmhór ag baint le cumarsáid láidir agus cur chuige comhoibritheach chun scaipeadh COVID-19 i scoileanna a chosc, agus chun aire a thabhairt do shláinte, sábháilteacht agus folláine na foirne agus na ndaltaí. Ní bhainfear cloí leis an bPrótacal um Fhilleadh ar Obair amach ach amháin má dhéanann gach duine an fhreagracht a chomhroinnt agus na bearta atá sa Phrótacal a chur i bhfeidhm san áit oibre.

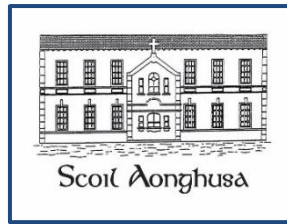


Má tá aon imní nó barúlacha ag ball foirne maidir le Plean Freagartha COVID-19, bearta smachta nó an dóigh le cloí leis na bearta sin ag baill foirne, daltaí nó daoine eile ba chóir dó / di teagmháil a dhéanamh leis an PO a rachaidh i dteagmháil le bainistíocht na scoile.

2. Príomhionadaí Oibríthe (PO)

Go hachomair, is é ról an PO ná:

- Ionadaíocht a dhéanamh ar son na foirne ar fad san ionad oibre, beag beann ar an ról atá acu, agus a bheith ar an eolas faoi na saincheistanna a d'fhéadfadh teacht chun cinn maidir le cohóirt áirithe foirne;
- A bheith ag comhoibriú le bainistíocht na scoile chun sábháilteacht, sláinte agus leas na bhfostaithe maidir le COVID-19 a chinntiú, a oiread agus is féidir;
- A bheith ar an eolas maidir leis an gcomhairle is déanaí ón Rialtas maidir le COVID-19;
- I gcomhpháirt le bainistíocht na scoile, dea-chleachtas sláinteachais a chur chun cinn ar nós lámha a ní go rialta agus dea-bhéasa anála a chothú chomh maith le scaradh sóisialta a choinneáil de réir chomhairle sláinte phoiblí;
- Cabhair a thabhairt do bhainistíocht na scoile bearta a chur i bhfeidhm chun COVID-19 a chosc san ionad oibre de réir an Phrótacail um Fhilleadh ar Obair go Sábháilte agus an chomhairle reatha maidir le sláinte phoiblí;
- I gcomhpháirt le bainistíocht na scoile, monatóireacht a dhéanamh ar an méid atáthar ag cloí le bearta chun leathadh COVID-19 a chosc;
- Athbhreithnithe a dhéanamh go rialta ar bhearta sábháilteachta;
- Ábhar imní ar bith a thuairisciú láithreach do bhainistíocht na scoile agus taifid ar na ceistanna sin agus na gníomhartha a glacadh chun dul i ngleic leo a choinneáil;
- Dul i gcomhairle le bainistíocht na scoile ar Phlean Freagartha COVID-19 sa chás ina dtagann COVID-19 ar dhuine agus iad ar scoil lena n-áirítear suíomh ionaid leithlise agus bealach sábháiltechuig an ionad sin;
- Measúnú a dhéanamh i gcomhpháirt le bainistíocht na scoile ar aon ghníomh atá le déanamh i ndiaidh eachtra ar bith;
- Dul i gcomhairle le comhghleacaithe ar cheistanna maidir le COVID-19 san ionad oibre;
- Ionadaíocht a dhéanamh do bhainistíocht na scoile ar son a gcomhghleacaithe ar cheistanna maidir le COVID-19 san ionad oibre.



3. Príomhionadaí Oibrithe

Tá sé de cheart ag an PO dul i gcomhairle le bainistíocht na scoile agus uiríll a dhéanamh ina leith maidir le haon ábhar inmí atá bainte le COVID-19. Ina measc tá fadhbanna ag baint le:

- Nósanna imeachta glantóireachta agus a bhfeidhmiú
- Scaradh Sóisialta
- Feidhmiú córais aonbhealaigh sa scoil chun scaradh sóisialta a chinntiú, ag dul isteach is amach as an scoil san áireamh
- Saoráidí Sláinteachais Láimhe, a suíomh agus an ndéantar stócaíl agus cothabháil orthu san áireamh
- Díghalrán Lámh
- Tuiscint Foirne maidir le sláinteachas láimhe sa scoil
- Sláinteachas Anála
- Trealamh Cosanta Pearsanta
- Grúpaí atá i mbaol níos mó
- Cuairteoirí/Conraitheoirí

4. Príomhionadaí Oibrithe

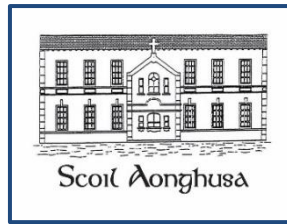
Beidh Príomhionadaí Oibrithe amháin á cheapadh ag gach scoil.

5. Leas-Ionadaí Oibrithe/Ionadaí Oibrithe Cúnta

Beidh Leas-Ionadaí Oibrithe chomh maith le PO á cheapadh ag scoileanna ina bhfuil níos lú ná 30 ball foirne. Is é ról an Leas-Ionadaí Oibrithe ná feidhmiú mar an PO nuair atá an PO as láthair.

Beidh Ionadaí Oibrithe Cúnta chomh maith le PO á cheapadh ag scoileanna ina bhfuil níos mó ná 30 ball foirne agus ag gach scoil speisialta. Is é ról an Ionadaí Oibrithe Cúnta ná:

- cabhair a thabhairt don PO agus é i mbun na ndualgas thuasluaite; agus
- feidhmiú mar an PO nuair atá lan PO as láthair.



