

# Covid-19 Response Plan for re-opening of Christ the King BNS



## **School Profile**

**Pupils: 104**

**Mainstream Teachers: 6**

**Le Chéile Teachers: 2**

**SET Teachers: 3 (2.5hrs shared with Junior Girls' School)**

**Administrative Principal**

**Junior SNAs: 1**

**Senior SNAs: 12**

**Secretary - Part-time**

**Full Time Caretaker/Cleaner**

## **Underlying Principles**

- The school has a responsibility to make an effort to ensure the safety, health and well-being of all members of our school community – children, parents and staff. This plan has been formulated to better ensure that the school can exercise that duty of care.
- Assuming it is in keeping with public health advice and guidelines issued by the Department of Education and Skills, it is preferable for all children to return to school for all five days of the school week and for a full school day. This plan has been formulated to achieve that aim.
- It is not possible to eliminate the risk of infection. However, with the co-operation of all members of our school community, it is possible to minimise the risk of the virus being introduced to school and the consequent risk of its spread.
- As well as co-operation, the flexibility and goodwill of all will be required to ensure the plan can be implemented.

## **1) Infection Prevention Control Measures - To prevent Introduction and Spread of COVID-19 in Schools**

One of the key messages to manage the risks of COVID-19 is to do everything practical to avoid the introduction of COVID-19 into the school. If infection is not introduced it cannot be spread. The risk of spreading the infection once introduced exists in all interpersonal interactions; pupil-pupil, teacher-teacher and teacher- pupil and must be managed in all settings.

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A range of essential control measures have been implemented to reduce the risk of the spread of Covid-19 virus and to protect the safety, health and welfare of staff, pupils, parents and visitors as far as possible within the school. The control measures shall continue to be reviewed and updated as required on an ongoing basis.

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

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

## How to Minimise the Risk of Introduction of COVID-19 into Schools:

Promote awareness of COVID-19 symptoms (**details at Section 5.1**);

- Advise staff and pupils that have symptoms not to attend school, to phone their doctor and to follow HSE guidance on self-isolation;
- Advise staff and pupils to self-isolate or restrict their movements at home if they display any signs or symptoms of COVID-19 and contact their family doctor to arrange a test
- Advise staff and pupils not to return to or attend school in the event of the following:
  - if they are identified by the HSE as a close contact of a confirmed case of COVID-19
  - if they live with someone who has symptoms of the virus
  - If they have travelled outside of Ireland; in such instances staff are advised to consult and follow latest Government advice in relation to foreign travel.
- Advise staff and pupils that develop symptoms at school to bring this to the attention of the Principal promptly;
- Ensure that staff and pupils know the protocol for managing a suspected case of COVID-19 in school (**details at Section 8**);
- Advise staff and pupils to cooperate with any public health officials and the school for contact tracing purposes and follow any public health advice in the event of a case or outbreak in the school;
- Everyone entering the school building needs to perform hand hygiene with a hand sanitiser;
- Visitors to the school during the day should be by prior arrangement and should be received at a specific contact point;
- Physical distancing (of 2m) should be maintained between staff and visitors where possible.

### 1.1 Know the Symptoms of COVID-19

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

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

Infection with the virus that causes COVID-19 can cause illness, ranging from mild to severe, and, in some cases, can be fatal. It can take up to 14 days for symptoms to show. They can be similar to symptoms of [cold](#) and [flu](#).

Common symptoms of coronavirus include:

- a fever (high temperature - 38 degrees Celsius or above).
- a new cough - this can be any kind of cough, not just dry.
- shortness of breath or breathing difficulties.
- loss or change in your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

If you have any common symptoms of COVID-19 (coronavirus), [self-isolate](#) (stay in your room) and phone your family doctor straight away to see if you need [a COVID-19 test](#). Other people in your household will need to [restrict their movements](#) (stay at home).

Getting an early diagnosis means, you can get the help you need and take steps to avoid spreading the virus, if you have it.

For the complete list of symptoms, please refer to the HSE [Website](#).

## COVID-19 Tracker App

COVID Tracker app is a free and easy-to-use mobile phone app that will:

- alert you if you have been in [close contact](#) with someone who has tested positive for COVID-19 (coronavirus)
- keep other app users safe by alerting them if you test positive for COVID-19
- give you advice on what to do if you have symptoms

You can download the free app from [Apple's AppStore](#) or the [GooglePlay store](#)

# **Covid-19 Response Plan for re-opening of Christ the King BNS**

**You must - Wash your hands with soap and water (which is the best method to get rid of germs) and or use a hand sanitiser**

**You must -Practice good respiratory hygiene** that is, when coughing and sneezing, cover your mouth and nose with flexed elbow or tissue – discard tissue immediately into a closed bin and clean your hands with alcohol-based hand rub or soap and water.

**You must - Maintain social or physical distancing:** that is, leave at least 2 metres (6 feet) distance between yourself and other people where possible, particularly those who are coughing, sneezing and have a fever.

**Must not engage in handshaking or hugging**

**Must avoid touching your eyes, nose and mouth** – if you touch your eyes, nose or mouth with your contaminated hands, you can transfer the virus from the surface to yourself

Keep your hands in good condition. Moisturise them often. Any basic product that is not perfumed or coloured is OK.

The staff will complete multiple lessons on correct hygiene, lining up, the importance of hand sanitising, staying within their pods/bubbles etc. with the children during the first weeks back in school.

The following are protocols that are put in place to safeguard the health and safety of each other. Parents are expected to abide by them and failure to do so may result in a parent being instructed to remove a child from the school building/yard, and or to leave the school premises themselves. If serious breaches of safety measures occur, the board and or the police may be informed or called if needed.

## **Under no circumstances is a parent to bring a child to school if -**

- if the child is exhibiting any symptoms of Covid 19-
- If the child has a temperature, is sneezing, coughing, who has been vomiting or has diarrhoea.
- If a child has been outside of the country in the 14 days prior to September 1st, they are not to attend school but must isolate
- If the child has been in contact with any family member and or other person who has Covid.

## **Assumptions**

- All children return to school and classes operate within a bubble system to minimise contact and sharing of facilities and resources.
- The school is split into 2 groups with each group having different starting times, break times, lunch times and finishing times subject to ongoing review
- Groups will be constituted of Junior Classes (Infants to 2nd class) and Senior Classes (3rd to 6th)

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- The day will include 2 breaks as per usual, but the times of both breaks will be staggered
- Within each class from 3<sup>rd</sup> to 6<sup>th</sup>, desks will be arranged with a minimum distance of 1 metre between pupils where possible. In some instances, it may be necessary to form a pod within a class to facilitate numbers and social distancing.
- Hand sanitiser will be available at all entry points and in all class and support rooms

## 1.2 Timetables

Timetable for Junior classes	Timetable for Senior classes
<p>8.50 – School start</p> <p>9.00- Le Cheile 2 (School transport)</p> <p>10.30 – Break time</p> <p>10.40 – Class resumes</p> <p>12.00 – Lunch time</p> <p>12.30 – Class resumes</p> <p>1.30 – Infant classes finish</p> <p>2.30 – 1<sup>st</sup> &amp; 2nd Classes</p> <p>2.40 Le Cheile 2 finishes</p>	<p>9.00- Le Cheile 1 (School transport)</p> <p>9.00 – School start</p> <p>10.50 – Break time</p> <p>11.00 – Class resumes</p> <p>12.40 – Lunch time</p> <p>1.10 – Class resumes</p> <p>2.40 Le Cheile 1 Class finishes</p> <p>2.40 – 3rd , 4th, 5th &amp; 6th</p>
Classes in Junior group	Classes in Senior Group
<p>Jl &amp; Sl– Ms. McWeeney</p> <p>1<sup>st</sup> – Ms. Carolan</p> <p>2<sup>nd</sup> – Mr O’Rourke</p> <p>Le Cheile 2- Mr. Coleman</p>	<p>3<sup>rd</sup> -Ms. Smiley</p> <p>4<sup>th</sup> - Ms. Power</p> <p>5<sup>th</sup> &amp; 6<sup>th</sup> – Ms. Morris</p> <p>Le Cheile 1- Ms. McCaughey</p>

## 1.3 Entrance & Exit Points for Specific Classes

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Class	Entrance and Exit Points
Junior Infants	Yard Blue door no. 1
Senior Infants	Yard Blue door no. 1
1st Class	Yard Office door no. 2
2nd class	Yard Office door no. 2
Le Cheile 1	Annaly Rd Door: morning and hometime (bus) Yard blue door no. 1: break times
Le cheile 2	Annaly Rd Door: morning and hometime (bus) Yard blue door no. 1: break times
3rd	Yard brown door nos 3: (middle door)
4th	Yard brown door nos 3: (middle door)
5th & 6th	Yard brown door nos 4: (bottom door)

## 1.4 Arrival at school

- Parents must arrive on time for leaving in and collecting their child
- Only parents or carers who are well and have no symptoms of COVID-19 or who have served the required quarantine time of 14 days where advised are allowed to drop off and collect children.
- Any parent who is in a high-risk category should not drop off or collect children in order to protect themselves. (This of course is at the discretion of the individual parent/carer/grandparent's discretion)
- Staggered arrival times will be put in place from 8.50am (See table above)
- Parents are not to congregate in groups you must remain with their child until handover to the class teacher has taken place.
- Parents must ensure their child remains at their side at all times and that their child does not interact with other children.
- Football will not be allowed in the yard before school due to families social distancing across the yard and for health and safety reasons.
- Parents are not to linger in the yard once your child has been handed over to the class teacher and entered the school yard. Please leave the school yard immediately to facilitate arrival of other students.
- To help with reducing the amount of traffic around the school gates, children are asked to walk/cycle/scoot to school if it is at all possible.
- Each group should aim to arrive at the school no more than 5 minutes immediately before their start time

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Junior Group – 8.50

Senior Group – 9.00

- We ask for co-operation with these times as it will mean that the numbers congregating on school grounds at any one time will be minimised.
- Each class should line up at their designated point with social distancing observed. These points will be clearly marked with signs on the wall/windows.
- The class teacher will invite the children to enter the building via their designated entrance point at the appropriate time.
- No adults, other than staff members, should enter the building.
- Messages for teachers can be sent by email or by phoning the school office/mobile number.
- We will have coded doors at the office door and Annaly Road door. There is an intercom at the office door. Only members of staff will be permitted to open the coded doors to allow access to the school.
- No outside footballs will be permitted in school. The school will provide footballs for break times. No football games will be permitted in the yard before school starts in the morning.

