

St. Cuana's N.S. Kilcoona, Headford, Co. Galway

School Profile

216 pupils
8 Mainstream classes
3 Special Education Teachers
2 part time SETs shared with another school
Administrative Principal
8 Full Time SNA posts
Full Time Secretary
Part Time Caretaker
1 Cleaner

The biggest classroom in the school is 71 metres squared.

When reading this document - a class is referred to as a bubble and a group within a bubble (class) is a pod.

Human Resources allocated through additional funding from DES

Deputy Principal – 5 Leadership and Administration Days

Assumptions

School reopens for all students on Wednesday, 1st September 2021.

Usual School Hours

8.50a.m. – 1.30p.m. Infants

8.50a.m. – 2.30p.m. First to Sixth

Under normal circumstances we have supervised assembly 8.40a.m. - 8.50a.m. however this is not possible with new guidelines.

Staff and students travelling from overseas should ensure they have the correct information regarding isolation available at this link [Government advice on international travel](#).

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Staggered Drop Off and Collection Times

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.

All the children will enter and leave the building through different doors. There will be a **15 minute window in the morning for the children to arrive - 8.50a.m. - 9.05a.m.**

Morning Drop Off:

All class teachers will be in their classrooms by the latest time of 8.40a.m.

Parents are asked to 'drop and go' in the car park anytime between 8.50a.m. and 9.05a.m. with students entering the doors as outlined below.

Teachers where the students are asked to enter the room directly are asked to give hand sanitiser to each child entering.

The remaining 3 doors will have a member of staff present to ensure children are using the hand sanitiser at those entry points.

Children will go directly to their classrooms on arrival. Other staff members (including Special Education Teachers, SNAs and the Principal) will be available to receive the children and to help them to their classrooms as they enter the doors.

Class	Door
Junior Infants	Fire Exit Door directly to Classroom
Senior Infants	Fire Exit Door directly to Classroom
1st Class	Sunroom Door - New Entrance
2nd Class	Sunroom Door - New Entrance
Junior Rainbow Room	Fire Exit Door directly to Classroom
3rd Class	Main Entrance
4th Class	Main Entrance
5th Class	Sports Hall Entrance Door
6th Class	Sports Hall Entrance Door
Senior Rainbow Room	Fire Exit Door directly to Classroom

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It will not be possible for parents/guardians to enter the school building before/after school. **To minimise the risks, and to help us to maintain social distancing, the children may not congregate at school doors before they open at 8.50a.m. THIS WAS NOT BEING FULLY ADHERED TO - WE NEED SUPPORT WITH THIS.**

Afternoon Pick Up: The children will exit the doors listed below with their teacher having led them to the door.

Class	Door	Time
Junior Infants	Fire Exit Door directly to Classroom	1.20p.m. - 1.30p.m.
Senior Infants	Fire Exit Door directly to Classroom	1.20p.m. - 1.30p.m.
1st Class	Main Entrance - Opposite flag pole.	2.20p.m. - 2.30p.m.
2nd Class	Main Entrance - Opposite flag pole.	2.20p.m. - 2.30p.m.
Junior Rainbow Room	Fire Exit Door directly to Classroom	1.20p.m. - 1.30p.m. where applicable. 2.30p.m. thereafter.
3rd Class	Alongside Junior Infants.	2.30p.m.
4th Class	In front of the school office at sunroom door.	2.30p.m.
5th Class	Sports Hall Entrance Door	2.30p.m.
6th Class	Sports Hall Entrance Door	2.30p.m.
Senior Rainbow Room	Fire Exit Door directly to Classroom	2.30p.m.

Parents who walk to the school to collect children are asked to maintain a social distance outside the school.

This system will apply rain, hail or shine so please make sure that your child comes to school prepared for the weather!

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Summarised Timetable for Drop Off and Pick Up

8.40a.m.	<p>All staff present to support arrival of pupils</p> <p>Class teachers to be in their classrooms</p> <p>SETs, SNAs and Principal to support arrival of pupils</p> <p>8.50-9.05 Arrival of pupils – Stop, Drop, Go system.</p> <p>No adults outside of school staff to enter the school building.</p> <p>Children go straight to their classrooms on arrival.</p>
1.20p.m. - 1.30p.m.	<p>Stop, pick up go – Junior Infants, Senior Infants and Junior Rainbow Room Infants.</p>
2.20p.m. - 2.30p.m.	<p>Stop, pick up go – First and Second <i>remain on site until 2.30p.m. for older siblings as necessary. Pupils remain in the car once picked up.</i></p>
2.30p.m.	<p>Stop, pick up go – Third, Fourth, Fifth, Sixth, Senior Rainbow Room</p>

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Breaktimes

The DES guidelines state that the risk of transmission from contact with outside surfaces or play areas is low.

