



Donabate Community College

COVID-19 Response Plan

Introduction

This Covid-19 Response Plan is designed to support the staff and Dublin Dun Laoghaire ETB in putting measures in place that will prevent the spread of Covid-19 in Donabate Community College. The Covid-19 Response Plan details the policies and practices necessary for a school to meet the Government's 'Return to Work Safely Protocol', the Department of Education and Skills plan for school reopening and to prevent the spread of Covid-19 in the school environment. The plan incorporates current advice about measures to reduce the spread of Covid-19 in the community issued by the National Public Health Emergency Team (NPHE).

It is important that the resumption of school based teaching and learning and the reopening of school facilities comply with the protocol to minimise the risk to students, staff and others. As the advice issued by NPHE continues to evolve, this protocol and the measures management and staff need to address may also change. The response plan will support the sustainable reopening of our school where the overriding objective is to protect the health of staff and students while promoting the educational and development needs of the children in the school. In line with the Return to Work Safely Protocol, the key to a safe and continued return to work, and re-opening of our schools requires strong communication and a shared collaborative approach between the Board of management, staff, pupils and parents.

Our Plan aims to provide an educational experience to our students that is as close to their previous experience as possible, whilst attempting to ensure the health and wellbeing of our students and all our staff. In this regard, we are implementing some necessary changes to ensure the foundation stones of good hand hygiene, coughing and sneezing etiquette and social distancing. We will have induction training for all our staff and students, which will promote best practice in these crucial steps to preventing the spread of Covid-19.

This Plan aims to reduce and minimise the risk to students, staff and others and should be seen as a living document, which will be updated in accordance with the public health advice. The assistance and co-operation of all staff, students, parents and visitors is critical to the success of our Plan.



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This document aims to provide details of the Steps within our Response Plan:

1. Step 1 – Donabate Community College COVID-19 Policy

2. Step 2 - Responsible Persons for Performing Tasks

3. Step 3 - Employer Information

4. Step 4 - Checklists

a) Return to Work – Planning and Preparing

b) Control Measures

c) COVID-19 Induction / Familiarisation

d) Dealing with a Suspected Case of COVID-19

e) Cleaning and Disinfection in the Workplace

f) Workers Responsibilities in the Workplace

g) Workers Representatives

h) Supplementary Information

5. Covid related absence management

6. Employee assistance and wellbeing programme

7. Code of positive behaviour

8. Communication with parents/guardians

9. Teaching and learning

10. Appendices

Appendix 1 – Covid Policy Statement

Appendix 2 – Pre-Return to Workplace Form

Appendix 3 – Visitor/Contractor Questionnaire

Appendix 4 – Checklist for dealing with a suspected case of COVID-19

The assistance and cooperation of all staff, pupils, parents/guardians, contractors and visitors is critical to the success of the plan. Note: The plan is a live working document and may be reviewed and amended to take into account new guidance from www.Gov.ie, www.dbei.ie, www.hse.ie, www.hpsc.ie, www.hsa.ie; www.education.ie.



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The response plan is set out as a 4 step process (Fig.1) below.



Figure 1 – COVID-19 Response Plan 4 Step Proc

Response Plan



Step 1 – Donabate Community College COVID-19 Policy

Donabate Community College's COVID-19 policy outlines our commitment as a school to implement the plan and help prevent the spread of the virus. The policy was signed and dated by the Board of Management **19 August 2020** and brought to the attention of our stakeholders and visitors. It can be found at Appendix 1 and is available on our website.



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Step 2 - Responsible Persons for Performing Tasks

We have identified suitably trained person(s) to help with ensuring that the plan is implemented and checklists are completed.

Persons have been identified who have agreed to take responsibility for carrying out tasks such as:

- role of worker representative(s)
- use of checklists to identify any areas for improvement
- regular checks to ensure the plan is being implemented
- review of risk assessments and the safety statement
- renewal of statutory certification where needed
- training
- reviewing emergency procedures and first aid

We have consulted with the persons responsible for these tasks and have:

- briefed them on the tasks and their responsibilities
- entered their name against the relevant task(s) in the Responsible Persons table (see below) and asked each responsible person to sign to indicate their agreement with carrying out the task.