## 1.5 End of School Day

- Adults who are collecting their children from school at the end of the day, should wait where the child's class lines up in the morning, taking care to observe the appropriate social distancing.
- When the school day for that class is over the following arrangements will apply –
  - From 1st Sept onwards Senior Infants– 2<sup>nd</sup> Class and from Sept 14th onwards( Jun Infants) - the class teacher will bring the children to their designated exit point and will release the children into the care of the adult who is there to collect them.
  - From 1st Sept onwards 3<sup>rd</sup> – 6<sup>th</sup> Class – the class teacher will bring the children to their designated exit point to be collected/make their own way home as arranged with parents.
  - Le Chéile classes: Children using school transport will be accompanied from and to the buses in the morning and at home time at the Annaly Road door.
- If a parent is delayed, the school asks that they ring the office or school mobile number to inform the school asap. The child will remain in the classroom with staff supervision until the parent arrives. On arrival, parents must come through the school yard and ring the intercom buzzer on the yard blue door no. 2 closest to the office.
- Please note exiting the school by the blue door on Annaly Road is **not** permitted.
- Junior Infants will start school at 9.30am for the first 2 weeks of September and will be met at their designated entry point at the blue yard door 1 by a member of staff. They will finish at 12pm for the first 2 weeks and should be collected at the Annaly Road door to avoid congregating in the yard during break time for other pupils.

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Home-times for Junior classes	Home-times for Senior classes
1.30 – Infant classes finish 2.30 – 1 <sup>st</sup> & 2nd Classes 2.40 Le Cheile 2 finishes	2.40 Le Cheile 1 Class finishes 2.40– 3rd , 4th, 5th & 6th

## **1.6) Collection of Children during the School Day**

If an adult has to collect a child during the course of the school day, the following arrangements will apply:

- Parents should give the school as much notice as possible when collecting their child early
- When the adult arrives at the school, they should either phone the office or use the intercom at the office door in the school yard, to alert the office that they have arrived
- The child will be brought from their class to the adult by a member of staff
- A staff member will sign the child out, recording the time, reason for collecting early, name of person collecting and their own signature.
- No adult should enter the school building, unless invited to do so for health and safety reasons and adhering to Covid 19 DES guidelines.

## **2.0 Respiratory Hygiene**

Make sure you, and the people around you, follow good respiratory hygiene. This means covering your mouth and nose with a tissue or your bent elbow when you cough or sneeze. Then dispose of the used tissue immediately and safely into a nearby bin.

By following good respiratory hygiene, you protect the people around you from viruses such as cold, flu and Covid-19.

### **2.1 Hand Hygiene**

Staff and pupils should understand why hand hygiene is important as well as when and how to wash their hands.

Schools should promote good hygiene and display posters throughout the schools on how to wash your hands. Follow the HSE guidelines on handwashing:

<https://www2.hse.ie/wellbeing/how-to-wash-your-hands.html>

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

Use of hand hygiene facilities including wash hand basins needs to be managed so as to avoid congregation of pupils and staff waiting to use wash hand basins and hand sanitisers.

There is a requirement for access to hand washing facilities after activities that are likely to soil hands, for example playing outside or certain sporting activities as hand sanitiser does not work on dirty hands.

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Hand sanitiser dispensers are deployed at exit and entry points of the school and classrooms and care should be taken to clean up any hand sanitiser spills to prevent risks of falls.

Warm water is preferable to hot or cold water for hand washing but if the plumbing system only supplies cold water, a soap that emulsifies easily in cold water should be used.

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

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

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

Posters displaying hand washing techniques and promoting hand washing are placed on walls adjacent to washing facilities.

Hand sanitiser is suitable for use for hand hygiene when hands are not visibly soiled (look clean).

Evidence of effectiveness is best for alcohol based hand rubs but non-alcohol based hand rubs can be used too.

When hand rubs/gels are being used in school care should be taken to ensure that pupils do not ingest them as they are flammable and toxic. Alcohol-based sanitiser must not be stored or used near heat or naked flame

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

## **Frequency of Hand Hygiene**

Pupils and staff should perform hand hygiene:

- On arrival at school;
- Before eating or drinking;
- After using the toilet;
- After playing outdoors;
- When their hands are physically dirty;
- When they cough or sneeze.

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

Follow the HSE guidelines on handwashing: <https://www2.hse.ie/wellbeing/how-to-wash-your-hands.html>

## **Frequency of Hand Hygiene Pupils and staff should perform hand hygiene:**

### **On arrival at school;**

- Each pupil will use sanitiser on entry to their class.

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- If required pupils will use the class sink to wash hands on arrival.
- Parents are asked to ensure that children use the toilet at home before coming to school as there will be no access to toilets before the start of the school day.

## **Before eating or drinking;**

- Students will use hand sanitiser before they eat their lunch.
- Hands that are not visibly clean should be washed in the sink with soap before eating and drinking.

## **After using the toilet;**

All students in every class will need to be supervised by a member of staff when visiting the toilet to ensure proper hand hygiene is followed. A timetable will be in place for toileting.

## **After playing outdoors**

After both breaks, small lunch and big lunch, students will need to be brought to the bathroom under supervision/use the classroom sink to ensure hands are washed as per timetable.

## **When their hands are physically dirty;**

When a child's hands are physically dirty hand washing can be done at the sink in the classroom or supervised visit to the bathroom.

## **When they cough or sneeze**

The child will need to wash hands immediately or use hand sanitiser if hands are dry and visibly clean.

## **When a child is scheduled for SET in the SET classroom**

The child will need to use hand sanitiser when entering the SET classroom.

This also applies to SET teachers when providing in class support they will use hand sanitiser when entering the different class rooms.

## **3.0 Social distancing**

- The recommendations for adults in a school setting is to maintain 2m distance from each other as much as possible. For pupils from 3rd to 6th, 1m distancing is recommended as a minimum inside the classroom. Parents are advised to maintain 2m distancing from others while dropping off and/or collecting their child.
- While social distancing is a vital component in preventing the spread of Covid-19, it is recognised that it is not always possible for staff and younger pupils to maintain physical distancing and in some cases it is not appropriate e.g. administering first aid.
- Staff will, wherever possible maintain a minimum of 1m distance and 2m wherever possible from pupils. Staff will, wherever possible, maintain a distance of 2m from each other.
- It is recommended that pupils remain in their class bubble with their teacher for the duration of the school day. This is to limit the contact and sharing of facilities between people in different bubbles. Staff members who move from class bubble to class bubble should be limited as much as possible.
- Each class bubble will have their own designated yard space for recreation time and scheduled toilet times. Outside of these times, pupils must be supervised by a member of

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staff when going to the toilet to minimise interactions with other classes and to ensure proper hand hygiene is adhered to.

- Junior pupils and SEN pupils are not expected to adhere to the 1m distancing recommendation while in their classrooms but hand hygiene and cough etiquette must be adhered to and sharing of resources will be kept to a minimum even within a class bubble.
- Senior pupils are expected to maintain 1m distance in so far as is possible inside the classroom and the classrooms have been rearranged to allow for this.
- There will be a one way system clearly marked on the corridors and the school asks that all pupils adhere to it in so far as is possible to maintain distancing and limit interactions outside of each class bubble. Social physical contact should be discouraged e.g. hugs, shaking hands.
- As per the guidance documents provided by the DE on optimal school layout CTK BNS management have reconfigure class spaces to maximise physical distancing.
- CTK BNS management have utilised and reconfigures all available space in the school in order to maximise physical distancing.
- Interaction between staff members on arrival and departure to school and in hallways and other shared areas will be limited.
- Physical distance of 2m will be observe between staff members within the staff room through the use of staggered breaks.
- Staff meeting will be held remotely to facilitate physical distancing.
- Staff may need to rotate between classes but this will be minimized where possible.

## **4.0 Dealing with a suspected case of Covid-19**

*Pupils should not attend school if displaying any symptoms of Covid-19. If a pupil or staff member displays symptoms of Covid-19 while in the building, the following are the procedures will be implemented:*

- Parents/guardians will be contacted immediately. It is vital that parents provide the school with up to date contact information including mobile numbers, email addresses and an emergency contact number. It is also essential that parents leave their mobiles switched on during the day so that they remain contactable.
- The child will be accompanied to the designated isolation area via the isolation route by a member of staff. The isolation area will be a sectioned off area of the equipment room beside the kitchen. The isolation route for the entire Junior corridor, including both Le Chéile classes, will be out the blue yard door and across the yard to Brown door 4 (bottom door) and then up to the school kitchen. The isolation route for Senior classes will be straight down the Senior corridor. The staff member will remain at least 2 metres away from the symptomatic child and will also make sure that others maintain a distance of at least 2 metres from the symptomatic child at all times.
- A red sign will be placed on the door of the isolation area when in use.
- A mask will be provided for the child/adult presenting with symptoms. He/she should wear the

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mask if in a common area with other people, on the way to the isolation area or while exiting the premises

- An assessment will be made as to whether the child who is displaying symptoms can immediately be brought home by parents and call their doctor and continue self-isolation at home
- The school will facilitate the child presenting with symptoms to remain in isolation until they are collected.
- The child presenting with symptoms should be advised to cover their mouth and nose with the disposable tissue provided when they cough or sneeze and to put the tissue in the waste bag provided
- If the child is well enough to go home, the school will arrange for them to be transported home by a family member, as soon as possible, and advise them to inform their GP by phone of their symptoms. Public transport of any kind should not be used
- If they are too unwell to go home or advice is required, the school will contact 999 or 112 and inform them that the sick child is a Covid-19 suspect.
- Arrangements will be made for appropriate cleaning of the isolation area and work areas involved.
- Parents will be asked to complete a return to school questionnaire in the event that their child has been sent home from school with any covid like symptoms or after any absence due to illness. This form will need to be completed and signed by a parent/guardian before the child will be able to return to school.

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

## **Impact of a Suspected or Confirmed Case of Covid-19 in a Class**

If the school is notified that a person in your child's class has a suspected or confirmed case of Covid-19

- The parents of all children in the class will be notified
- Public health advice will be sought and followed

## **Children who should not attend school**

If your child is in one of the following categories, they should not attend school –

- Children who have been diagnosed with Covid-19
- Children who have been in close contact with a person who has been diagnosed with Covid-19
- Children who have a suspected case of Covid-19 and the outcome of the test is pending
- Children who have been in contact with a person who has a suspected case of Covid-19 and the outcome of the test is pending
- Children with underlying health conditions who have been directed by a medical professional not to attend school
- Children who have returned home after travelling abroad and must self-isolate for a period of 14 days

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- Children who are generally unwell

## 5) Special Educational Needs

### **Additional considerations for those with Special Educational Needs**

For children with special educational needs (SEN) maintaining physical distancing in many instances will not be practical or appropriate to implement. Parents/guardians will be requested to have a heightened awareness of signs, symptoms or changes in baseline which suggests illness/COVID-19 infection and where symptoms are present children should not attend school. Staff will also be aware of their responsibility not to attend work if they develop signs or symptoms of respiratory illness.