6. Roghnú an Phríomhionadaí Oibríthe/ Leas-Ionadaí Oibríthe/ Ionadaí Oibríthe Cúnta

Tá sé de cheart ag foireann na scoile baill foirne a cheapadh do ról an PO, Leas-Ionadaí Oibríthe nó Ionadaí Oibríthe Cúnta mar oiriúnach. Déanann an PO/Leas-Ionadaí Oibríthe/Ionadaí Oibríthe Cúnta ionadaíocht ar son n afoirne ar fad san ionad oibre, beag beann ar an ról atá acu, agus ní mór dóibh a bheith ar an eolas ar na saincheistanna a d'fhéadfadh teacht chun cinn maidir le cohóirt áirithe foirne. Mar thoradh, dá roghnófaí múinteoir do ról an PO ba cheart an Leas-Ionadaí Oibríthe/Ionadaí Oibríthe Cúnta a roghnú ón bhfoireann neamhtheagaisc nuair is féidir agus a mhalairt.

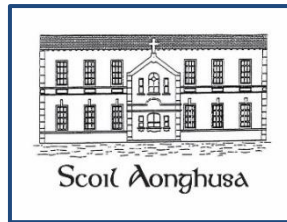
Ba cheart próiseas roghnúcháin agus ceapacháin an PO/Leas-Ionadaí Oibríthe/Ionadaí Oibríthe Cúnta mar is cuí a fhorbairt trí chomhairliúchán agus comhaontú a dhéanamh ar bhonn scoile, trí shaorálaithe a lorg le tabhairt faoi na postanna seo. Nuair atá níos mó ná saorálaí amháin, ba chóir don fhoireann scoile ar fad vótáil chun an PO/Leas-Ionadaí Oibríthe/Ionadaí Oibríthe Cúnta a roghnú.

Beidh an PO/Leas-Ionadaí Oibríthe/Ionadaí Oibríthe Cúnta ceaptha go hoifigiúil ag an bhfostóir, tar éis iad a bheith roghnaithe ag foireann na scoile. Roimh an ról a thosú ní mór don PO/Leas-Ionadaí Oibríthe/Ionadaí Oibríthe Cúnta a dheimhniú go bhfuil an traenáil chúí críochnaithe aige agus go bhfuil sé ar an eolas maidir le riachtanais an ról.

7. Tacaíochtaí don Phríomhionadaí Oibríthe/ Leas-Ionadaí Oibríthe/ Ionadaí Oibríthe Cúnta

Tá sé de cheart ag an bPríomhionadaí Oibríthe/ Leas-Ionadaí Oibríthe/ Ionadaí Oibríthe Cúnta:

- Eolas agus oiliúint chúí a fháil maidir lena ról [*sonraí breise le teacht*];
- A bheith i mbun comhairliúcháin le bainistíocht na scoile maidir leis na bearta smachta atá curtha i bhfeidhm ag an scoil chun baoil nochta do COVID-19 a laghdú;
- A bheith i mbun cumarsáide rialta le bainistíocht na scoile maidir le saincheistanna atá bainte le COVID-19;
- Eolas a fháil maidir le hathruithe i gcleachtas a thagann as bearta freagrachta COVID-19;



Nuair is múinteoir é/ an PO/Leas-Ionadaí Oibríthe (sealbhóir poist san áireamh) bainfidh sé úsáid as na 10 n-uair Pháirc an Chrócaigh a úsáidtear faoi láthair le haghaidh pleanála nach bhfuil ar bhonn scoile iomláine chun a gcuid dualgas sa ról seo a chomhlíonadh.

Nuair is cúntóir riachtanas speisialta é an PO/Leas-Ionadaí Oibríthe bainfidh sé úsáid as na "72 uair an chloig" chun a gcuid dualgas sa ról seo a chomhlíonadh.

Nuair is Rúnaí nó Feighlí é an PO/Leas-Ionadaí Oibríthe ba chóir do bhainistíocht na scoile a chuid oibre a chur in ord nua tosaíochta ionas go mbeidh go leor ama ag an mball foirne a chuid dualgas sa ról seo a chomhlíonadh.

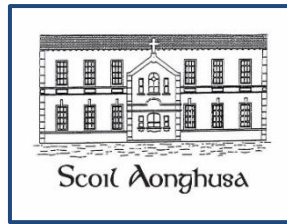
8. Nós Imeachta le haghaidh déileáil le Saincheistanna a thagann chun cinn

I gcás go n-aithníonn an PO ábhar inní (nó nuair a chuireann an fhoireann in iúl don PO é) ba chóir dó é a chur faoi bhráid an Phríomhoide. Ba chóir don PO pointí gníomhartha a aontú leis an bPríomhoide chun an tsaincheist a réiteach, chomh fada agus is féidir. Ba chóir eolas a thabhairt don fhoireann maidir leis an toradh.

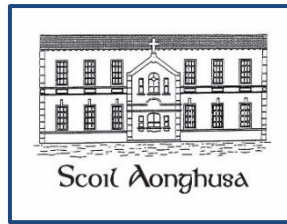
Nuair nach féidir leo teacht ar réiteach, is féidir leis an PO an tsaincheist a chur faoi bhráid an Bhoird Bainistíochta (Cathaoirleach an Bhoird ar an gcéad dul síos) / príomhoifig an Bhoird Oideachais agus Oiliúna. Ba chóir don PO pointí gníomhartha a chomhaontú le bainistíocht na scoile/príomhoifig an BOO chun an tsaincheist a réiteach, chomh fada agus is féidir. Ba chóir eolas a thabhairt don fhoireann maidir leis an toradh.