Responsible Persons Task Register			
NO.	TASKS	RESPONSIBLE PERSON(S)	SIGNATURE
1	Person responsible for overall implementation of the plan	Anthony Creevey	



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Step 3 - Employer Information

School Name:	Donabate Community College
Workplace Address:	Portrane Road, Donabate, Co. Dublin, K36 NN88
Director / Senior Manager in the Workplace:	Principal: Mr. Anthony Creevey
Lead Worker Representative(s):	
Type of Business:	Post Primary School
Phone:	01 8436 726
Email:	info@donabatecc.ie

Step 4 - Checklists



a) Return to Work – Planning and Preparing

The planning and preparing phase is critical to ensure a safe return to work and covers such items as information and guidance, return-to-work forms, identifying worker representatives, revising our induction briefing, identifying and putting in place control measures and updating our safety statements, risk assessments and emergency plans.

Staff and Students must self-monitor for signs and symptoms of COVID-19, which have been explained to them, and the return-to-work form will be used to assess workers' health before they enter the workplace.

Appendix 2 Pre Return to Work Form



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b) Control Measures

This section deals with the measures we are implementing to prevent or minimise the spread of COVID-19 in the workplace and in our communities.

Measures which must be complied with include:

- Ensuring good Hand hygiene/frequent Hand sanitising
- Exercising Respiratory hygiene
- Ensuring Physical distancing at all times.
- All members of the school community ensuring that they Minimise contact
- Considering At-risk workers
- The requirements of Visiting Contractors /Other visitors

Further Information

Electronic Visitor/Contractor Form available on the school website. Appendix 3



c) COVID-19 Induction / Familiarisation

Staff and students will be told about changes in the workplace and updated on new ways of working. Our usual induction, or workplace familiarisation, for new employees has been revised to include measures to help prevent the spread of the virus. All staff and students will be brought through this induction before starting back to work. The induction will be carried out in a safe manner with physical distancing measures in place.

The following range of items will be discussed and brought to the attention of staff and students:

- Communication system
- Return-to work form (staff only)
- Signs and symptoms of COVID-19 (at home and in the workplace)
- Information on how the virus is spread
- Control measures to help prevent infection
- COVID-19 contact log
- Worker Representative(s)
- Changes to risk assessments and safety statement
- Changes to emergency plans and first aid procedures
- Minimising contact
- Reporting procedures

DDLETB require all staff to attend online training in advance of their return to work. On completion an email is sent to the Principal to confirm training has been completed. The Principal retains this log. In addition, staff will attend induction on return to work, following which they will be asked to submit an electronic form based on Checklist 2. See Appendix



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d) Dealing with a Suspected Case of COVID-19

This details our procedure to be followed in the event of someone developing the signs and symptoms of COVID-19 while at work or while on school premises.

We have assigned a manager and put in place an isolation team to manage this situation, and provided them with information on how to do this safely. We have also identified and marked an isolation area(s) to be used to isolate the affected person from the rest of the school community and procedures to be followed to enable them to safely leave the premises.

Further Information

- Health and Safety Authority Checklist No.4 - Dealing with a Suspected Case of COVID-19
See Appendix 4



e) Cleaning and Disinfection in the Workplace

We have put in place an effective cleaning and disinfection system as regular cleaning and disinfection will help reduce the spread of the virus. We have arranged for frequently touched surfaces, such as door handles, light switches, kitchen appliances etc. to be cleaned twice daily.

If disinfection of contaminated surfaces is needed, this will be done in addition to cleaning.

Workers will be provided with cleaning materials to keep their own workspace hygienically clean and advised to regularly clean any personal items brought in from home.