#### ***Hand hygiene***

Children who are unable to wash their hands by themselves should be assisted to clean their hands using soap and water or a hand sanitiser (if their hands are visibly clean) as outlined previously.

#### ***Equipment***

Some children may have care needs (physical or behavioural) which requires the use of aids and appliances and/or medical equipment for example toileting aids, moving and handling equipment, respiratory equipment. Where cleaning of aids and appliances is carried out in the school it is recommended that a cleaning schedule is provided, detailing when and how the equipment is cleaned and the cleaning products to be used in accordance with the manufacturers' instructions.

The following points can guide the development of such cleaning schedule:

- Equipment used to deliver care should be visibly clean;
- Care equipment should be cleaned in accordance with the manufacturers' instructions. Cleaning is generally achieved using a general purpose detergent and warm water.
- Equipment that is used on different children must be cleaned and, if required, disinfected immediately after use and before use by another child e.g. toileting aids;
- If equipment is soiled with body fluids:
  - First clean thoroughly with detergent and water;
  - Then disinfect by wiping with a freshly prepared solution of disinfectant;
  - Rinse with water and dry.

## **6) Supporting the Learning of Children who cannot attend school**

If a child is not able to attend school for an extended period of time due to Covid related illness/self-isolating or because they are at very high risk, the class teacher (and the SET teacher, where relevant) will provide activities to support the child's learning at home and will be shared with parents via email and the class blog page.

## **7) The Use of Personal Protective Equipment (PPE)**

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The Department has published "[Guidance to Primary and Special Schools on PPE consumables and equipment](https://www.gov.ie/backtoschool)" on [www.gov.ie/backtoschool](https://www.gov.ie/backtoschool)

This provides schools with the information needed on the appropriate quantities of PPE consumables and equipment to support the full and safe reopening of schools.

The updated advice from the HPSC to the Department of Education has recommended that face coverings should be worn by staff members where it is not possible to maintain a physical distance of 2 metres from other staff, parents, essential visitors or pupils. The Department has accepted this recommendation. Accordingly, it is now a requirement for face coverings to be worn by staff members where it is not possible to maintain a physical distance of 2 metres from other staff, parents, essential visitors or pupils.

PPE will also need to be used at certain work activities or work areas. These might include roles such as:

- Performing intimate care
- Where a suspected case of COVID-19 is identified while the school is in operation
- Where staff are particularly vulnerable to infection but are not in the list of those categorised as people in very high risk groups, or may be living with people who are in a very high risk category
- Administering first aid
- Parent Teacher meetings

Where staff provide healthcare to children with medical needs in the school environment they should apply standard precautions as per usual practice.

## **Office:**

Perspex screens have are in place in reception area where is it no possible for staff to maintain a physical distance of 2m from other staff or pupils.

## **Face Coverings/Face Visors/Masks**

Cloth face coverings act as a barrier to help prevent respiratory droplets from travelling into the air and onto other people when the person wearing the face covering coughs, sneezes, talks or raises their voice. Cloth face coverings are therefore intended to prevent transmission of the virus from the wearer (who may not know that they are infected) to those with whom they come into close contact.

In childcare and educational settings, the implementation of mandatory face-covering usage is challenging, as it is known that children will have a lower tolerance and ability to use the face covering properly, and use of face-coverings by teachers and staff caring for very young children may cause undue stress to the children.

It is not recommended that children attending primary school wear face-coverings.

It is now a requirement for face coverings to be worn by staff members where it is not possible to maintain a physical distance of 2 metres from other staff, parents, essential visitors or pupils.

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The guidelines now recommend that staff wear face coverings at all times when in school. Staff can remove face coverings when in the staff room for breaks and lunch **only when seated**. Face coverings need to be worn in the staff room when preparing food.

In certain situations the use of clear visors should be considered, for example staff interacting with pupils with hearing difficulties or learning difficulties.

Cloth face coverings should not be worn by any of the following groups:

- Primary school children
- Any person with difficulty breathing
- Any person who is unconscious or incapacitated
- Any person who is unable to remove the face-covering without assistance
- Any person who has special needs and who may feel upset or very uncomfortable wearing the face covering, for example persons with intellectual or developmental disabilities, mental health conditions, sensory concerns or tactile sensitivity.

All staff wearing face coverings should be reminded to not touch the face covering and to wash or sanitise their hands (using hand sanitiser) before putting on and after taking off the face covering.

Information should be provided on the proper use, removal, and washing of cloth face coverings

<https://www.youtube.com/watch?v=T6ZqdpLfSqw>

Cloth face coverings should be washed after every day of use and/or before being used again, or if visibly soiled.

Face coverings should not be worn if they are wet. A wet cloth face covering may make it difficult to breathe.

Additional disposable face coverings available for staff in case a back-up face covering is needed during the day.

On the use of face masks by staff, schools should consider the specific circumstances where the use of medical face masks, to EU Standard EN 14683, may be more appropriate for staff (for example where staff by necessity need to be in close and continued proximity with pupils with intimate care needs such as SNAs or School Bus Escorts).

Wearing a face covering or mask does not negate the need to stay at home if symptomatic.

## Gloves

# Covid-19 Response Plan for re-opening of Christ the King BNS

The use of disposable gloves in the school by pupils or staff is not generally appropriate but may be necessary for cleaning, intimate care settings and when administering first aid. Routine use does not protect the wearer and may expose others to risk from contaminated gloves.

Routine use of disposable gloves is not a substitute for hand hygiene.

## **Aprons**

Aprons may also be appropriate in certain circumstances including for intimate care needs or for staff assigned to cleaning an area where a suspected or confirmed case of COVID-19 was present.

The guidelines now recommend that staff wear face coverings at all times when in school. Staff can remove face coverings when in the staff room for breaks and lunch **only when seated**. Face coverings need to be worn in the staff room when preparing food.

Appropriate PPE will be available for dealing with suspected COVID-19 cases, intimate care needs and for first aid. Where staff provide healthcare to children with medical needs in the school environment, they will apply standard precautions as per usual.

There is no need for the children to wear disposable gloves. They are considered inappropriate under the guidelines. There will be an emphasis on hand hygiene rather than on the wearing of disposable gloves.

## **8) Impact of COVID-19 on certain school activities**

### *Choir/Music Performance*

Choir practices/performances and music practices/performances involving wind instruments may pose a higher level of risk and special consideration should be given to how they are held ensuring that the room is well-ventilated and the distance between performers is maintained.

### *Sport Activities*

Schools should refer to the HPSC guidance on Return to Sport. Link to return to sport protocols is found here.

<https://www.gov.ie/en/publication/07253-return-to-sport-protocols/>

### ***Shared Equipment***

#### **Toys**

All toys should be cleaned on a regular basis for example weekly. This will remove dust and dirt that can harbour germs.

Toys that are visibly dirty or contaminated with blood or bodily fluids should be taken out of use immediately for cleaning or disposal.

# **Covid-19 Response Plan for re-opening of Christ the King BNS**

When purchasing toys choose ones that are easy to clean and disinfect (when necessary).

If cloth or soft toys are used they should be machine washable.

Jigsaws, puzzles and toys that young pupils to those with special educational needs may be inclined to put into their mouths should be capable of being washed and disinfected.

All play equipment should be checked for signs of damage for example breaks or cracks. If they cannot be repaired or cleaned they should be discarded.

Clean toys and equipment should be stored in a clean container or clean cupboard. The manufacturer's instructions should always be followed.

At this time soft modelling materials and play dough where used should be for individual use only.

## **Cleaning Procedure for Toys**

- Wash the toy in warm soapy water, using a brush to get into crevices.
- Rinse the toy in clean water.
- Thoroughly dry the toy.
- Some hard plastic toys may be suitable for cleaning in the dishwasher.
- Toys that cannot be immersed in water that is electronic or wind up should be wiped with a damp cloth and dried.
- In some situations toys/equipment may need to be disinfected following cleaning for example: toys/equipment that pupils place in their mouths. Toys/equipment that have been soiled with blood or body fluids or toys where a case of COVID-19 has been identified.
- If disinfection is required: A chlorine releasing disinfectant should be used diluted to a concentration of 1,000ppm available chlorine. The item should be rinsed and dried thoroughly.

## **Shared Equipment**

- By necessity, some classroom equipment needs to be shared including tablets, laptops and the equipment used for structured activities and play in Infant classrooms. Cleaning of such shared equipment with wipes or other cleaning products will take place at regular intervals to minimise the risk of the spread of infection.

Art – Where possible pupils should be encouraged to have their own individual art and equipment supplies.

Electronics – Shared electronic devices such as tablets, touch screens, keyboards should be cleaned between use and consideration could be given to the use of wipeable covers for electronics to facilitate cleaning.

Musical Equipment/Instruments – To the greatest extent possible, instruments should not be shared between pupils and if sharing is required, the instruments should be cleaned between uses.

# **Covid-19 Response Plan for re-opening of Christ the King BNS**

Library Policy – Where practical pupils should have their own books. Textbooks that are shared should be covered in a wipeable plastic covering that can be wiped with a suitable household cleaning agent between uses. Pupils should be encouraged to perform hand hygiene after using any shared item.

Shared Sports Equipment – Minimise equipment sharing and clean shared equipment between uses by different people.

## **8.1) Personal Equipment**

- In so far as possible, it is requested that children from 1<sup>st</sup> to 6<sup>th</sup> Class will bring their own pens, pencils, colours, rubbers, etc., to school in their own pencil case to avoid the sharing of equipment. These supplies should be kept in a pencil case, clearly labelled with the child's name and left in school. Parents should ensure they have adequate supplies of pens, pencils, colours etc at home.
- For children in Junior and Senior Infants, the school will provide a pouch or container which will hold each child's pencils, crayons, etc., and which will be labelled with their name.

## **9.0) Breakfast Club**

The school will not be in a position to offer Breakfast Club for when we return to school. This situation will be reviewed again during Term 1.