Gluais Téarmaíochta

- **Plean Freagartha Covid-19:** Plean curtha le chéile chun tacú leis an bhfoireann agus leis an mBord Bainistíochta/ Bord Oiliúna Oideachais bearta a chur i bhfeidhm chun scaipeadh Covid-19 a chosc i dtimpeallacht na scoile. Sonraítear sa Phlean Freagartha COVID-19 na polasaithe agus na cleachtais atá riachtanach chun go gcomhlíonfaidh scoil ' Prótacal um Fhilleadh ar an Obair go Sábháilte', plean na Roinne Oideachais maidir le hathoscailt scoile agus chun tabhairt isteach agus leathadh COVID-19 a chosc i dtimpeallacht na scoile. Tá Pleananna Freagartha COVID-19 le haghaidh Bunscoileanna agus Scoileanna Speisialta ar fáil ar shuíomh Idirlín na Roinne.

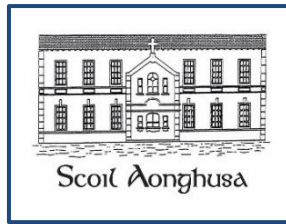


- **Fóram Eacnamaíoch na bhFostóirí Oibrithe (LEEF):** Fóram le haghaidh idirphlé ardleibhéil idir ionadaithe Rialtais, Ceardchumann agus Fostóirí ar ábhair a bhfuil tábhacht straitéiseach náisiúnta leo atá i gceist leis an bhfóram seo- glacann Comhdháil Cheardchumainn na hÉireann, an Rialtas agus na Fostóirí páirt.
- **Prótacal um Fhilleadh ar an Obair go Sábháilte:** prótacal náisiúnta le tacú le fostóirí agus oibrithe bearta a chur i bhfeidhm chun scaipeadh Covid-19 a chosc san ionad oibre.
- **Ionadaí Sábháilteachta:** Leagann Alt 25 don Acht um Shábháilteacht, Sláinte agus Leas ag an Obair 2005 amach scagadh agus ról an Ionadaí Sábháilteachta san ionad oibre. Leagtar cearta an Ionadaí Sábháilteachta amach sa reachtaíocht. (Nóta: De réir Acht 2005 tá cearta seachas dualgais ag an Ionadaí Sábháilteachta). Is ról difriúil é seo do ról an PO COVID-19.

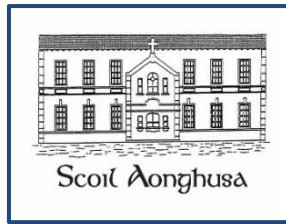


Checklist - Lead Worker Representative

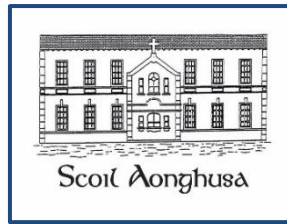
1	Have you agreed with your school to act as a Lead worker representative for your school?	
2	Have you been provided with information and training in relation to the role of lead worker representative? (<i>Training for this role is currently being explored with the HSA</i>).	
3	Are you keeping up-to-date with the latest COVID-19 advice from Government?	
4	Are you aware of the signs and symptoms of COVID-19?	
5	Do you know how the virus is spread?	
6	Do you know how to help prevent the spread of COVID-19?	
7	Have you watched and do you understand the online Induction Training provided by the Department of Education before returning to school?	
8	Are you helping in keeping your fellow workers up to date with the latest COVID-19 advice from Government?	
9	Have you completed the COVID-19 return-to-work form and given it to your school? (Department template Return-to-Work form available)	
10	Are you aware of the control measures your school has put in place to minimise the risk of you and others being exposed to COVID-19? (See Checklist – Management)	
11	Have you a means of regular communication with the person with overall responsibility for the school COVID-19 plan?	



12	Are you co-operating with your school to make sure these control measures are maintained?	
13	Have you familiarised yourself with the cleaning requirements needed to help prevent cross contamination? (Checklist for Cleaning)	
14	Have you been asked to walk around and check that the control measures are in place and are being maintained?	
15	Are you reporting immediately to the person with overall responsibility for the school COVID-19 plan any problems, areas of non-compliance or defects that you see?	
16	Are you keeping a record of any problems, areas of non-compliance or defects and what action was taken to remedy the issue?	
17	Are you familiar with what to do in the event of someone developing the symptoms of COVID-19 while at school?	
18	Are you co-operating with your school in identifying an isolation area and a safe route to that area? (Checklist – Suspected Case)	
19	Are you helping in the management of someone developing symptoms of COVID-19 while at school?	
20	Once the affected person has left the school, are you helping in assessing what follow-up action is needed?	
21	Are you helping in maintaining the contact log?	
22	Have you been made aware of any changes to the emergency plans or first aid procedures for your school?	

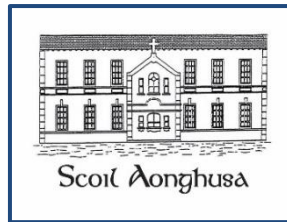


23	Are you making yourself available to fellow staff to listen to any COVID-19 control concerns or suggestions they may have?	
24	Are you raising those control concerns or suggestions with your school and feeding back the response to the worker who raised the issue?	
25	Are you aware of the availability of the Spectrum Life Wellbeing Together Programme?	