Cleaning staff will be given information and instruction in relation to the new procedures.



f) Workers Responsibilities in the Workplace

Aside from the usual day to day responsibilities that staff and students must comply with, the introduction of COVID-19 into society brings new challenges that staff need to be aware of so that the return to work safely protocol can be implemented effectively.

Staff must keep themselves updated on the latest advice from Government and the HSE. They must also co-operate in maintaining the control measures put in place to help prevent the spread of the virus and report any issues or concerns they may have.



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g) Workers Representatives

We will appoint two worker representatives to ensure that COVID-19 measures are followed. Worker representatives will receive training and information on the role and the measures that have been put in place to help prevent the spread of the virus. Staff will be informed who their worker representative is.

Good communications channels in the workplace are essential for all stakeholders. Staff should engage with the worker representatives, to highlight concerns, report defects, submit ideas and identify improvements in the workplace.



h) Supplementary Information

Zoned areas within the school:

Senior Year Groups will be assigned a designated suite of rooms for their classes in addition to a base class for break times.

Junior Students will be assigned a base classroom in which all but the following classes will take place: Options, Science and Practical P.E.

Specified Entry/Exit Doors for Year Groups are as follows:

- **First Year/Third Year Groups (A07 and A09) will enter and leave the school through Exit Number 3**
- **Second Year/Third Year Groups (B06, B07 and B08) will enter and exit the school through Exit Number 8.**
- **Transition Year and Sixth Year Students will enter and exit the school through Exit Number 18.**
- **Fifth Year Students will enter and exit the school through Exit Number 9.**

In addition to Steps 1-4 outlined above the following will also apply.

COVID RELATED ABSENCE MANAGEMENT

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



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EMPLOYEE ASSISTANCE AND WELLBEING PROGRAMME

Donabate Community College and its patron, DDLETB aims to protect and support the health and wellbeing of all staff (physical, mental, spiritual etc.) both at work, whether in the school facility or at home and outside of work. We are mindful that the support and promotion of staff health and wellbeing is particularly important in the current context where the Covid-19 pandemic has caused considerable challenges for, and disruption to, people's personal, family and social lives as well as their work arrangements. We aim to foster a culture and work environment that support healthy behaviours and staff wellbeing and shall continue to make health and wellbeing tools and guidance available to staff as well as organising suitable support programmes, initiatives and events. These are challenging times for everyone. Should a staff member experience any stress or anxiety in respect of work or work arrangements, he/she should feel free to speak to the Principal.

CODE OF POSITIVE BEHAVIOUR

As we are now reopening the school within a pandemic crisis, there are some elements of positive behaviour that we will expect of our students, that are supplementary to our Code of Positive Behaviour. We will bring these to the attention of our whole school community. If incidents such as these occur, they will be processed within the parameters of our Code of Positive Behaviour. They include (although are not limited to):

- Refusing to follow instructions around the use of particular areas, yard space or rooms.
- Interfering with the PPE of another student.
- Deliberately coughing, sneezing or spitting on another person, or threatening to do so.
- Compromising the school's Covid-19 Response Plan, which will result in a student being removed from the premises.

COMMUNICATION WITH PARENTS/GUARDIANS

Communication between school and home is always important but becomes even more crucial during these times. It is therefore essential that we have up to date mobile phone numbers for parents and also email addresses. The vast majority of Donabate Community College's communication comes through text message and our school email account, and during this pandemic, we may need to contact parents as a matter of urgency. This may be because their child is displaying signs of Covid-19, or because the school has been ordered to close for health reasons. We truly hope that this will not be the case, but it is so important that parents and families are contactable throughout the school day.

We therefore ask all parents to ensure that their contact details are correct on VShare and to let us know on info@donabatecc.ie if anything needs to be adjusted.



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TEACHING AND LEARNING

Teaching and Learning is at the core of everything we do in Donabate Community College. We will do everything we can to reassure students on their continued progress, despite the in-school time lost during the last academic year. We will follow Department guidelines on the restructuring of Classroom Based Assessments for 3rd Years and be cogniscent of the missing time when students are selecting subject levels.