## **9.1) Lunch**

- School lunches will still be provided by Glanmore foods, including bottled water. As per usual, all leftover lunch and packaging must be brought home.
- Children are permitted to bring their own lunch if they wish. Lunch boxes and reusable water bottles from home must be thoroughly washed each evening before reusing.
- No sharing of food will be permitted.
- No reusable water bottles will be provided this year by the school but pupils may refill their own bottle or the bottle provided with their school lunch, which must be taken home.

## **10)Sensory Room**

Sanitize before use. All fixed equipment to be wiped with disinfectant wipes after use by adult attending with the child.

## **11) Yard**

Each bubble of 8 classes will have access to the yard during their allotted break times. The yard will be divided into class play areas marked out with lines.

# **Covid-19 Response Plan for re-opening of Christ the King BNS**

Yards will be supervised by class teachers, SET teachers and SNA's working within those bubbles as per the rota.

## **12) SET support**

In keeping with our Special Education policy, learning support will be provided by a blended approach of in-class support and withdrawal. The provision of support will be organised to ensure our support teachers will work within the confines of a bubble in so far as is possible.

- Where a support teacher is working alongside a class teacher in a classroom, both teachers must be mindful of maintaining social distance from one another and children where possible.
- Where children from 3<sup>rd</sup> to 6<sup>th</sup> Class receive support in one of the SET rooms, social distancing of 1 metre will be maintained between each child in the group and the teacher.
- The tables and chairs in SET rooms will be wiped clean in between different groups attending
- Small groups for SET withdrawal to allow for social distancing with alterations in room layout also.
- Where in class team/station teaching is taking place, it may be advisable to remove one or more of the groups to an SET room with the teacher. Additionally, in station teaching settings, it is envisaged that the same group of pupils remain with the same teacher for the duration of the session, alternating tasks at the appointed time rather than alternating groups.
- In so far as is possible, resources and equipment will not be shared between groups in team/station teaching. Where there is not sufficient material for each group the resources must be wiped down before another group uses them.
- In station teaching settings such as "Power Read", guided reading books and markers etc will be placed in each child's folder for the duration of their use in the sessions and then wiped clean and put away in a box "in quarantine" for 2 days before being reused.
- For withdrawal groups, each child will have their own resources/materials to work with and all resources will be wiped down after use where possible or put away to be sanitised later before use.
- In Reading Recovery, each child will have their own basket of books ,copies, magnetic letters, pens and crayons which must not be shared with another pupil.

## **13) Hygiene and Cleaning in Schools**

The specific advice in relation to school cleaning is set out in the HPSC advice and is covered in the induction training. This advice sets out the cleaning regime required to support schools to prevent COVID-19 infections and the enhanced cleaning required in the event of a suspected cases of COVID-19.

CTK BNS have contracted the cleaning of the school to Ailesbury Cleaning Company. Ailesbury provide 2 contract cleaners who will spend 2 hours each per day cleaning the school.

Ailesbury have been provided with up to date checklist as per the DE cleaning guidelines specific for risk mitigation of Covid 19 .

If the cleaning regime is not maintained complaints are made directly to the supervisor contact in Ailesbury.

Each cleaner is responsible for 1 corridor each – Junior Corridor and Senior Corridor. Each corridor has an assigned number of rooms that are cleaned on a daily basis. Ailesbury supervisors call regularly to inspect the cleaning regime and standards kept in the school.

# **Covid-19 Response Plan for re-opening of Christ the King BNS**

All staff have access to cleaning products and will be required to maintain the cleanliness of their own work area/work surface. These cleaning materials are to remain in the school building and are not to be removed.

Teachers desks are required to be free of resources if possible at the end of each day.

Staff should thoroughly clean and disinfect their work area before and after use each day.

Waste disposal bins are collected and disposed of daily. Please ensure the correct bins are being used in classrooms – sealed bin for waste, open bin for recycled material.

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

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

## ***Cleaning/Disinfecting rooms where a pupil/staff member with suspected COVID-19 was present***

The room should be cleaned as soon as practicably possible.

Once the room is vacated the room should not be reused until the room has been thoroughly cleaned and disinfected and all surfaces are dry.

Disinfection only works on things that are clean. When disinfection is required it is always as well as cleaning.

Person assigned to cleaning should avoid touching their face while they are cleaning and should wear household gloves and a plastic apron.

Clean the environment and furniture using disposable cleaning cloths and a household detergent followed by disinfection with a chlorine based product (household bleach).

Pay special attention to frequently touched surfaces, the back of chairs, couches, door handles and any surfaces that are visibly soiled with body fluids.

Once the room has been cleaned and disinfected and all surfaces are dry, the room can be reused.

If a pupil or staff diagnosed with COVID-19 spent time in a communal area like a canteen, play area or if they used the toilet or bathroom facilities, then the areas should be cleaned with household detergent followed by a disinfectant (as outlined in the HPSC interim health advice) as soon as is practically possible.

## **14) Teacher Absence and Substitution**

In the event that a teacher is unable to attend school, every effort will be made to secure a substitute teacher for the class. If a substitute teacher is not available, it is not appropriate for the class to be divided into groups and accommodated in other classes. In such circumstances, cover may be provided in the short term by one of the SET team.

## **15) Staff Duties**

# Covid-19 Response Plan for re-opening of Christ the King BNS

Staff have a statutory obligation to take reasonable care for their own health and safety and that of their colleagues and other parties. The cooperation and assistance of all staff is essential to reduce the risk of spread of COVID-19 and to protect health and safety as far as possible within the school. All staff have a key role to play. In this regard and in order to facilitate a safe return to work, these duties include, but are not limited to, the following:

- Adhere to the School COVID-19 Response Plan and the control measures outlined.
- Complete the RTW form before they return to work.
- Must inform the principal if there are any other circumstances relating to COVID19, not included in the form, which may need to be disclosed to facilitate their safe return to the workplace.
- Must complete COVID-19 Induction Training and any other training required prior to their return to school.
- Must be aware of, and adhere to, good hygiene and respiratory etiquette practices.
- Coordinate and work with their colleagues to ensure that physical distancing is maintained.
- Make themselves aware of the symptoms of COVID-19 and monitor their own wellbeing.
- Self-isolate at home and contact their GP promptly for further advice if they display any symptoms of COVID-19.
- Not return to or attend school if they have symptoms of COVID-19 under any circumstances.
- Not to return to or attend school in the event of the following:
  - if they are identified as a close contact of a confirmed case of COVID-19
  - if they live with someone who has symptoms of the virus
  - If they have travelled outside of Ireland; in such instances staff are advised to consult and follow latest Government advice in relation to foreign travel.
- If they develop any symptoms of COVID-19 whilst within the school facility, they should adhere to the procedure outlined above.
- Keep informed of the updated advice of the public health authorities and comply with same.
- Cooperate with any public health personnel and their school for contact tracing purposes and follow any public health advice given in the event of a case or outbreak in their school
- Undergo any COVID-19 testing that may be required as part of mass or serial testing as advised by Public Health

## **16) PE**

Where possible, PE should take place outdoors and use of equipment will be organised and timetabled to enable proper cleaning after each use. If the PE hall is being used by class groupings, common touch points should be cleaned at intervals throughout the school day. Pupils will be brought to the school toilet before PE and will be accompanied back to the school to use the school toilet during the PE lesson if necessary. The toilets in the hall will not be in use.

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## **17) Extra-curricular Activities**

The possibility of facilitating extra-curricular activities will be explored. However, it would not be recommended that children from different bubbles would participate in extra-curricular activities at the same time. Further updates will be provided as the school has that information.

## **18) Changes to Classroom and School Layout and to School Routines:**

The DES guidelines recognise that a common-sense approach is needed in our Primary schools. To that end, every effort will be made to limit interaction within classrooms, to limit contact between class groups and to limit the sharing of common facilities.

The children and their teachers will work in Class Bubbles. A Class Bubble is a grouping which stays apart from other classes as much as possible. The aim of the system within the school is that class groupings mix only with their own class from arrival at school in the morning until the children go home at the end of the school day.

Briefly passing someone in a hall is very unlikely to contribute significantly to the spread of infection if people do not have physical contact and avoid informal group discussions.

We will observe our usual practice of keeping to the left when in the corridors.

## **19) Additional Measures to Limit Interactions**

Children will go straight to their classrooms from the yard and will not congregate in the corridors or hallways.

While we will all be delighted to see each other again, hand shaking and hugging will not be allowed.

## **20) Doors and Windows**

Where practical, all internal doors will be left open to minimise hand contact with common surfaces.

To ensure that classrooms are well ventilated, windows will be kept open as often as possible, and will be opened while children are taking breaks in the playground.

Windows should be opened when children are singing as a group, or when they are playing musical instruments.

## **21) Toilets**

# **Covid-19 Response Plan for re-opening of Christ the King BNS**

Junior Infants, Senior Infants, First Class and Second Class will use the toilet situated in the Junior corridor.

Third and Fourth Class, Fifth and Sixth Class will use the toilet situated in the senior corridor. There are sufficient soap dispensers and hand dryers installed in both Junior and Senior toilets. Soap will be replenished when required.

Timetables will be drawn up so that only one class group at a time is present in each toilet.

Pupils who require the toilet outside of the class timetable must be accompanied to the toilet by an adult.

A basket of cleaning spray and large kitchen roll will be brought down to the toilet with each class. A staff member will spray the toilets and sinks after use.

## **22) Uniforms/Tracksuits**

There is no guidance or advice to say that school uniforms or tracksuits should be washed every day and this is probably not practical for most families.

We will follow our usual practice in relation to uniforms and tracksuits. Uniforms should be worn every day, except on P.E. days, or when otherwise requested by teachers.

As a school we strongly advise that children should wear their school uniforms or tracksuits **only for school related activities.** Uniforms or tracksuits should be taken off straight after the child arrives home from school for the day. They should not be worn in after-school facilities, shops, during after-school activities, etc.

## **23) Office**

We currently do not have a contactless payment system in place which means that we can only accept cash as payment for school bills. When paying your book bill please ensure you have the exact amount to be paid in an envelope with your son's name and class clearly marked on the envelope and give it to your class teacher or to your son for your class teacher.

## **24) ICT**

A timetable will be drawn up for the use of common ICTs. Devices should be cleaned after use and before they are returned to the charging trolley.

## **25) Visiting Teachers/Coaches**

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The possibility of facilitating activities such as Coaching for GAA etc. will be explored. However, it is not recommended that children from different bubbles would participate in activities at the same time.