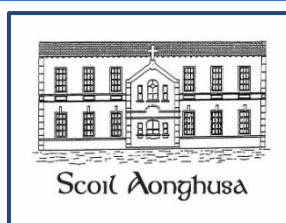
Seicliosta Glantacháin

1. An bhfuil córas i bhfeidhm agat chun coimeád suas leis an gcomhairle shláinte phoiblí is déanaí ón Rialtas agus ón Roinn Oideachais, ionas go mbeidh na treoracha ar fáil in am chun do nósanna glantacháin a athrú de réir na dtreoracha?
2. An ndearna tú athbhreithniú ar chomhairle eatramhach sláinte an LFCS maidir le hathoscailt shábháilte scoileanna, go háirithe **Cuid 5.6 Sláinteachas Timpeallachta**?
3. Ar mhíniú tú don fhoireann cén fáth a bhfuil gá leis an gcóras glantacháin breisithe?
4. An dtuigeann tú gurb é an modh ghlantacháin is fearr ná glantach ilchuspóireach, uisce te, éadaí glana agus mapaí a úsáid agus an gníomh meicniúil a bhaineann le cuimilt agus ag glanadh agus ansin le bheith ag sruthlú agus ag triomú?
5. An bhfuil dóthain ábhair ghlantacháin ar fáil chun tacú leis an gcóras glantóireachta breisithe?
6. Ar chuir tú oiliúint bhreise ar fáil don fhoireann glantóireachta faoin gcóras glantóireachta breisithe? *(Tá sé mar aidhm ag an Roinn Oideachais traenáil ar líne a chur ar fáil don fhoireann glantóireachta)*
7. An ndearna tú socrúcháin le haghaidh folmhú rialta agus sábháilte na mboscaí bruscair?
8. An bhfuil tú ar an eolas fao ina roghanna glantacháin sa chomhairle eatramhach sláinte an LFCS do scoileanna maidir le dromchlaí, leithris, trealamh glantóireachta, TCP agus bainistíocht dramhaíola?
9. An fios duit gur chóir gach scoil a ghlanadh uair amháin sa lá?
10. Ar chuir tú ábhar glantacháin ar fáil don fhoireann ionas gur bféidir leo a mbinse nó spás oibre féin a ghlanadh?
11. Ar chuir tú in iúl don fhoireann go bhfuil an fhreagracht orthu nithe pearsanta a tugadh chun na hoibre agus a láimhseálfar i mbun oibre nó i rith sosanna (mar shampla fón póca agus ríomhairí glúine) a ghlanadh, agus nár cheart dóibh iad a chur síos ar dhromchlaí comhchoiteanna nó beidh orthu na dromchlaí a ghlanadh nuair a bhaineann siad an t-earra pearsanta a shiúl?
12. Ar thug tú comhairle don fhoireann agus do na daltaí nár cheart dóibh comhroinnt a dhéanamh ar nithe ar nós cupáin, buidéal, seanra agus pinn?
13. Ar chuir tú sceideal glantacháin scríofa ar fáil don fhoireann glantóireachta, leis na nithe seo a leanas san áireamh:
 - Rudaí agus áiteanna le glanadh



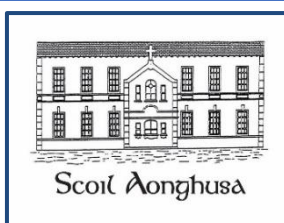
- Minicíocht Glantacháin
- Ábhar glantacháin le húsáid
- Trealamh le húsáid agus modh oibríochta?

14. Tá sonraí faoi conas ba cheart glanadh a dhéanamh tar éis cás amhrasta de COVID-19 ar fáil i **gCuid 7 don Phlean thuas**
15. Dá mbeadh gá le díghalrú a dhéanamh ar dhromchlaí éillithe an bhfuil córas ann chun é a dhéanamh?
16. Má tugadh comhairle don fhoireann glantóireachta lámhainní a chaitheamh agus iad i mbun glanadh, an bhfuil a fhios acu go bhfuil gá a lámha a ní go críochnúil le gallúnach agus uisce roimh agus tar éis na lámhainní a chaitheamh?
17. An bhfuil córas i bhfeidhm agat chun éadaí glantacháin agus ciarsúir shalacha a chur i mála bruscair? *Is 'é an moladh is déanaí ó FSS ná go gcuirtear bruscar ar nós bruscar glantóireachta, ciarsúir srl a thagann ó dhuine le cás amhrasta COVID-19 i mála dúbailte agus ansin go gcuirtear é in áit shábháilte ar feadh 72 uair roimh é a chur sa ghnáthbhailiúchán bruscair.*
18. An ndearna tú cinnte go bhfuil córas i bhfeidhm chun a chinntiú go bhfuil trealamh glantacháin in-athúsáidte ar nós cinn mapaí agus éadaí neamh-indiúscartha glan sula ndéantar iad a athúsáid?
19. An ndearna tú cinnte go bhfuil córas i bhfeidhm chun a chinntiú go ndéantar trealamh cosúil le buicéid a fholmhú agus a ghlanadh le tuaslagán úr de dhíghalrán sula ndéantar é a athúsáid?

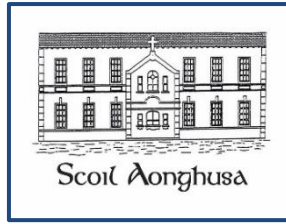


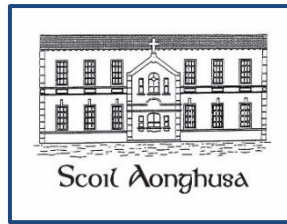
Checklist – Cleaning

1	Have you a system in place for checking and keeping up to date with the latest public health advice from Government and the Department of Education, to ensure that advice is made available in a timely manner in order to adjust your cleaning procedures in line with that advice?	
2	Have you reviewed the HPSC interim health advice for the safe reopening of schools, in particular Section 5.6 Environmental Hygiene ?	
3	Have you explained the need for the enhanced cleaning regime to staff?	
4	Are you aware that cleaning is best achieved using a general purpose detergent and warm water, clean cloths, mops and the mechanical action of wiping and cleaning, following by rinsing and drying?	
5	Have you sufficient cleaning materials in place to support the enhanced cleaning regime?	
6	Have you provided training for cleaning staff on the enhanced cleaning regime? <i>(Department of Education intends to provide online training for cleaning staff)</i>	
7	Have you made arrangements for the regular and safe emptying of bins?	
8	Are you familiar with the cleaning options for school settings set out in the interim HPSC health advice for schools for surfaces, toilets, cleaning equipment, PPE and waste management?	
9	Are you aware that each school setting should be cleaned once per day?	
10	Have you provided cleaning materials to staff so that they can clean their own desk or immediate workspace?	
11	Have you advised staff that they are responsible for cleaning personal items that have been brought to work and are likely to be handled at work or during breaks (for example, mobile phone and laptops) and to avoid leaving them down on communal surfaces or they will need to clean the surface after the personal item is removed?	