We are also aware that not all students may be able to return immediately due to health issues and we are developing a plan to support students who will have to learn from home for a period of time. This plan will see a structure, overseen by a Home Study Link Teacher, which will ensure clear and regular communication between the home and Donabate Community College.



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Appendix 1

COVID 19 Policy Statement

Donabate Community College is committed to providing a safe and healthy workplace for all our staff, students, and visitors. To ensure that, we have developed the following COVID-19 Response Plan. All managers, staff, students and visitors to the building are responsible for the implementation of this plan and a combined effort will help contain the spread of the virus. We will:

- continue to monitor our COVID-19 response and amend this plan in consultation with our stakeholders.
- provide up to date information to our workers 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
- provide an adequate number of trained Worker Representative(s) who are easily identifiable and put in place a reporting system
- inform all stakeholders of essential hygiene and respiratory etiquette and physical distancing requirements
- adapt the workplace to facilitate physical distancing
- keep a log of contact to help with contact tracing
- have all staff and students attend an induction /familiarisation briefing
- develop a procedure to be followed in the event of someone showing symptoms of COVID-19 while at work or in the workplace
- provide instructions for staff and students to follow if they develop signs and symptoms of COVID-19 during the school day.
- intensify cleaning in line with government advice

All staff will be consulted on an ongoing basis and feedback is encouraged on any concerns, issues or suggestions. This can be done through the Worker Representative(s) _____.

Signed: **Anthony Creevey**

Date: **19 August 2020**



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Appendix 2

Pre-Return to Workplace Form

Please note the following when completing this form:

1. All staff members planning to attend any DDLETB premises from Monday May 18th 2020 onwards must complete this form.
2. This form only needs to be completed once, unless:
 - a. Your circumstances change
 - b. The form is amended in light of further Department of Health / Government advice
3. All questions must be answered, incomplete forms will be returned
4. The form must be completed and returned to your line manager/principal 3 days in advance of any planned return to the workplace

For ongoing access to premises, you must liaise directly with your line manager/principal to seek permission for the specific dates/times and purpose. There will be no access to premises without this approval

If you have any questions when completing this form, please contact your line manager/principal

Thank you.

1. Employee Name: _____
2. Contact number: _____
3. Official employee email address: _____
4. Workplace location: _____
5. Workplace Line Manager/Principal: _____
6. Return to workplace date (Note 3 day's notice required): _____

7. Please answer the following questions.

*If you answer yes to any of these questions, we strongly advise that you seek medical advice before returning to the workplace

	Yes	No
Do you have symptoms of cough, fever, high temperature, sore throat, runny nose, breathlessness or flu like symptoms now or in the past 14 days?	<input type="checkbox"/>	<input type="checkbox"/>
Have you been diagnosed with confirmed or suspected COVID-19 infection in the last 14 days?	<input type="checkbox"/>	<input type="checkbox"/>
Are you a close contact of a person who is a confirmed or suspected case of COVID-19 in the past 14 days (i.e. less than 2m for more than 15 minutes accumulative in 1 day)?	<input type="checkbox"/>	<input type="checkbox"/>
Have you been advised by a doctor to self-isolate at this time?	<input type="checkbox"/>	<input type="checkbox"/>

8. The Department of Health have identified people who are in a vulnerable or "at risk" category. Please confirm if you are in this category, have been advised by a doctor to cocoon at this time or have a household member who is in this category ☐ Yes ☐ No

9. If you answered yes to question 8, please confirm, in advance of completing this form, that you have made your line manager/principal aware and that the necessary arrangements are in place to support you while in attendance in the workplace ☐ Yes ☐ No



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Appendix 3

Visitor / Contractor Questionnaire

All visitors and contractors to any DDLETB location must complete the Visitor/Contractor Questionnaire prior to being permitted entry to the premises.