## **26) Substitute Teachers and SNAs**

A copy of the Covid-19 Response Plan will be provided to each substitute teacher/SNA. Substitutes will be required to complete a Return to the Workplace form before they enter a classroom and will be asked to confirm that they have engaged in the online Induction training.

## **27) Staffroom and staff meetings**

All staff members should maintain a physical distance of 2 metres when they are not engaged in teaching e.g. when they are using the staff room and arriving to work

The school kitchen will also be used as a staff room to enable for as much social distancing as possible. A timetable will be in operation for each staff room.

Staff members should bring their own cups, bottles, cutlery, etc. to school and avoid sharing utensils in the staffroom as far as possible.

Staff meetings will be held remotely or in small groups or in large spaces to facilitate physical distancing.

## **28) Teaching and Learning**

As a staff, we are very aware that the children have been away from school since March 12<sup>th</sup>. We appreciate the time and effort that went into Home Learning, and we recognise the challenges that Home Learning presented for all families.

Each child will be a different place in relation to his/her learning, and we wish to assure you that staff will take that into consideration when planning for Teaching and Learning during the 2020/2021 school year.

The Department of Education and Skills has published Curriculum guidelines for us, and we ask you to trust our experience and professional expertise as we work with all the children during the return to school.

## **29) Up-to -date contact information**

The majority of parents have already provided an email address at which the school can contact them to support Home Learning. This will be especially important if the school, or parts of the school have

# **Covid-19 Response Plan for re-opening of Christ the King BNS**

to close due to HSE advice. If parents have not already done so, please email [principal@christthekingbns.ie](mailto:principal@christthekingbns.ie) to be added to the Contact List for Home Learning.

It is **imperative** that parents provide the school with up to date mobile phone contact numbers for parents and guardians especially when there is a change in phone number. Please remember to contact the school office to ensure we have your current contact mobile number and ensure your phone is **switched on** during school hours to ensure we can contact you in the case of an emergency. We have had numerous occasions when a child is sick and a parents mobile is switched off or not in service as the number is no longer working. This your responsibility to help keep your child safe and be available in the event your son falls ill in school.

## **30) Wellbeing of the School Community**

We will work on the recommended five principles to support the wellbeing of all our pupils and staff. These are promoting:

- A sense of safety
- A sense of calm
- A sense of belonging and connectedness to school
- A sense of self-efficacy and school-community efficacy
- A sense of hope

Our usual practice is to provide support to pupils based on what is known as the Continuum of Support. This is a tiered system that provides Whole School and Classroom Support for all pupils, additional School Support for some pupils, and School Support plus extra targeted intervention for a few pupils with complex needs.

## **31) Employee Assistance and Wellbeing Programme**

Support for school staff wellbeing will be provided by Department Support Services including the PDST and CSL, as well as by the HSE's Health Promotion Team.

An Occupational Health Strategy is in place as a supportive resource for staff in schools. The aim of the Occupational Health Strategy is to promote the health and wellbeing of employees in the workplace, with a strong focus on prevention.

The Occupational Health Strategy comprises the Employee Assistance Service and the Occupational Health Service. The Employee Assistance Service (EAS) is provided by Spectrum Life under the logo of 'Wellbeing Together: Folláinne Le Chéile'.

A free-phone confidential helpline 1800 411 057 is available 24 hours a day, 365 days a year and staff members are encouraged to make use of the service when the need arises.

# **Covid-19 Response Plan for re-opening of Christ the King BNS**

Where required, short-term counselling is available to employees and their families (over the age of 18 years and living at home).

A bespoke wellbeing portal and app is available which offers access to podcasts, blogs, live chats and videos on topics around wellbeing and mental health, family life, exercise and nutrition. E-Learning programmes across mental health, sleep and a range of wellbeing topics are also available. In addition online cognitive behavioural therapy is provided. As part of the services provided by Spectrum.Life a Mental Health Promotion Manager is available to develop and deliver evidence based mental health and wellbeing initiatives to reduce stigma and improve mental health literacy and to increase engagement with the service. A series of weekly webinars and live talks to promote staff wellbeing in schools is current available on the wellbeing portal.

**Date: August 24th 2020**

**Approved by: Chairperson of Board of Management: Anne Dollard, Principal:  
Clodagh Vahey**

**Revised and update on February 8<sup>th</sup> 2021: Principal: Clodagh Vahey- in line  
with DE guidelines provided for reopening of schools February 22<sup>nd</sup> 2021**

## **APPENDIX 1**

## **COVID-19 Policy Statement**

Christ The King BNS 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:

# **Covid-19 Response Plan for re-opening of Christ the King BNS**

- 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.

**Signed: Clodagh Vahey                      Date: August 24<sup>th</sup> 2020.**

**Signed: Clodagh Vahey                      Date: Updated to include new DE guidelines: February 2021.**

## **Appendix 2 : Update to CTK BNS Covid- 19 Response Plan to prepare for reopening of school Feb 22nd 2021.**

All information provided below is a reminder to all staff of Covid-19 health and safety guidelines.

### **PPE – Staff**

# **Covid-19 Response Plan for re-opening of Christ the King BNS**

All staff must wear a face covering-( face mask or face mask and visor) if preferable, when entering the school building

All staff need to wear a face covering throughout the school day whilst in the building.

Face coverings can only be removed whilst **seated** in the staff rooms for breaks and lunch.  
(updated)

HPSC advice is that a visor does not provide protection equivalent to a mask.

If staff are not wearing a face covering please ensure you report to school principal and/or Covid Representative.

## **Social Distancing:**

A distance of 2m is recommended for physical distancing by all staff.

This is important to follow especially when arriving to work, leaving work and using the staff room for breaks and lunch.

It is imperative that the timetable for breaks and lunches are adhered to rigidly. Please ensure you take your breaks on-time and finish on-time to allow for the smooth operation of the roster for all.

Please ensure you adhere to social distancing whilst in the staff room.

Please ensure you adhere to social distancing whilst chatting in the school corridor.

Please ensure you adhere to social distancing whilst collaborating with other staff at the beginning during or at the end of the school day.

Please minimise gatherings at the beginning and the end of the school day.

Please ensure you travel to school on your own to reduce contact with other members of staff.

## **Staff Rooms:**

The capacity for both staff rooms have been reduced again. Staff Room 1 can hold 4 people maximum. Staff Room 2 (kitchen) can hold 6 people maximum.

# **Covid-19 Response Plan for re-opening of Christ the King BNS**

All tables are positioned 2m apart. Only 1 person per table and seats are more than 2m apart from the next seat. Do not move tables, tables need to remain in their marked locations that are spaced out according to specific social distancing guidelines.

Staff timetables will be adjusted accordingly to reflect this reduced capacity.

No breakfast is allowed to be consumed in the staff room.

The staff room can only be used for our daily 10 minute break and 30 minute lunch. Please ensure these times are adhered to strictly to allow for the smooth operation of the staff breaks/lunch timetable.

Face coverings need to be worn whilst in the staff room other than when you are sitting down to eat.

Please allow for people preparing food and drink and queue accordingly allowing for social distancing.

Please ensure you sanitise all objects used in the staff room after each use – microwave, toaster, berko.

Please ensure you wipe down and sanitise your table and chair after use.

Please ensure you use your own cup/mug cutlery and other ware and bring home with you on a daily basis. **School ware should not be used.**

## **Office:**

If you need to use the office only 1 person allowed in at a time - when both secretary and principal are present in the office.

One 1 person is allowed to use the photocopier at any time. Please ensure you have your photocopying done before or after school to minimise contact in the office. Please wait outside the office until it is free to use.

No students are to be sent to the office for messages or to collect photocopying.

To minimise contact in the office with either principal or secretary please send an email or a text message if it is urgent.

## **Moving around the school:**

# **Covid-19 Response Plan for re-opening of Christ the King BNS**

- Please follow social distancing guidelines when moving around the school.
- Limit contact between other classrooms. If you need to speak to a teacher/SNA in another classroom do not enter the other classroom, wait for the staff member to meet you in the corridor and allow for social distancing.
- Students should not be moving around the school other than entering and leaving the building, going to SET or going to the toilet.

## **Procedure for Returning to Work (RTW)**

A RTW form should be completed and returned to the school before returning to work. Schools should request staff (verbally or in writing) to confirm that the details in the pre-return to work form remain unchanged following subsequent periods of closure such as school holidays.

## **Infection Prevention Control Measures - To prevent Introduction and Spread of COVID-19 in Schools**

Staff and pupils will need to self-isolate or restrict their movements at home if they display any signs or symptoms of COVID-19 and contact their family doctor to arrange a test

Staff and pupils should not return to or attend school in the event of the following:

- if they are identified by the HSE as a close contact of a confirmed case of COVID-19
- if they live with someone who has symptoms of the virus
- If they have travelled outside of Ireland; in such instances staff are advised to consult and follow latest Government advice in relation to foreign travel.
- Staff and pupils will be expected to cooperate with any public health officials and the school for contact tracing purposes and follow any public health advice in the event of a case or outbreak in the school;

## **Ventilation**

The Department has published guidance setting out the practical steps for good ventilation in accordance with public health advice '*Practical Steps for the Deployment of Good Ventilation Practices in Schools*' The guidance sets out an overall approach for schools that windows should be open as fully as possible when classrooms are not in use (e.g. during break-times or lunch-times (assuming not in use) and also at the end of each school day) and partially open when classrooms are in use. The guidance provides that good ventilation can be achieved in classrooms without causing discomfort, particularly during cold weather.

## **Dealing with a Suspected Case of COVID-19**

School staff should be encouraged to download the HSE COVID-19 tracker app to assist Public Health for contract tracing purposes both in and out of the school setting.

# **Covid-19 Response Plan for re-opening of Christ the King BNS**

## **Staff Duties**

Not to return to or attend school in the event of the following:

- if they live with someone who has symptoms of the virus
- If they have travelled outside of Ireland; in such instances staff are advised to consult and follow latest Government advice in relation to foreign travel.
- Cooperate with any public health personnel and their school for contact tracing purposes and follow any public health advice given in the event of a case or outbreak in their school
- Undergo any COVID-19 testing that may be required as part of mass or serial testing as advised by Public Health

## **Appendix 3 : HPSC – Health Protection Surveillance Centre guidance on the re-opening of school:**

The HPSC has set out detailed advice in respect of the infection prevention and control measures required for the safe and sustainable operation of schools during the COVID-19 pandemic.