Bearing in mind that we will keep our yard as set out last year.

Leaving the Classroom to get to the Yard

Each class teacher must ensure the class nearby has vacated the corridor before walking their class to the door for exit to the yard using the doors as used for the morning drop off.

Class	Door
Junior Infants	Fire Exit Door directly to yard area.
Senior Infants	Fire Exit Door directly to yard area.
1st Class	Sunroom Door
2nd Class	Sunroom Door - to yard - or fire exit to the play area weather permitting.
Junior Rainbow Room	Fire Exit Door directly to yard area.
3rd Class	Main entrance door.
4th Class	Main entrance door.
5th Class	Main entrance door.
6th Class	Fire Exit door to the Astro for small break - Main entrance door big break.
Senior Rainbow Room	Fire Exit Door directly to yard.

If it is wet during the set break time and the children do not get a break outside, if a dry spell occurs outside of the set break times, teachers will ensure the class gets a chance to walk outside in order to air out the classroom.

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Summarised Timetable for Breaks

Time	Place	Class
10.50 - 11.00 Break	In front of Sports Hall	Junior Infants Senior Infants 1st area zoned for each class bubble.
	Playground - when weather permitting i.e. items are not too slippery for use...	2nd exit through classroom fire exit door.
	Astro	6th
	Yard in front of school/Basketball area	3rd, 4th, 5th area zoned for each bubble
	Outdoor Play Area at front of school.	Rainbow Rooms
12.30 - 1.00p.m. Lunch	In front of Sports Hall	Junior Infants Senior Infants 1st 2nd area zoned for each class bubble.
	Playground - when weather permitting i.e. items are not too slippery for use...	Rota - all classes.
	Astro	Rota - all classes.
	Yard in front of school/Basketball area	3rd, 4th, 5th, 6th area zoned for each bubble
	Outdoor Play Area at front of school.	Rainbow Rooms

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Yard Supervision

A rota will be organised for the teaching staff and SNAs.

The rear of the school will also be in operation for small breaks, so if you are on 'Astro' duty that now includes a small break for both teachers and SNAs.

Returning to the Classroom from Yard

Each class teacher must go to their classroom at the end of break time.

The teacher on duty will blow the whistle - the classes will freeze, the teacher will blow the whistle again and guide each class in through their doors as detailed above - there will be no lining up 3rd - 6th - the children must stay in their zone until they are directed to move to their entry door.

Teachers where the students are asked to enter the room directly are asked to give hand sanitiser to each child entering.

The remaining 3 doors will have either Principal or SET teacher at it to give hand sanitiser to the children entering at those points.

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.

Team Teaching/Special Education Teachers/Special Needs Assistants

Staff members (particularly Learning Support Teachers and SNAs) can rotate between areas/classes but this will be minimized where possible. When rotation occurs, agreed sanitising routines will be observed.

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 as far as possible, within the confines of a bubble.

- 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.
- The tables and chairs in SET rooms will be wiped clean in between different pupils or small groups attending.

Junior Infants to Second Class

It is recognised that younger children are unlikely to maintain physical distancing indoors so there is no requirement for children from Junior Infants to Second Class to maintain a physical distance within their Class Bubble.

Third Class to Sixth Class

Children from Third Class to Sixth Class will be arranged in Pods within their Class Bubbles, with a maximum of 6 pupils per Pod. As far as possible, each Pod will be at least 1 metre distance from the next Pod with 1m between the pupils where possible. All unnecessary furniture will be removed from these classrooms to create as much space as possible.

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General Purpose (GP) Room

The GP Room may not be used for Assemblies, football coaching, or for any other gatherings of pupils.

Corridors

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 right when walking in the corridors.

Additional Measures to Limit Interactions

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

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 - two ajar at all times, and will be opened while children are taking breaks in the playground with the classroom door kept open to facilitate circulation of air.