12	Have you advised staff and pupils to avoid sharing items such as cups, bottles, cutlery, and pens?	
13	<p>Have you put in place a written cleaning schedule to be made available to cleaning staff including:</p> <ul style="list-style-type: none"> ➤ Items and areas to be cleaned ➤ Frequency of cleaning ➤ Cleaning materials to be used ➤ Equipment to be used and method of operation? 	
14	Details of how to clean following a suspected case of COVID-19 are at Section 7 of the Plan above	
15	If disinfection of contaminated surfaces is required, is a system in place to do this following cleaning?	
16	If cleaning staff have been instructed to wear gloves when cleaning are they aware of the need to wash their hands thoroughly with soap and water, both before and after wearing gloves?	
17	Have you a system in place for the disposal of cleaning cloths and used wipes in a rubbish bag? <i>Current HSE guidance recommends waste such as cleaning waste, tissues etc. from a person suspected of having COVID-19 should be double bagged and stored in a secure area for 72 hours before being presented for general waste collection.</i>	
18	Have you ensured there is a system in place to make sure reusable cleaning equipment including mop heads and non-disposable cloths are clean before re-use?	
19	Have you ensured there is a system in place to ensure that equipment such as buckets are emptied and cleaned with a fresh solution of disinfectant before re-use?	



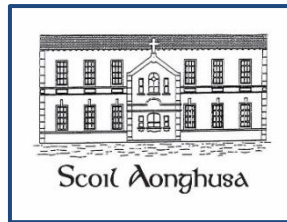


Nósanna na Scoile de réir threoir na Roinne Oideachais agus an Prótacal um Fhilleadh ar an Obair go Sábháilte agus de réir comhairle sláinte poiblí.

School Procedures in line with Department of Education guidance, the Return to Work Safely Protocol and public health advice.

The following actions have been completed in Scoil Aonghusa to manage the risk of the spread of COVID-19 in our school

1. The reconfiguration of class spaces and available space in the school to maximise physical distancing. The purchase of extra desks. The Halla will be used as a classroom (Rang 4) in accordance with social distance guidelines. The vacant classroom will be used as a larger Special Education Space and base for the school's Chromebooks. Scoil Aonghusa has the option of booking the use of The Barbican Centre's Auditorium Hall Space if and when necessary. The creation of an outdoor covered area at the leabharlann to maximise space and activities outdoors for the children is underway.
2. The installation of a new digital projector in the halla.
3. The installation and connection of teacher laptops upstairs to printer to minimise use of the photocopier in the office downstairs.
4. Installation of sensor lights downstairs.
5. Automatic sanitiser units have been installed in all rooms of the school.
6. There is an automatic hand sanitiser stand at each school entrance.
7. The school has purchased a fogging disinfection system as part of the extensive range of cleaning products purchased and regimes in line with HSE- Health Protection Surveillance Centre advice.
8. Purchase of a sneeze guard screen for window of Oifig an Rúnaí.
9. Coloured fencing system in the school yard to ensure that class bubbles have designated space in school yard and to help with the children's safe entry and exit from the school building.
10. Plans for staggered lunchbreaks, going home times and morning routines to minimise interactions and maximise physical space.
11. Yellow footprints painted in the yard to ensure social distance.
12. One-way system in school corridors and stairs as marked by spots and arrow stickers on the ground.



13. Floor markings, warm water, signage in bathrooms.
14. Silicone keyboard covers for Chromebooks and antimicrobial laminate for high frequency touch points.
15. Designated space in leabharlann in the event of a suspected case of COVID-19.
16. Information video and regular information to be issued to the school community relating to our school's safety measures and good hygiene practices.

Tús an Lae

Only pupils and school staff are permitted to enter the school grounds and school building. However, the parents of Junior Infant and Senior infant pupils are permitted to bring their children to the door of the school at the secretary's office in the morning. Parents will not be permitted to enter the school building in line with Department of Education and HSE guidance.

All children should enter the school grounds through the double gates of the school.

Junior and Senior Infant parents having left their child at the door of the school must then exit the yard through the small gate.

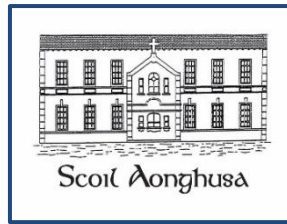
Children should not arrive at school earlier than 8.50 a.m. On arrival children should stand on one of the yellow footprint markings in the yard. From 8.50 a.m. children will be allowed enter the school building on arrival and to walk straight to their classrooms.

Before entering the school building the children will hand sanitise. A member of staff will stand at the entrances of the school.

The Múinteoirí will be in their classrooms at 8.50 a.m. The Foireann Oideachais Speisialta and Príomhoide will direct children and ensure safe entry to the school and hand sanitisation.**

School starts officially at 9.05 a.m.

** Pre -school supervision is as per Circular 0008/2011 – Uaireanta Pháirc an Chrócaigh



Bolgáin agus Neadacha

Classes will not mix with other class groups during the school day. Class groups in line with Department of Education guidance are known as Bubbles.

Pupils in Rang 3, Rang 4, Rang 5 and Rang 6 will be encouraged to maintain 1 metre social distance at all times. The classroom layouts have been arranged to facilitate this.