# **Covid-19 Response Plan for re-opening of Christ the King BNS**

This advice, aspects of which have been updated throughout the period since from September 2020 to January 2021 has become the basis of the “*School COVID-19 Response Plans*”. The schools plans are also based on the guidance provided by the Health and Safety Authority (HSA) in compliance with the protocols established by Departments of Business, Enterprise and Innovation and Health on “*Returning to Work*” safely. The Department of Education’s ongoing oversight and management of schools during this pandemic is also in line with the Government “*Resilience and Recovery: 2020 – 2021: Living with COVID-19 Plan*” and the successor to the “*Return to Work Safely*” protocols entitled “*Work Safely*”.

## ***General Management of COVID-19 in Schools***

- All schools have and will update as appropriate their school COVID-19 Response Plan and COVID-19 Policy; - **CTK BNS – completed.**
- Staff will be reminded to review again the training materials provided by the Department to include knowledge of symptoms, hand and respiratory hygiene, how to manage a suspected COVID-19 case as well as the specific module for SNAs, cleaners and lead workers; - **CTK BNS completed Staff zoom call February 11<sup>th</sup> 2021.**
- Schools should request staff to confirm that the details in the pre-return to work form remain unchanged following subsequent periods of closure such as school holidays. CTK BNS completed- **Staff zoom call February 11<sup>th</sup> 2021**
- Schools should review their Risk Assessment Template and ensure that it continues to comply with the health and safety requirements as set out in the COVID-19 Response plan; - **WIP**
- Schools will continue to implement the control measures set out in the school’s COVID-19 Response plan (as updated) to include minimising the risk of introduction into schools, knowing the symptoms and how to respond if you have those symptoms, respiratory and hand hygiene, physical distancing within the classroom, physical distancing outside the classroom and within the schools, use of PPE as appropriate including face masks; - **CTK BNS – ongoing.**

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- Schools will pay particular attention to the management of the risk of COVID-19 in relation to school activities such as those associated with art, toys, books, sports equipment etc; **CTK BNS – to recommence on Feb 22<sup>nd</sup>2021**
- Schools will implement the cleaning and hygiene arrangements of the School COVID-19 Response plan and the management of suspected cases of COVID-19 at Part 8 of the Plan. **CTK BNS – to recommence on Feb 22<sup>nd</sup>2021.**

## ***Additional Measures for Supporting Children with Special Educational Needs***

The School COVID-19 Response Plan recognises that additional consideration is required to support children with special educational needs and the staff who engage with them. These considerations are referenced in the HPSC advice on the Re-opening of Schools (June 2020). These include:

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

*Similarly staff should be aware of their responsibility not to attend work if they develop signs or symptoms of respiratory illness. A precautionary approach should be taken.*

### ***Hand hygiene***

*Children who are unable to wash their hands by themselves should be assisted to clean their hands using soap and water or a hand sanitiser (if their hands are visibly clean) as outlined previously.*

### ***Equipment***

*Some children may have care needs (physical or behavioural) which requires the use of aids and appliances and/or medical equipment for example toileting aids, moving and handling equipment, respiratory equipment. Where cleaning of aids and appliances is carried out in the school it is recommended that a cleaning schedule is provided, detailing when and how the equipment is cleaned and the cleaning products to be used in accordance with the manufacturers' instructions.*

### ***The following points can guide the development of such cleaning schedule:***

- Equipment used to deliver care should be visibly clean;
- Care equipment should be cleaned in accordance with the manufacturers' instructions. Cleaning is generally achieved using a general purpose detergent and warm water.
- Equipment that is used on different children must be cleaned and, if required, disinfected immediately after use and before use by another child e.g. toileting aids;
- If equipment is soiled with body fluids:
  - First clean thoroughly with detergent and water.
  - Then disinfect by wiping with a freshly prepared solution of disinfectant
  - Rinse with water and dry.

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## **Specific Advice relating to the work of SNAs in close contact settings and mitigation measures to be observed in those settings**

Specific advice has been provided by the HPSC for the work of SNAs (updated January 2021) and it is intended that while directed to SNAs it can also be applicable to all school staff who work delivering personal care or attention within 2metres to a pupil. This advice does not materially differ to the original guidance issued in June 2020 but as it is recently provided by HPSC with a particular focus on special education settings, it is set out below.

It notes that the ***“guidance is not a rulebook that must be followed to the letter. The appropriate use of this guidance requires the use of compassion and good sense and a reasonable judgment of the level of risk in most situations. If the general principles of this guidance are implemented, the risk that any given pupil or staff member in the educational setting on any given day has infectious COVID-19 is very low. All additional measures are applied as practical to the context with a view to further lowering the risk of transmission to staff or pupils in the event that a person with infectious COVID-19 is at school”*** . .

### **The guidance goes onto say:**

#### ***The role of the Special Needs Assistant and Associated Risks of COVID-19***

*People living with certain disabilities associated with increased medical vulnerability may be disproportionately affected by COVID-19. The measures taken to control the spread of COVID-19 can also have a very serious impact on people with disability. Some disabled children and young people have additional care needs that must be met to support them in achieving their full potential. Children have a right to education and ensuring continued access to education for people living with disability is critical to managing the public health emergency in an inclusive way.*

*Special Needs Assistants play a vital role in supporting the additional care needs of some children and young people.*

- Some parts of the work performed by SNAs are similar to tasks performed by healthcare workers and in particular, the nature of the work is such that it is often not possible to maintain distance;*
- Some children and young people concerned may display behaviours that are associated with an increased risk of virus transmission if they are infectious;*
- Some children and young people concerned may have limited ability to self-report symptoms therefore recognising infection may be more difficult;*
- In this context, there is a requirement for specific guidance to support the work of SNAs and any other people who may provide similar support for children and young people with additional care needs.*

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## **Transmission**

*Like other respiratory viruses, the transmission of SARS-CoV-2 occurs mainly through respiratory droplets generated from the mouth and nose of an infected person during activities such as coughing, sneezing, talking or laughing. The droplets may carry virus directly to the mouth, nose and eyes of person standing nearby or may land on a nearby surface. Under certain circumstances, airborne transmission may occur (such as when aerosol generating procedures are conducted in health care settings or potentially, in indoor crowded poorly ventilated settings elsewhere).*

*In general, higher levels of virus are present around the time of first onset of symptoms. Some people who never notice any symptoms may be infectious to others (asymptomatic transmission). Recognising infection is likely to be more difficult in people who are not able to describe their symptoms or communicate easily that they feel unwell however parents, SNAs, teachers and others who are very familiar with the baseline function of a child or young person may notice changes that suggest infection and may warrant medical assessment.*

*Virus can remain on the surface for some time and be transferred to the mouth, nose and eyes of another person on their hands after they touch the contaminated surface. The virus does not penetrate through the skin.*

## **Survival in the environment**

*Virus on surfaces is easily removed or with common household cleaning products (detergent) and in those circumstances where disinfection is needed common bleach and a number of other disinfectants are effective*

## **Duration of Infectivity**

*People may be infectious for up to two days before they develop symptoms (pre-symptomatic transmission). In Ireland, people with COVID-19 are generally considered infectious for up to 10 days after the date of onset of symptoms or for 10 days after the date of their first positive test if the date of onset of symptoms is not clear. A longer period may apply to people who were hospitalised with COVID-19. After 10 days, the person is no longer considered infectious if they have been free of fever for 5 days. Doing another test at the end of the ten days is usually not useful and should only be done if specifically requested by a doctor.*

## **Practical Measures for Harm Reduction Related to COVID-19 when addressing Additional Care Needs in the educational Setting**

*The following practical measures for preventing harm related to COVID-19 when addressing additional care needs in the education setting are organised under 3 main headings, reducing the risk of introduction of COVID-19, reducing the risk of spread of COVID-19 and reducing the impact of COVID-19 infection if it occurs.*

### **Reducing the risk of introduction of COVID-19 into the Educational Setting**

*The virus that causes COVID-19 cannot spread in any setting unless it is introduced. Although there is significant anxiety about introduction of virus on objects in practice the*

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*virus is essentially always introduced by a person who is infectious and is shedding the virus. Although some people with no signs or symptoms can be infectious, people are generally most infectious for others when they have symptoms and signs of infection.*

*1. School staff should be familiar with the main symptoms and signs of COVID-19 (see above) so that they may be able to recognise if a pupil develops obvious signs of infection.*

*2. Pupils (as appropriate to their ability) their parents, guardians and families should be informed of the main symptoms and signs of COVID-19 (see above) so that they may be able to recognise if a pupil develops obvious signs of infection.*

*3. School staff as well as pupils (as appropriate to their ability), their parents, guardians and families should be aware that they must not attend school or training if they have symptoms or signs that may suggest COVID-19 until they have taken appropriate medical advice and testing if appropriate. They should be aware that they should not attend school or training if they have been told they are close contacts of a person with COVID-19. These messages should be reinforced regularly.*

*4. School staff as well as pupils (as appropriate to their ability), their parents, guardians and families should be aware of the general advice they should follow outside of the educational setting to lower the risk that they become infected with COVID-19.*

*5. Limiting the number of people entering the educational/training setting to those essential to provide the service reduces risk of introduction of the virus.*

*6. Staff should be alert for any signs of illness that suggest that they, a pupil or a colleague may have COVID-19 on arrival for school and throughout the day.*

## **Reducing the risk of spread of COVID-19 in the Educational Setting**

*If the virus is introduced into an educational setting, the highest risk of spread is related to close contact with an infectious person or their immediate surroundings. Therefore the most important measures to reduce the risk of spread are doing all that is practical to limit the degree to which different groups of people within the education/training setting mix and interact with other groups. This is especially the case indoors.*

*It is recognised that there are practical considerations that must be taken into account when it is necessary for an SNA to support multiple students across different settings in the course of a working day. It is also the case that some children will need to move from their special class into a mainstream class during the day to ensure that their integration needs for educational purposes are addressed. As below, where movement is necessary the risk can be reduced by hygiene measures.*

*The risk of spread can also be reduced to some degree by the highest practical standard of personal and environmental hygiene. In the context of COVID-19, the risk is associated with droplets and fluids from the respiratory tract. There is very little risk of spread of COVID-19 from other body fluids (such as urine and faeces) although they may carry other infectious microorganisms.*