Song singing will take place outdoors. In Junior Infants - 2nd class, this may take place indoors with windows/doors open and air circulating.

The school will follow '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.

Lunches

Parents must make sure that children bring their lunches to school to avoid adults having to come to the school during the day. Please remind your children not to share their food or drinks with other children.

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Children will eat their lunches at their desks, as per our usual practice.

Books, Copies, Pencils, etc.

Children should use their own books, pens, pencils, etc. and as far as possible should not share with other pupils. We ask that the children leave their pencil case at school and to have extra stationery at home for homework.

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, whether it be PE or formal uniform. PE uniform is acceptable but tracksuit bottoms **must** be plain navy, no stripes, logos etc.

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 to shops, during after-school activities etc.

Office

A contactless payment system has been set up to minimise the amount of cash that needs to be handled. Parents/Guardians are asked to co-operate in helping to keep school staff safe by arranging for contactless payments through the school office.

Children should not be sent to the Secretary's Office or to the Reception area to deliver messages.

As far as possible, staff members should not enter the Office area and should speak with the Secretary via phone or through the window of the office.

Photocopying

Any staff member who uses the photocopier should sanitise their hands before use.

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iPads/shared technology

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 office or quarantined for a period of time.

Visiting Teachers/Coaches

The possibility of facilitating extra-curricular activities such as Dancing, Coaching for games, Safe Cycling course, etc. is at the moment under review by the Department of Education, we await further instruction. However, it is not recommended that children from different bubbles would participate in extracurricular activities at the same time, for example, during music lessons.

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 Health Declaration Form before they enter a classroom and will be asked to confirm that they have engaged in the online Induction training.

Physical Education and P.E. Equipment

Physical Education lessons will take place outside when the weather allows. Staff members and pupils may take additional breaks outside during the school day.

Parent/ Teacher Meetings

Parent/Teacher Meetings will be reviewed on returning to the building. We will assess the situation and plan accordingly. Teaching staff will have their school email for any necessary communication.

Staffroom

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. If 2m cannot be maintained in staff groups, face coverings should be worn. The Staff Room and Life Skills room may be used for lunch break for staff.

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

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

Supporting the Learning of Children who Cannot Attend School

If a child is not able to attend school for an extended period of time, the class teacher (and/or the Special Education Teacher, where relevant) will provide work to support the child's learning at home and this will be shared with parents/guardians.

The majority of parents have already provided an email address at which the school can contact them in the event of Home Learning. This will be especially important if the school, or parts of the school have to close due to HSE advice. Parents, if you have not already done so, please ensure your email details are up to date and edit if necessary through the Aladdin App.

Children with 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 and guardians will need to have a heightened awareness of signs, symptoms or changes in the baseline which suggests illness/COVID-19 infection and where symptoms are present, children should not attend school.

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.

Any specialised equipment in use by a child with SEN will be cleaned daily with products in accordance with the manufacturers' instructions.

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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.

The Use of Personal Protective Equipment (PPE)

Staff members are required to wear PPE where social distancing is not possible. However, for a limited number of staff, PPE will need to be used occasionally or constantly due to the nature of certain work activities or work areas. This might include roles such as:

- Assisting with intimate care needs
- Where a suspected case of COVID-19 is identified while the school is in operation
- Where staff are particularly vulnerable to infection but are not on the list of those categorised as people in very high-risk groups or may be living with those who are in the very high-risk category.
- When staff members have to move between classrooms to support children with learning needs.

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.

Face Coverings/Face Visors

The *Interim Guidance for the use of face-coverings in childcare and educational settings* provided by the HPSC on 6th August 2020 makes the following recommendations for use of face coverings in childcare and educational settings

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'it is not recommended that children attending primary school or preschool/childcare settings wear face coverings.'

'it is recommended that teachers and staff in primary schools wear a face-covering when a physical distance of 2 metres from other staff or children cannot be maintained.'

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

- *Primary school or pre-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.'*

The school will have an additional supply of disposable face coverings available for students, teachers and staff in case a back-up face covering is needed during the day.

Whilst staff may wish to utilise their own face covering on a day-to-day basis, schools should have available a stock of additional disposable or multi-use face coverings, or if appropriate face visors, available for staff in case a back-up face covering is needed throughout the day or where required on an ongoing basis.

For the school, particularly in the Junior Classes during story time/teaching of phonics - clear visors may be used.