Pupils in Ranganna na Naíonán, Rang 1 and Rang 2 will be encouraged to stay in small groupings within the classroom known as Pods. These small groups will remain at least 1 metre apart from the other Pods in the classroom. The sharing of resources will be minimised and managed in line with cleaning regime practices.

Children's workspaces will be regularly cleaned and should be kept clear to allow for cleaning.

Sos agus Am Lóin

The school shall be divided into 2 groups for the purposes of facilitating safe practices during lunchbreaks. The school shall be divided into Junior (Ranganna na Naíonán, Rang 1, Rang 2) and Senior School (Rang 3, Rang 4, Rang 5, Rang 6).

Junior School will go out to the yard at **10.30 - 10.40**

Senior School will go out to the yard at **10.50 - 11.00**

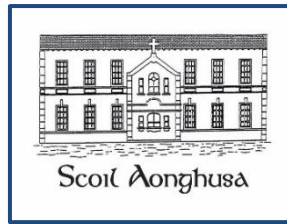
For the purposes of designated play areas, space, teacher supervision duty and staff breaks class groupings will be further grouped as follows.

Grúpa 1 : Ranganna na Naíonán

Grúpa 2 : Rang 1 agus Rang 2

Grúpa 3 : Rang 3 agus Rang 6

Grúpa 4 : Rang 4 agus Rang 5



Grúpa 1 and Grúpa 4 will play in their designated area in the yard to the front of the school.

Grúpa 2 and Grúpa 3 will play in their designated area in the yard to the back of the school.

Each class bubble will have their own arrangement/system for walking out to the yard and returning to the classroom to ensure social distancing and or to minimise interactions.

Before the children eat their lunch they will hand sanitise. On entering the school/classroom after being in the yard/ bathroom the children will hand sanitise.

All children should have a lunch box. Children will take home their rubbish as this ensures physical distancing and minimises interactions in the classroom. Parents will be reminded regularly of the importance of cleaning lunchboxes and drink flasks/bottles daily.

Junior School will have their lunch break from - **12.15 - 12.45**

Senior School will have their lunch break from - **1.00 – 1.30**

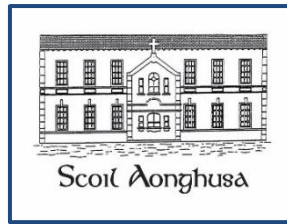
The Príomhoide and SNA will supervise the children's entry and exit when using the leithreas during lunchtimes. Children's hands are sanitised on entry and exit of the school.

Múinteoirí Oideachais Speisialta agus Cúntóirí Riachtanais Speisialta

Interactions during in-class support will be minimised and physical distancing guidance will be adhered to when Special Education Teachers and Special Needs Assistant work with children. Each time a member of the Special Education Team spends time working with children in their Class /Bubble is recorded in the Class contact tracing Log Book.

Children will hand sanitise on leaving their classroom and before entering the Special Education Classroom and on leaving the Special Education Classroom.

Work spaces will be sanitised after use. Resources will not be shared and cleaned/disinfected in line with cleaning regime guidance.



Imeachtaí i rith an lae

A contact tracing log will be maintained in each classroom to log any visitor to the classroom.

Children should not be on corridors unless going to/from Special Education Classrooms or Leithreas.

Staff and pupils will use hand sanitiser/wash hands:

- on arrival at school
- before eating or drinking
- after using the toilet
- after playing/being outdoors
- after coughing or sneezing
- when hands are physically dirty (must be washed)
- exiting the school

Children in a class Pod (group within the class Bubble) will be 1 metre from other Pods. Sharing educational material between Pods will be avoided.

At a minimum all classroom windows will be opened at all breaktimes, but also during the day.

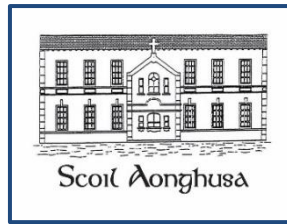
Internal doors in the school will be left open during the day.

Social physical contact will be avoided (handshakes, hugs etc)

We will encourage pupils to avoid hand to mouth contact (such as putting pens/pencils in mouth)

Play equipment used will only be equipment that can be cleaned or disinfected. Usage of equipment/toys will be monitored, cleaned or stored as appropriate.

Stationery – It is strongly advised that children in Rang 1 – Rang 6 leave their pencil case in school and have a second set of supplies at home. It is important that children have their own supply of stationery plus a pencil sharpener, ideally a model that gathers parings. This minimises the need for the children to walk to the bin in the classroom. Children in the Infants Classes will be supplied with stationery in school and will have their



own designated and labelled pouch for their belongings. The sharing of pencils, pens, colouring pencils etc. will not be possible.

Art – Where possible pupils will have their own individual art and equipment supplies during art lessons.

Electronics – Shared electronic devices such as Chromebooks, headphones etc. will be cleaned between use.

Library Policy – Where practical pupils will have their own books. Books that are shared will be covered in a wipeable plastic covering that can be wiped with a suitable cleaning agent between uses. Pupils will be encouraged to perform hand hygiene after using any shared item. Currently the children will not visit the school leabharlann until further notice.

Shared Sports Equipment – We will minimise equipment sharing and clean shared equipment between uses by different people.

Children and parents will be reminded that it is important that children come to school with suitable clothing for the weather- hats, coats etc. as children will be going outside regularly.

Ag bogadh ó áit go háit

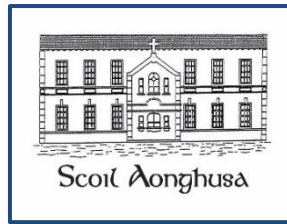
Everyone at all times will walk on the right-hand side of the corridor. Corridors are clearly marked with arrows, tape and yellow spots are placed 1 metre apart along the corridor and also on the steps of the stairs.