## **Reducing Mixing Between Groups**

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- 1. To the greatest degree that is practical in the context of the educational and care needs of the pupils groups/classes should avoid mixing with other groups particularly indoors.*
- 2. SNA should support the smallest number of pupils that is practical (a pod of pupils) and should move between pods as little as is practical to do so recognising that flexibility is sometime essential to manage absence due to leave or illness.*
- 3. If movement between pods/classes is necessary SNAs should move between the least possible number of pods/classes on any given day.*
- 4. If members of discrete pods/classes assemble in one area for meals or other activities maintain as much distance as is practical between the pods/classes and manage entry and exit to reduce interaction between members of different pods/classes as much as is practical.*

## **Promoting Key-Behaviours that Reduces risk of Person to Person Spread**

- 1. Promote hand hygiene for staff and pupils particularly on boarding a bus if there is shared transport, on arrival at the school/centre each day, prior to departure, before meals and after any contact with the pupil that is likely to have resulted in contact with oral or nasal fluid.*
- 2. There should be ready access to hand sanitiser in all educational settings with due regard in relation to placement to avoid the risk of ingestion by pupils. Please note also that alcohol based hand rub is flammable and needs to be kept away from naked flame.*
- 3. Providing SNAs with personal pocket size dispensers of alcohol hand gel may be useful, particularly if wall mounted dispensers are not a safe option in a particular context and also for use during outdoor activities.*
- 4. Promote respiratory hygiene and cough etiquette to the greatest extent possible.*
- 5. Support in performing hand hygiene should be provided to pupils who need assistance.*
- 6. Limit sharing of items between members of the pod in so far as is practical especially with respect to items that pupils may put in their mouth.*

## **Personal Protective Equipment (PPE)**

- 1. Personal protective equipment in the setting of COVID refers to items that are used to reduce the risk of infection in particular settings.*
- 2. PPE can be of value as an addition to all the other measures outlined here to reduce the risk of infection for SNAs.*
- 3. As with all children, pupils with additional care needs should not be required to wear a face covering if they are under 13 years of age. Those who choose to wear a face covering may do so.*
- 4. Pupils with additional care needs who are 13 years or older should not be required to wear a face covering if the face covering causes distress or is a barrier to their education and care needs.*

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5. *In this context and in association with other measures specified the use of a face covering should be routine for SNAs in accordance with Government guidance.*
6. *When SNAs are within 2m of a pupil and to whom they are delivering personal care or attention for a period of time the face covering should normally be a surgical mask. If surgical mask are not available a cloth face covering should be used. If for any reason use of a surgical mask or cloth face covering is not practical for any reason, they should use a visor of a quality suitable for use in a healthcare setting however HPSC advice is that a visor does not provide protection equivalent to a mask.*
7. *Mask and visors should be donned and doffed and disposed of as demonstrated in videos available at <https://www.hpsc.ie/a-z/respiratory/coronavirus/novelcoronavirus/guidance/infectionpreventionandcontrolguidance/ppe/>. Masks should be removed and disposed of if they are wet or damaged. Masks should be removed and disposed of if going on a break or visiting the toilet.*
8. *Gloves and aprons should not be used routinely in the educational setting.*
9. *If providing care that involves specific risk of exposure to blood or body fluids (oral fluids, faeces, urine) use of gloves and a disposable plastic apron is appropriate. These must be removed and disposed of safely and hand hygiene performed after caring for each individual. Note with respect to faeces and urine the risk of infection is related to other infectious organisms rather than COVID-19.*
10. *Hand hygiene should be performed before donning and after removing gloves.*
11. *If providing care that involves a risk of splashing of body fluids a visor is required to protect the eyes from splashing even if already wearing a surgical mask.*
12. *Used PPE is generally discarded directly into domestic waste.*
13. *PPE used when attending to a person with suspected COVID-19 while waiting for collection can be placed in a separate plastic bag, which is then placed in domestic waste.*

## **Environment and cleaning**

1. *The educational environment should provide discrete rooms for each group to the greatest degree practical and be as spacious as is practical with as much natural ventilation as practical.*
2. *Surfaces should be easy to clean.*
3. *Outdoor activity is associated with lower risk and should be encouraged where appropriate and weather permits.*
4. *The highest practical standards of general hygiene should be maintained.*
5. *The floors, tables, chairs and other items should be easily cleanable and cleaned at least daily.*

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6. *Cleaning is generally with water and detergent or detergent wipes. If disinfection is required in specific circumstances then this is always in addition to and never instead of cleaning.*

## ***Isolation for people who develop symptoms or signs in the educational setting***

1. *If anyone develops symptoms or signs that cause concern about COVID-19 during the day the person should move as quickly as possible to a separate room or if that is not possible to a separate area more than 2m away from other people other than the person(s) needed to provide support until they can leave.*

2. *The parents/guardian should be telephoned to come and take the pupil home as soon as is reasonably practical. This needs to be done reasonably promptly but this is not an emergency. It is important that parents and guardians do not expose themselves and others to other risks (for example road traffic accident) on the understanding that this is an emergency.*

3. *Parents/guardian should take medical advice regarding the requirement for testing and the duration of exclusion from education.*

4. *There is no requirement for other pupils or school staffs to interrupt their scheduled activity immediately if one person develops symptoms.*

5. *Contact surfaces in the immediate vicinity of the person with symptoms should be cleaned/wiped down.*

6. *The person accompanying a pupil waiting to be collected should limit physical contact as much as is practical consistent with the pupil's needs and should use a surgical mask, visor and nitrile gloves. Hand hygiene must be performed after removal of gloves.*

7. *When the pupil is collected, the accompanying person can resume work with other pupils after removing used PPE and performing hand hygiene.*

8. *It is not appropriate to require certification from a doctor before the pupil returns to education. There is a certificate that parents can be asked to complete on [hpsc.ie](https://www.hpsc.ie) website.*

## ***Reducing the Impact of COVID-19 Infection***

*It is likely that COVID-19 infection will impact on some pupils and SNAs during the coming school year as a result of infection acquired in everyday life or in the educational setting. The likelihood of suffering serious harm as a result of COVID-19 infection depends on the age and general health of the person when they became infected and on access to healthcare if they need it.*

1. *Maintaining a healthy lifestyle (exercise, nutrition, avoiding exposure to smoke) and good care of any existing medical conditions improves the likelihood of making a good recovery from COVID-19.*

2. *Early access to appropriate medical care, if required, is important in recovery from COVID-19. All pupils and school staffs should be registered with a GP to provide care if required.*

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## Appendix 4: Return to Work Form

This form must be completed by staff in advance of returning to work.

If the answer is Yes to any of the below questions, you are advised to seek medical advice before returning to work.

Name: \_\_\_\_\_

Name of School: \_\_\_\_\_

Name of Principal: \_\_\_\_\_ Date: \_\_\_\_\_

Questions	YES	NO
1. Do you have symptoms of cough, fever, high temperature, difficulty breathing, loss or change in your sense of smell or taste now or in the past 14 days?		
2. Have you been diagnosed with confirmed or suspected COVID-19 infection in the last 14 days?		
3. Are you awaiting the results of a COVID-19 test?		
4. In the past 14 days, have you been in contact with a person who is a confirmed or suspected case of COVID-19?		
5. Have you been advised by a doctor to self-isolate at this time?		
6. Have you been advised to restrict your movements at this time?		
7. Have you been advised to cocoon at this time? Note: if you're at very high risk (extremely vulnerable) from COVID-19 you may be advised to cocoon.		

I confirm, to the best of my knowledge that I have no symptoms of COVID-19, am not self-isolating or awaiting results of a COVID-19 test and have not been advised to restrict my movements.

Please note: The school is collecting this sensitive personal data for the purposes of maintaining safety within the workplace in light of the COVID-19 pandemic. The legal basis for collecting this data is based on vital public health interests and maintaining occupational health and this data will be held securely in line with our retention policy.

Signed: \_\_\_\_\_

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## Appendix 5      Lead Worker Representative – Primary and Special Schools

The Work Safely Protocol is designed to support employers and workers to put infection control 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 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 infection prevention 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 pupils. Adherence to the Work Safely 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;

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- 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 Work Safely Protocol and current public health advice;
- In conjunction with school management, monitor adherence to infection prevention control 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.

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## **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;
- 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;

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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.

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## Appendix 6: Checklist for School Management

### Composite Checklist for Schools

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

For completion by the agreed person with overall responsibility of managing the implementation of the COVID-19 Response plan in line with the supports as agreed with Department of Education.

### 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?  
**CTK BNS : Yes via email to all staff.**
2. Have you prepared a school COVID-19 response plan and made it available to staff and pupils? **Department guidance and templates provided ICTK BNS emailed to all staff and discussed at whole school staff meeting Feb 11<sup>th</sup> 2021.**
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? **CTK BNS : yes as outlined in our school Covid Response Plan.**
4. Have you displayed the COVID-19 posters in suitable locations highlighting the signs and symptoms of COVID-19? **CTK BNS : Yes**
5. Have you told staff of the purpose of the COVID-19 contact log? **CTK BNS Yes**
6. Have you a COVID-19 contact log in place to support HSE tracing efforts if required? (**Contact log template attached**). **CTK BNS Yes available at reception.**
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? **CTK BNS yes as outlined in our whole school staff meeting Feb 11<sup>th</sup> 2021.**
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? (**Risk template attached**) **CTK BNS WIP.**
9. Have you updated emergency plans, if necessary to take account of the COVID-19 response plan? **CTK BNS . Not yet.**

### Staff

10. Have you made available to each staff member a COVID-19 return-to-work form to be completed and returned before they return to the workplace? (**Template attached**): **CTK BNS Yes.**
11. Have you request confirmation that the details in the Return to Work Form remain unchanged following periods of closure such as school holidays. **CTK BNS Yes.**
12. 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? **CTK BNS . Yes.**
13. Have you advised staff and pupils they must stay at home if sick or if they have any [symptoms of COVID-19](#)? **CTK BNS Yes.**

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14. Have you advised staff and pupils not to return to or attend school if they are identified by the HSE as a close contact of a confirmed case of COVID-19 or if they live with someone who has symptoms of the virus. **CTK BNS Yes.**
15. Have you advised staff and pupils not to return or attend school if they have travelled outside of Ireland; in such instances staff are advised to consult and follow latest Government advice in relation to foreign travel. **CTK BNS Yes.**
16. 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? **CTK BNS Yes.**
17. Have you advised staff and pupils to cooperate with any public health officials and the school for contact tracing purposes and follow any public health advice in the event of a case or outbreak in the school; **CTK BNS Yes.**
18. Have you advised staff of the availability of the supports of the occupational health and wellbeing programme through Spectrum Life? **CTK BNS Yes.**
19. 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? **CTK BNS Yes.**