Updated guidance for SETs and SNAs is to wear the medical grade disposable mask. These masks will be provided by the school.

Staff are informed that visors do not provide as much protection as a mask.

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Gloves

There is no need for the children to wear disposable gloves. They are considered inappropriate under the guidelines.

Staff members do not need to wear disposable gloves unless they are looking after a pupil's intimate care needs or administering First Aid.

There will be an emphasis on hand hygiene rather than on the wearing of disposable gloves.

Hygiene and Cleaning

We are lucky that each classroom has ensuite toilet facilities and handwashing facilities.

Hand hygiene will be promoted and encouraged, and parents/guardians are asked to support the school in reinforcing this message.

Alcohol based sanitiser must not be stored or used near heat or naked flame.

As per the DES guidelines young children should not have independent use of containers of alcohol gel.

In accordance with the DES guidelines, the school will be thoroughly cleaned at least once per day. Particular attention will be focused on frequently touched surfaces – door handles, handrails, chairs/arm rests, communal eating areas, sink and toilet facilities.

All staff will have access to cleaning products and will be required to maintain cleanliness of their own work area. Under no circumstances should these cleaning materials be removed from the building. Staff should thoroughly clean and disinfect their work area before and after use each day.

Waste will be collected regularly from offices and other areas within the school.

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

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Illness and Dealing with a Suspected Case of COVID-19

We love to see all of our children at school every day. **However, under the current circumstances, parents/guardians must keep children at home if they display any Covid-19 Symptoms. This is imperative if we are to open and remain open - we need to work together on this.**

<https://www2.hse.ie/conditions/coronavirus/symptoms.html>

Staff must not attend school if they display any symptoms.

Staff are encouraged to download the HSE COVID-19 tracker app to assist Public Health for contact tracing purposes both in and out of the school setting.

A designated isolation area has been created in the Meeting Room.

If a staff member/pupil displays symptoms of COVID-19 while at school, the following procedure will be implemented:

The pupil will be accompanied to the isolation area. A distance of 2 meters will be maintained. If this is not possible, the person accompanying the child must wear a face covering.

If a pupil has a suspected case, parents/guardians will be contacted immediately by telephone. To help us in this regard, parents are asked to make sure that their contact details are kept up to date at all times.

Staff members who are symptomatic should immediately inform the Principal/Deputy Principal and go to the isolation area.

A face covering will be provided to the staff member/child who is symptomatic.

The staff member or child who is symptomatic should avoid touching people, surfaces and objects.

If the staff member/child is well enough to go home, arrangements will be made for them to be transported home by a family member, as soon as possible.

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Anyone who is symptomatic is advised to inform their general practitioner by phone of their symptoms. Public transport of any kind should not be used to travel home.

If the staff member/child is too unwell to go home or advice is required, the school will contact 999 or 112 and inform them that the sick person is a Covid-19 suspect.

The isolation area and work areas will be thoroughly cleaned in line with the guidelines.

Please note due to GDPR compliance - the school cannot disclose any information about a suspected case.

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.

It is important to remember that any of us can get sick or unwell, and if we do, we need understanding and support from those around us. It is essential that anyone who feels unwell makes that known to the Principal/Deputy Principal as soon as possible.

COVID-19 Related Absence Management

COVID-19 related absences will be managed in line with agreed procedures with the Department of Education.

Teacher or SNA Absence and Substitution

If a teacher/SNA is unable to attend school, every effort will be made to secure a substitute teacher/SNA for the class/pupil. If a substitute teacher/SNA is not available, it is not appropriate for the class/pupil to be divided into groups and accommodated in other classes. In such circumstances, **it may not be possible for the class/pupil to attend on that day.** If that is the case, as much notice as possible will be given to parents.

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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.