During the school day when the children are in class, a one-way system will operate. The stairs nearest the toilets will be **UP ONLY** and the stairs nearest Rang 5/Junior Infants will be **DOWN ONLY**.

Foireann na Scoile

Staff must keep a 2metre distance from each other.

There should be only one member of staff in the Kitchenette at any one time.



There should be a maximum of 3 Staff Members in the Seomra Foirne at any one time.

Staff will be provided with their own reusable cup. The Kitchenette will no longer have communal cups and cutlery for the use of staff members.

Staff will be responsible for keeping their classroom, their workspace, belongings clean, washed, tidy or disinfected. Staff will be provided with an appropriate supply of cleaning products and equipment.

All staff members will wear a face visor/shield and or mask. Scoil Aonghusa has purchased a supply of face visors/shields and masks.

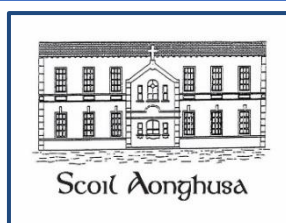
Staff gatherings will be limited and Staff Meetings will take place more than likely via an Electronic platform- ZOOM.

Teaching Staff will regularly refer to the following document ‘Returning to School, Curriculum Guidance for primary leaders and teachers document/ Ag Filleadh ar an scoil, Treoir churaclam do cheannairí agus do mhúinteoirí bunscoile’

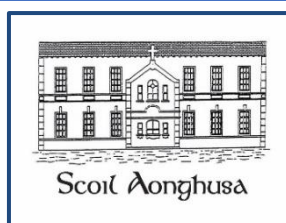
<https://www.gov.ie/ga/foilsiuhan/ar-mbunscoileanna-agus-ar-scoileanna-speisialta-a-athoscailt/>

All staff members will be asked to complete a questionnaire with the following questions.

1.	Do you feel well and fit enough to return to school?
2.	Are you keeping up to date with the latest COVID-19 advice from Government?
3.	Are you aware of the signs and symptoms of COVID-19 ?
4.	Do you know how the virus is spread ?
5.	Have you completed Back to School Questionnaire for Staff Members and given it to your Principal?
6.	Have you told your Principal if you fall into any of the at-risk categories ?



7.	Have you been given an induction before returning to work and made aware of the control measures the BoM has put in place to minimise the risk of you and others being exposed to COVID-19?
9.	Have you co-operated with the BoM to make sure these control measures are maintained?
10.	Do you know who your Staff Representative is and how to contact him / her?
11.	Do you know how to contact your Staff Representative if you have any concerns about exposure to COVID-19, control measures not been maintained or have any suggestions that could help prevent the spread of the virus?
12.	Do you know what to do in relation to physical distancing, good hand hygiene and respiratory etiquette?
13.	Do you know how to wash your hands properly?
14.	Do you know when to wash your hands: i.e. <ul style="list-style-type: none"> • before and after eating and preparing food • after coughing or sneezing • after using the toilet • where hands are dirty • before and after wearing gloves • before and after being on public transport • before leaving home • when arriving/leaving the workplace/other sites • after changing tasks • after touching potentially contaminated surfaces • if in contact with someone displaying any COVID-19 symptoms
15.	Do you know where your nearest hand washing / hand sanitising stations are?
16.	Do you know to avoid touching your face?
17.	Do you know to keep 2 metres physical distancing from others at all times while at school, including in the staffroom or bathroom?
18.	Do you know to avoid any physical contact with colleagues, parents or visitors?
19.	Do you know what to do if you start to develop symptoms of COVID-19 while at work, including where the isolation area is?

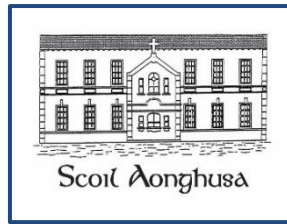


20.	Do you understand the purpose of giving your employer any necessary information to maintain a COVID-19 contact log?
21.	Do you understand any proposed new staff rosters, changing of start / finish times, rostering of breaks, wet-day supervision, etc?
22.	Have you been made aware of any changes to risk assessments relevant to your work activities and any changes in the safety statement in response to controls to minimise the risk of you and others being exposed to COVID-19?
23.	Have you been made aware of any changes to the emergency plans or first aid procedures for your workplace in response to controls to minimise the risk of you and others being exposed to COVID-19?
24.	Do you know to avoid sharing items such as cups, bottles, cutlery, pens etc.?
25.	Have you been made aware that any personal items brought into work must be cleaned and to avoid leaving them down on communal surfaces or to clean the surface after the personal item is removed?
26.	Have you been provided with cleaning materials, including gloves and disinfectant to clean your own workspace twice daily?
27.	Do you know to clean your hands before and after using public transport when commuting and when you enter and exit the workplace?
28.	Do you know when you have to wear PPE, where and how it is stored and how to fit, use, remove, clean, store and dispose of any required PPE?
29.	Do you know what supports are available to you if you are feeling anxious or stressed?

Traenáil agus Eolas

All staff will undertake and complete COVID-19 Induction Training with the latest up to date guidance on public health, COVID-19 symptoms, what to do if a child or staff member develops symptoms of COVID-19 while at school and outline of the COVID-19 response plan.

The Lead Worker Representative will also undertake and complete training. The Staff will nominate a Lead Worker Representative and Deputy Lead Worker Representative on Thursday 27th August.



Parents will receive detailed information relating to Protocols and Procedures for Parents.

An information video will be sent to parents and children explaining all aspects of our school's response plan and control measures.

Children will be taught, informed, and reminded of our school's safety controls regularly and reminded of hygiene practices.

Éide Scoile

Rang 1- Rang 6 will wear their school tracksuit on Monday, Wednesday and Friday. They will wear their green uniform on Tuesday and Thursday. Children should take off their school uniform when they go home.