## **Training and Induction**

20. Have you advised staff to view the Department of Education's training materials which are available online? **CTK BNS Yes.**
21. 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? **CTK BNS Yes.**
22. Have first aiders, if available, been given updated training on infection prevention and control re: hand hygiene and use of PPE as appropriate? **CTK BNS Not Yet**

## **Buildings / Equipment**

23. If you have mechanical ventilation does it need cleaning or maintenance before the school reopens after periods of closure? **N/A**
24. Does your water system need flushing at outlets following low usage to prevent Legionnaire's Disease? **CTK BNS Yes.**
25. Have you visually checked, or had someone check, all equipment in the school for signs of deterioration or damage before being used again? **CTK BNS Yes.**
26. Have you arranged for the school, including all equipment, desks, benches, doors and frequent touched surfaces points, to be cleaned once a day **CTK BNS Yes.**

## **Infection Prevention Control Measures in place**

### **Hand / respiratory hygiene**

27. Have you accessed supplies of hand sanitisers and any necessary PPE equipment in line with the interim HPSC health guidance from the national framework provided by the Department? **CTK BNS Yes.**

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28. 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? **CTK BNS Yes.**
29. Have arrangements been made for staff and pupils to have regular access to hand-washing/hand sanitising facilities as appropriate? **CTK BNS Yes.**
30. 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? **CTK BNS Yes.**
31. Have you made arrangements to ensure hand hygiene facilities are regularly checked and well-stocked? **CTK BNS Yes.**
32. Does the alcohol-based hand sanitiser have at least 60% ethanol or 70% isopropanol as the active ingredient? **CTK BNS Yes.**
33. Have you informed staff about the importance of hand washing? **CTK BNS Yes.**
34. 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? **CTK BNS Yes.**
35. Have you shown staff and pupils how to use hand sanitiser correctly and where hand-sanitising stations are located? **CTK BNS Yes.**
36. Have you [displayed posters](#) on how to wash hands correctly in appropriate locations? **CTK BNS Yes.**
37. Have you told staff and pupils when they need to wash their hands or use hand sanitiser? This includes:
- before and after eating and preparing food
  - after coughing or sneezing
  - after using the toilet
  - where hands are dirty
  - before and after wearing gloves
  - before and after being on public transport
  - before leaving home
  - when arriving/leaving the school /other sites
  - when entering and exiting vehicles
  - after touching potentially contaminated surfaces
  - if in contact with someone displaying any COVID-19 symptoms
  - **CTK BNS Yes.**
38. Has you told staff and pupils of the importance of good respiratory measures to limit the spread of the virus?
- 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
- CTK BNS Yes.**

## **Physical Distancing:**

39. Have you identified all available school space to be used to maximise physical distancing? **CTK BNS Yes.**
40. 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? **CTK BNS Yes.** Have you arranged to revise the layout of the rooms and furniture as per the Department guidelines if necessary? **CTK BNS Yes.**

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41. Have you arranged in each room that the teacher's desk should be at least 1m and where possible 2m away from pupil desks? **CTK BNS Yes.**
42. Have you arranged in each room that pupils would be at least 1m away from each other? **CTK BNS Yes.- AS MUCH AS POSSIBLE**
43. Have you allocated work stations consistently to the same staff and children rather than having spaces that are shared? **CTK BNS Yes.**
44. 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? **CTK BNS Yes.**
45. 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? **CTK BNS Yes.**
46. 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? **CTK BNS Yes.**
47. Have you arranged Pod sizes to be as small as it is likely to be reasonably practical in the specific classroom context? **CTK BNS Yes.**
48. 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? **CTK BNS Yes.**
49. Have you arranged where possible that different class bubbles to have separate breaks and meal times or separate areas at break or meal times? **CTK BNS Yes.**
50. Have you made arrangements to limit interaction on arrival and departure from school and in other shared areas? **CTK BNS Yes.**
51. Have you encouraged walking or cycling to school as much as possible? **CTK BNS Yes.**
52. Have you made arrangements, in so far as practicable, to open additional access points to school to reduce congestion? **CTK BNS Yes.**
53. Can you provide a one system for entering and exiting the school, where practical? **CTK BNS NOT NECESSARY FOR OUR SCHOOL.**
54. Have you arranged for staff meetings to be held remotely or in small groups or in large spaces to facilitate physical distancing? **CTK BNS Yes.**
55. Have you a system to regularly remind staff and pupils to maintain physical distancing? **CTK BNS Yes.**
56. Have you advised staff not to shake hands and to avoid any physical contact? **CTK BNS Yes.**
57. Have you advised staff of the Department's guidance to achieve good ventilation? **CTK BNS Yes.**
58. Have you checked any mechanical ventilation systems to ensure an adequate supply of fresh air is used? **CTK BNS N/A**

## **Visitors to Schools**

59. 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? **CTK BNS Yes.**
60. Are there arrangements in place to inform essential visitors to the school of the measures to help prevent the spread of infection? **CTK BNS Yes.**

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- 61.** Have you a system in place for all visitors who do need to come to the school to make appointment, arrange to contact a central point and to record their visit using the contact tracing log? **CTK BNS Yes.**

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## **Appendix 7 Checklist for 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.

A nominated member of the school management team will be nominated as the designated contact person for ensuring that all aspects of the protocol to deal with suspected cases have been adhered to.

### **Isolation Area**

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

### **Isolating a Person**

7. Are procedures in place to accompany the infected person to the isolation area, along the isolation route with physical distancing from them?
8. Are staff familiar with this procedure?
9. Have others been advised to maintain a distance of at least 2m from the affected person at all times?
10. 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**

11. Staff – have you established by asking them if the staff members feel well enough to travel home?
12. 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.
13. The affected person should be advised to avoid touching other people, surfaces and objects.
14. 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.

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15. Has transport home or to an assessment centre been arranged if the affected person has been directed to go there by their GP?
16. Has the affected person been advised not to go to their GP's surgery or any pharmacy or hospital?
17. Has the affected person been advised they must not use public transport?
18. Has the affected person been advised to continue wearing the face mask until they reach home?

### **Follow up**

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

### **Cleaning**

21. Have you taken the isolation area out-of-use until cleaned and disinfected?
22. Have you made arrangements to clean and disinfect any classroom space where the staff or pupils were located?
23. 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?
24. Have the cleaners been trained in dealing with contaminated areas and supplied with the appropriate PPE?).

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## **Appendix 8**      **Checklist Lead Worker Representative**

1. Have you agreed with your school to act as a Lead worker representative for your school? (*Process for agreeing on lead worker representative/s in schools to be agreed centrally and implemented locally*).
2. Have you been provided with information and training in relation to the role of lead worker representative? (*Training for this role is currently being explored with the HSA*).
3. Are you keeping up to date with the latest COVID-19 advice from Government?
4. Are you aware of the [signs and symptoms of COVID-19](#)?
5. Do you know [how the virus is spread](#)?
6. Do you know how to help prevent the spread of COVID-19?
7. Have you watched and do you understand the online 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? (*Checklist for School Management available*)
11. Did your school consult with you when putting control measures in place? *Control measures will be agreed centrally between the Department and education partners. Consultation at school level should take place on any specific local arrangements necessary to implement the protocol*
12. Have you a means of regular communication with the person with overall responsibility for the school COVID-19 plan?
13. Are you co-operating with your school to make sure these control measures are maintained?
14. Have you familiarised yourself with the cleaning requirements needed to help prevent cross contamination? (*Checklist for Cleaning and Disinfection available*)
15. Have you been asked to walk around and check that the control measures are in place and are being maintained?
16. 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?
17. Are you keeping a record of any problems, areas of non-compliance or defects and what action was taken to remedy the issue?
18. Are you familiar with what to do in the event of someone developing the symptoms of COVID-19 while at school?
19. Are you co-operating with your school in identifying an isolation area and a safe route to that area? (*Checklist for dealing with suspected case of COVID-19 available*)
20. Are you helping in the management of someone developing symptoms of COVID-19 while at school?
21. Once the affected person has left the school, are you helping in assessing what follow-up action is needed?

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- 22.** Are you helping in maintaining the contact log?
- 23.** Have you been made aware of any changes to the emergency plans or first aid procedures for your school?
- 24.** Are you making yourself available to fellow staff to listen to any COVID-19 control concerns or suggestions they may have?
- 25.** Are you raising those control concerns or suggestions with your school and feeding back the response to the worker who raised the issue?
- 26.** Are you aware of the availability of the Spectrum Life Wellbeing Together Programme?

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## Appendix 9 Checklist for Cleaning

1. Have you a system in place for checking and keeping up to date with the latest public health advice from Government and the Department of Education, to ensure that advice is made available in a timely manner in order to adjust your cleaning procedures in line with that advice? **CTK BNS Yes**
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? **CTK BNS Yes**
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? **CTK BNS Yes**
5. Have you sufficient cleaning materials in place to support the enhanced cleaning regime? **CTK BNS Yes**
6. Have you provided training for cleaning staff on the enhanced cleaning regime? **CTK BNS – outside cleaning company has provided training to their cleaning staff**
7. Have you made arrangements for the regular and safe emptying of bins? **CTK BNS Yes this is part of the daily cleaning regime.**
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? **CTK BNS Yes**
9. Are you aware that each school setting should be cleaned once per day? **CTK BNS Yes**  
Have you provided cleaning materials to staff so that they can clean their own desk or immediate workspace? **CTK BNS Yes**
10. 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? **CTK BNS Yes**  
Have you advised staff and pupils to avoid sharing items such as cups, bottles, cutlery, and pens? **CTK BNS Yes**
11. Have you put in place a written cleaning schedule to be made available to cleaning staff including:
  - Items and areas to be cleaned
  - Frequency of cleaning
  - Cleaning materials to be used
  - Cleaning of frequently touched surfaces such as vending machines, coffee machines and door handles
  - Equipment to be used and method of operation?**CTK BNS Yes**
12. Details of how to clean following a suspected case of COVID-19 are at **Section 7 of the Plan above** **CTK BNS Yes**
13. If disinfection of contaminated surfaces is required, is a system in place to do this following cleaning? **CTK BNS Yes**
14. 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? **CTK BNS Yes**

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- 15.** Have you a system in place for disposing personal waste such as cleaning cloths and used wipes in a rubbish bag? The Protocol advises *that personal waste such as cleaning waste, tissues etc. should be double bagged and stored in a secure area for 72 hours before being presented for general waste collection.* | **CTK BNS Yes**
- 16.** 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? **CTK BNS Yes**
- 17.** 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? **CTK BNS Yes**