

# Our Lady's Grove Secondary School

## COVID-19 Policy Statement

This COVID-19 policy outlines our commitment as a school to implement the plan and help prevent the spread of the virus. The policy will be ratified by the Board, signed and dated by the Principal and Chairperson of the Board of Management and brought to the attention of staff, students, parents and other relevant community stakeholders. For as long as the HSE and HSPC Covid 19 pandemic advice remains in place this policy will supersede all other policies at Our Lady's Grove.

### COVID-19 Policy Statement

Our Lady's Grove Secondary School is committed to providing a workplace and a learning environment with minimized risk for all our staff and students. In order to ensure this, we have developed the following COVID-19 Response Plan. The BOM and all school staff are responsible for the implementation of this plan and a combined effort will help contain the spread of the virus. We will:

- Continue to monitor our COVID-19 response and amend this plan in consultation with our staff
- Provide up-to-date information to our staff and students 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(s) to carry out the role outlined in this plan
- Inform all staff and students of essential hygiene and respiratory etiquette and physical distancing requirements
- Adapt the school to facilitate physical distancing as appropriate in line with the guidance and direction of the Department of Education and Skills
- Keep a contact log to help with contact tracing
- Ensure staff and students engage with the induction/familiarisation briefing provided by the Department of Education and Skills
- Implement the agreed procedures to be followed in the event of someone showing symptoms of COVID-19 while at school
- Provide instructions for staff and students to follow if they develop signs and symptoms of COVID-19 during school time
- Implement cleaning in line with Department of Education and Skills advice
- All school staff will be consulted on an ongoing basis and feedback is encouraged on any concerns, issues or suggestions.

This can be undertaken through the Lead Worker Representative

Signed \_\_\_\_\_ Chairperson, Board of Management

Signed \_\_\_\_\_ Principal

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H=High M=Medium L=Low	Controls (When all controls are in place risk will be reduced)	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to	Person responsible	Signature and date when action
COVID-19	N	Illness	H	School Covid19 Response Plan in place in line with Department of Education guidance and the Return to Work Safely Protocol and public health advice		<i>Examples of Actions</i> Follow public health guidance from HSE re hygiene and respiratory etiquette Complete School COVID-19 Policy Statement Return to Work Forms received and reviewed Undertake Induction Training Maintain log of staff, student and visitors Complete checklists as required: School Management How to deal with a suspected	Name of staff member	

**Risk Assessment**

**COVID-19 Risk Template** (List identifies COVID-19 as the hazard and outlines control measures required to deal with this risk)

If there is one or more High Risk (H) actions needed, then the risk of injury could be high and immediate action should be taken. Medium Risk (M) actions should be dealt with as soon as possible. Low Risk (L) actions should be dealt with as soon as practicable.

Risk Assessment carried out by: \_\_\_\_\_

Date: / /

## Our Lady's Grove Secondary School COVID-19 Protocols

### Introduction

These protocols have been put in place to minimize the risk to health and safety of Covid-19 spread to the entire school community. It is expected that all members of the community will adhere to these standards and take personal responsibility for protecting their own and others health and safety. It is important for parents, students, and teachers to accept that no interpersonal activity is without a risk of transmission of infection at any time, but adherence and support for these protocols will assist in minimizing the risk.

### How the virus spreads

The virus that causes COVID-19 is spread in droplets scattered from the nose or mouth of an infected person when the person with COVID-19 coughs, sneezes or speaks. The fluid or droplets land on objects and surfaces around the infected person. Other people contaminate their hands by touching these objects or surfaces and then bring the virus into contact with their eyes, nose or mouth by touching these areas with their contaminated hands.

### Protocols (these will be monitored and updated as required)

#### For entire school community

- **No person (staff, student or parent) should enter the school if unwell or if any members of their household are unwell with symptoms consistent with COVID-19 (if in doubt - stay out)**
- If members of the school community are returning from abroad, they should not return to school within 14 days of return to the country
- Essential hygiene and respiratory etiquette must be maintained at all times
- All students will have to wear face masks at all times unless there is written medical advice to the contrary. Masks must be plain black, navy or white. No designs or logos permitted.
- Physical distancing of at least 1 metre must be observed
- Only essential people will be allowed enter the building
- A contact log of essential visitors will be maintained
- Only parents collecting sick children will be allowed enter the school.
- There is a no hand shaking policy in place
- All classroom doors will be latched open. All internal windows will be opened. At least one external window will be opened at all times

#### Students

- Students must not come to school if feeling unwell
- Students must assist in keeping their classroom Covid free. This mainly done by wiping down surfaces on rotation.
- Class Captains and Student Council Representatives will be lead students in adhering to these protocols
- Students must enter and leave the school by the assigned routes.
- Students must power phones off before entering the school and keep them in a pocket of their school bag. Phones must not be kept on the student's person. Failure to comply will be dealt with as per the Mobile Phone Policy
- Bags must be hung on the back of the chair and not left lying on the floor
- Students must walk in single file on corridors
- Students must be conscious of the importance of physical distancing and the need to avoid physical contact such as hugs/handshaking
- Students should not share equipment

- Any equipment used for the duration of a class period should be sanitised by the student before the end of the class.
- Students must remain in their own class group and should not form ad hoc groups on the corridor
- All students must remain in their base class for lunch or on fine days, eat outside in the assigned spaces.
- Lockers will not be available for as long as the pandemic is in place.
- Changing rooms may not be used. (Students may come to school in school P.E. uniform on days P.E. is scheduled.
- Students must only use their assigned bathroom
- Students travelling on public transport should carry hand sanitisers and use regularly
- Students must have personal sanitisers to supplement school sanitisers
- Students must report immediately to reception if they feel unwell
- **Failure to adhere with these protocols, unwillingness to adhere to reasonable instruction or behaviour which willfully endangers themselves or others during this pandemic will be dealt with immediately under Detention, Suspension and Expulsion policies.**

### Teachers

- Physical distancing should be observed between staff members within the staffroom
- The wearing of a visor may be considered where necessary
- Teachers should ensure their classroom doors remain open
- Teachers should make sure work surfaces are disinfected at the end of class
- Students requesting to go to the bathroom should be marked on VS Ware
- Teachers should only release classes on to the corridor when it is safe to do so
- Teachers should remain at their doorway between classes observing single file movement of students.

### Parents

- Must keep children at home if they are feeling unwell
- Must make arrangements for a family member to collect a sick child without delay
- Must provide the school with up-to-date emergency contact details
- Must ensure that their child has all equipment /lunch necessary for the day. Parents should not be dropping off forgotten equipment/lunch.
- Must encourage their children to walk or cycle to school where possible
- Must support the school COVID-19 protocols to ensure health, wellbeing and safety of all.
- Must monitor phone for messages relating to school closures and restrictions

\*Parents should note that the school reserves the right to decline entry to students who appear to have fever or respiratory tract infections.

### Visitors

- Essential visits to the school during the school day must be by appointment
- The visitor will fill out a digital form before attending the school.
- Visitors will be subject to the same controls as staff (use hand sanitiser, maintain physical distancing)
- Where parents, in exceptional circumstances, are visiting for a meeting with a teacher the social distancing requirement and no hand shaking policy must be observed.