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Tasks Identified to Date

		Completed
Draw up and communicate the school's Covid-19 Response Plan	BOM in consultation with Staff and Parents	✓
Appoint LWR and DLWR Linda Martyn & Claire Heneghan	Staff	✓
Provide Return to Work Forms to all staff	Principal	✓
Provide links to training	Principal	✓
Complete and return RTW forms	All staff	
Complete Induction training	All staff	
Draw up list of PPE in advance of procurement process	Aide	✓
Purchase required PPE	Aide	✓
Arrange for installation of sanitising units, provision of PPE to staff and provision of cleaning materials to staff.	Aide	✓
Display signage	Aide	✓
Investigate contactless payments system	Secretary	✓
Create Isolation Area	Deputy Principal	✓
Review of S,H and W Policy and Covid-19 Risk Assessment	BOM	✓
Plan for coat racks	Staff	✓

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Agree timetable for SETs and SNAs Keep withdrawal to a minimum. In-class support as far as possible.	SETs/SNAs/All staff	✓
Agree sanitising routines for LSTs/SNAs moving between Pods or Class Bubbles	LSTs/SNAs	✓
Provide Notes to all school staff	LWR	✓
Agree classroom layouts	All staff	✓
Timetable for ICTs and plan for sanitisation	ISM Team member	✓
Plan for provision of ICT needs to pupils in case we need to return to Home Learning	ISM Team member	✓
Staffroom – arrange for social distancing.	Principal & Secretary	✓
Plan for a visit to the school by incoming Junior Infants	Class teacher and Principal	✓
Agree supervision rotas	Staff	✓
Agree and plan for morning drop off and afternoon pick up routines	Staff	✓
Plan for the possibility of remote learning if the school/part of the school is advised to close by HSE	All staff	✓
Plan for how P/T meetings, General Information Meetings might take place.	All staff	Await guidance as year progresses.
Arrange cleaning and sanitisation of the building before school re-opens	BOM/Principal	✓

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Plan for the management of substitutes	Principal/DP/Secretary	✓
Plan for enhanced daily cleaning routines	ISM Team member and Principal	✓
Plan for Staff and Pupil Wellbeing	BOM, ISM Team	✓

LEAD WORKER REPRESENTATIVE

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

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

The purpose of this section is to set out the provisions in respect of the LWR in schools. The operation of these arrangements will be kept under review by the parties. This document should be read in conjunction with:

- the COVID-19 Return to Work Safely Protocol
- the Guidance and FAQs for Public Service Employers during COVID-19
- COVID-19 Response Plan for Primary and Special Schools

COLLABORATIVE APPROACH

Responsibility for the development and implementation of the COVID-19 Response Plan and the associated control measures lies primarily with the BoM/ETB and school management.

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

If a staff member has any concerns or observations in relation to the COVID-19 Response Plan, control measures or the adherence to such measures by staff,

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students or others, they should contact the LWR who will engage with school management.

ROLE OF THE LEAD WORKER REPRESENTATIVE

In summary, the role of the LWR is to:

Represent all staff in the workplace regardless of role, and be aware of specific issues that may arise in respect of different staff cohorts

Work collaboratively with school management to ensure, so far as is reasonably practicable, the safety, health and welfare of all staff in relation to COVID-19

Keep up to date with the latest COVID-19 public health advice

In conjunction with school management, promote good hygiene practices such as washing hands regularly and maintaining good respiratory etiquette along with maintaining social distancing in accordance with public health advice

Assist school management with the implementation of measures to suppress COVID-19 in the workplace in line with the Return to Work Safely Protocol and current public health advice

In conjunction with school management, monitor adherence to measures put in place to prevent the spread of COVID-19

Conduct regular reviews of safety measures

Report any issues of concern immediately to school management and keep records of such issues and actions taken to rectify them

Consult with the school management on the school's COVID-19 Response Plan in the event of someone developing COVID-19 while in school including the location of an isolation area and a safe route to that area

Following any incident assess with the school management any follow up action that is required

Consult with colleagues on matters relating to COVID-19 in the workplace

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Make representations to school management on behalf of their colleagues on matters relating to COVID-19 in the workplace

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

LEAD WORKER REPRESENTATIVE

Every school will appoint one Lead Worker Representative

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

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 COVID-19 Response Plan for the safe and sustainable reopening of primary and special schools 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.

SUPPORTS FOR THE LEAD WORKER REPRESENTATIVE/ DEPUTY LWR/ ASSISTANT LWR

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

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

Be consulted by school management on the control measures being put in place by the school to minimise the risk of being exposed to COVID-19

Regular communication with school management on issues related to COVID-19

Be informed of changes in practice arising from COVID-19 response measures

Where the LWR/ Assistant LWR is a teacher (including a post-holder), 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

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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

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 BoM (Chairperson of the BoM in the first instance)/ ETB 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.