Fógraí

We will display posters with age appropriate key health messages- hand washing, sneeze and cough etiquette in prominent areas – corridors, staffroom area, classrooms, toilets. Information and updates will be regularly sent to the school community.

Oifig an Rúnaí

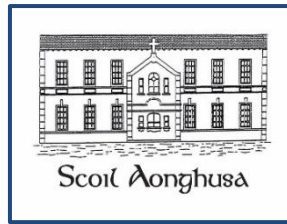
The door of Oifig an Rúnaí will remain shut throughout the day.

Access to the office during the hours of 8.45 a.m. and 3.15 p.m. should be limited to Deirdre and Múinteoir Edel.

During the day other staff members and pupils can interact with Deirdre via the window of the office.

Staff using the Photocopier after 3.15 p.m. and before 8.45 a.m. must wipe the touch pad with a disinfectant wipe and hand sanitise before and after use.

Staff needing photocopies during the school day should leave the copies required in the designated box in the Seomra Foirne at break times.



Staff using the school phone should also wipe the phone after use with a disinfectant wipe and hand sanitise before and after use.

Deireadh an Lae

Junior Infants will finish school at 12 o'clock from Monday 31st of August until Friday 11th of September. From Monday 14th of September Junior Infants will finish at 1.45 p.m. Junior Infant children along with one of their parents have been invited to visit their classroom and to meet the other children in their Pod at various time slots on Friday 28th of August.

A similar invitation may be extended to Senior Infant pupils.

The following will be explained and demonstrated to the children.

Each day Junior Infants will leave school from the door nearest to Oifig an Rúnaí. The Parents of Junior Infants are permitted to wait on one of the socially distanced painted footprints in the yard nearest to this door. Parents are asked to enter the school grounds via the double gates and to quickly leave by the small gate when they have collected their son/daughter.

Senior Infants finish school at 1.45 p.m.

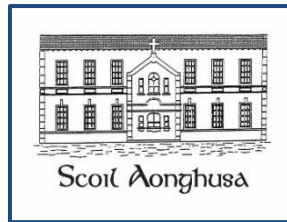
Each day the Senior Infants will leave school from the door nearest to the double gates. The Parents of Senior Infants are permitted to wait on one of the socially distanced painted footprints in the yard nearest to this door. Parents are asked to enter the school grounds via the double gates and to quickly leave by the same gate when they have collected their son/daughter.

Rang 1 and Rang 2 will finish school at **2.30 p.m.** until further notice.

Rang 1 will leave the school via the double doors and double gate.

Rang 2 will leave the school via the door nearest to Oifig an Rúnaí and the small gate.

This should allow the time needed for the children to leave the school and safely meet their parents, standing outside the school wall at the railings. Children will remain in their pods and will go out the door one at a time.



Rang 3 and Rang 5 will finish school at **2.40 p.m.** until further notice.

Rang 3 will leave the school via the double doors and double gate.

Rang 5 will leave the school via the door nearest to Oifig an Rúnaí and the small gate.

Rang 4 and Rang 6 will finish school at **2.45 p.m.** until further notice.

Rang 4 will leave the school via the double doors and double gate.

Rang 6 will leave the school via the door nearest to Oifig an Rúnaí and the small gate.

The Príomhoide and members of the Special Education Team will be available to help with the supervision of the children's exit from school.

Children will hand sanitise before leaving their classroom.

This will be reviewed and amended accordingly.

Parents are not permitted to enter the school grounds at this time. Parents may wait outside the school railings or make an arrangement to meet with older children at a designated area outside of school grounds.

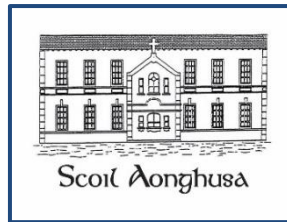
Parents will be regularly reminded of the importance of not congregating.

Designated wait areas will be assigned in the yard to the children waiting for a bus.

Imeachtaí iar-scoile

Currently no after school activities will run until further notice. This minimises interactions and also facilitates the enhanced cleaning regime.

Cuairteoirí chun na scoile



Arrangements for visitors into the school building will be restricted to essential purposes and limited to those who have obtained prior approval from the Príomhoide. A detailed sign in/sign out log of those entering the school facilities will be maintained.

Múinteoirí are responsible for the maintenance of the log of staff and pupil contacts for their Class.

Face to face meetings will be replaced by communication via email, telephone or an electronic platform.

If a child forgets any items, there will be a drop off box outside the main door. Parents can ring or email the school to let us know they are dropping an item.

Teicneolaíocht

We recognise the potential for an upturn in the disease and that a 'stay-at-home' course of action may have to be re-introduced at a school, region or national level. Therefore, as Scoil Aonghusa plans to reopen we also plan and prepare for a blended learning approach (online / in school) in order that we will have the necessary agility and capability to respond very quickly to changed circumstances at a local, regional or national level.

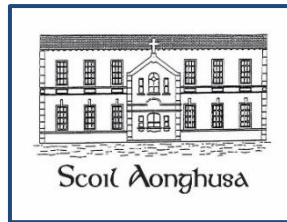
Obair Bhaile

Parents will be informed of arrangements for homework in order that the movement of items and resources to and from school are minimised to minimise the risk of the spread of COVID-19.

Garchabhair

There is no change to current school practices relating to First Aid, however staff administering First Aid will wear PPE. The following have been added to the First Aid Supply Box -Mask, Visor, Gloves, Aprons, hand sanitiser, non- contact infrared thermometer.

Athbhreithniú



The Lead Worker Representative, Príomhoide and Safety Officer will schedule regular meetings to discuss the implementation of our School's COVID-19 Response Plan. The plan will be reviewed, updated and amended accordingly. The school community will be kept informed.