Allen National School

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Registered Charity Number: 20124496

COVID-19 Policy Updated January 2021

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

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

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

Staff access to the school building during school closure January 2021.

In line with the Public Health advice, the Board recommends that all staff work from home until schools reopen or, staff are instructed to return to school, by the DES. However, in order to meet the requirements from the DES, the Board will make the building available to staff but only for the following reasons:

Principal:

i) as necessary to ensure the effective operation of the school during the closure period

Teachers:

i) to collect teaching resources/materials
ii) to distribute materials to pupils who were not present on the last day of term
iii) in the case where the staff member does not have access to adequate broadband/connectivity at home to fulfil the Guidelines of the DES re remote teaching and regular engagement with their pupils and needs to use their room for remote working.
iv) in the case of a staff member who does not have space to work from home

SNAs:

i) to collect resources/materials to assist parents with the care needs of pupils under their care
ii) to distribute materials/resources to parents of pupils who were not present on the last day of term
iii) to collect materials do develop resources to support pupils

Ancillary Staff:
Secretarial:

i) to complete OLCS
ii) to ensure post/emails/payments are made
iii) to facilitate end of year financial deadlines are met

Cleaning;

i) to ensure all areas accessed by staff are cleaned in line with DES Guidelines

Caretaking:

i) to check the school premises
ii) to report and address any emergencies which may occur

Any staff member wishing to access the building must contact the designated Access Co-Ordinator.

The Access Co-Ordinator will operate a rota/roster.
They will allocate specific times to staff wanting to access the building.
The Access Co-Ordinator should know at all times who is in the building

Staff access will be restricted to no more than one staff member per zone at any one time and to the Principal and/or secretary and a maximum of 4 teaching/SNA/cleaning staff.

The staff member must complete Building Access Form A (attached) and email to the Co-ordinator each time they need to access the building and must strictly adhere to the times allocated by the Access Co-Ordinator.

Staff must follow all protocols already in place and strictly adhere to their allocated entry and exit routes, at least 2m social distancing at ALL times, hand washing/sanitising etc should be strictly adhered to at all times.

Under NO circumstances should staff congregate in groups while on the school premises.

Staff must wear masks at all times from when they exit their car.

Staff must sanitise their hands upon entry to the building and proceed to their room/work area.

Staff must use the codes on their doors to sign in and out of the building. (This is very important for contact tracing and insurance purposes. Also it facilitates the co-ordinator to know you are safely out – if you do not sign out it will be used to raise a concern in case something has happened you)

In the interest of keeping areas as sterile as possible, teaching staff have no permission to enter any other staff member's workspace unless in case of an emergency.

At least two people to be in the building at any given time i.e. no one should be alone in the building. If this does occur they must text the Access Co-Ordinator to inform them when they have left the building.

Under NO circumstances should the children, or other family members, of staff be on the premises at any time. (has come from Allianz)

There is NO access to tea/coffee making facilities in communal areas during school closure periods.

All staff are required to adhere strictly to the content of policy to ensure we keep everyone safe during this time.

Signed: _____ Date: _____

Signed: _____ Date: _____

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Building Access Form

COVID-19 JANUARY 2021

NAME OF STAFF MEMBER:	
CONTACT NUMBER:	
DATE ACCESS TO SCHOOL BUILDING IS REQUIRED	
PREFERRED TIME FOR ACCESS	MORNING 9-11 MORNING 11:30 -1 AFTERNOON 1:30 – 3 AFTERNOON 3:30 - 5
REASON FOR ACCESS	
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?	YES NO
Have you been diagnosed with confirmed or suspected COVID-19 infection in the last 14 days?	YES NO
Have you been advised by the HSE that you are you a close contact of a person who is a confirmed or suspected case of COVID-19 in the past 14 days?	YES NO
Have you been advised by a doctor to self-isolate at this time?	YES NO
Have you been advised by a doctor to cocoon at this time?	YES NO

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. Please note: The organisation 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 will be held securely in line with our retention policy.

Signed: _____

Date: _____