Visitor / Contractor Covid-19 Questionnaire

Name:	
Company:	
Mobile No.:	
Visiting:	
Date:	

To ensure the Safety & Health of all people interacting with DDLETB locations, visitors and contractors must complete this declaration form prior to entering our sites. If you have symptoms of COVID-19 OR you have been abroad in the last 14 days with exception to Northern Ireland you should not be at work. Where this is the case, you are prohibited from entering the site and advised to seek professional medical help/assistance.

		Yes / No
2.	Are you suffering any flu like symptoms/symptoms of coronavirus covid-19?	Yes / No
3.	Are you experiencing any difficulty in breathing, shortness of breath?	Yes / No
4.	Are you experiencing any fever like/Temperature symptoms?	Yes / No
5.	Did you consult a Doctor or other medical practitioner?	Yes / No
6.	How are you feeling Healthwise?	Well / Unwell
7.	Have you been in contact with someone who has visited an affected region in the past 14 days?	Yes / No
NOTE: When on premises, please adhere to our standard processes/procedures regarding infection control, i.e. hand washing/hand sanitising and general coughing/sneezing etiquette?		
Signature		Date:
Visitor:		
(Please circle your answers above)		

Appendix 4



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Checklist for dealing with a suspected case of COVID-19

Each teacher/staff member will be required to manage a suspected case in line with the protocol and training.

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

Isolation Area

1. Have you identified a place that can be used as an isolation area, preferably with a door that can close? **Yes, The Reception Room**
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. **Understood**
3. Is the isolation area accessible, including to staff and students with disabilities? **Yes**
4. Is the route to the isolation area accessible? **Yes**
5. Have you a contingency plan for dealing with more than one suspected case of COVID-19? **Yes, additional Isolation Room is the Board Room.**
6. Are the following available in the isolation area(s)?
 - Tissues
 - Hand sanitiser
 - Disinfectant/wipes
 - Gloves/Masks
 - Waste Bags
 - Bins **Yes to all of the above.**

Isolating a Person

7. Are procedures in place to accompany the infected person to the isolation area, along the isolation route with physical distancing from them? **Yes, a member of the senior management team will be discreetly called for to accompany an individual with suspected covid-19 to the isolation area. The manager will wear a visor and face covering and stay 2 metres apart. On arrival at the isolation area, in the case of a student, parent/guardian will be contacted to come and collect their son/daughter. A request to contact their GP will be made, and arrangements for follow up information to be relayed to the Principal.**
In the case of staff: a member of staff who is feeling unwell, will present to the Principal (or member of the SMT) observing distancing and the wearing of a face covering. If well enough to drive, they will exit the building by the main door and drive home, advised to contact their GP and to update the Principal on the situation. Where a member of staff is unable to drive home for whatever reason, they will be directed to the isolation room, where arrangements will be made to contact a relative/friend to collect and bring them home. In the case of both Students and Staff, before return to school they must be certified as covid-19 free



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from their doctor. Neither staff/students may use public transport to make their way home.

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

Arranging for the affected person to leave the School

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

Follow up

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



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Cleaning

22. Have you taken the isolation area out-of-use until cleaned and disinfected? **This will be our practise.**
23. Have you made arrangements to clean and disinfect any classroom space where the staff or students were located? **This will be our practise and to do so discreetly, safeguarding the privacy of an individual with suspected symptoms of Covid-19.**
24. Have you arranged for cleaning and disinfection of the isolation area and any other areas involved, as soon as practical after the affected person has left the building? **This will be our practise.**
25. Have the cleaners been trained in dealing with contaminated areas and supplied with the appropriate PPE? *(It is intended to provide online training for cleaning staff. Appropriate PPE will be available to schools through the national procurement process which schools can access in line with the guidance which will be provided shortly)*

The above checklist is taken from the Department of Education and Skills COVID-19 response plan for post primary schools, detailing our response to each Item on the checklist.