



Coronavirus  
**COVID-19**

# **COVID-19**

## **Response Plan**

For the safe and sustainable  
opening of

## **CBS Ennistymon**

September 2021





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This is a living document and may be reviewed and amended to take into account new guidance from [www.Gov.ie](http://www.Gov.ie), [www.dbei.ie](http://www.dbei.ie), [www.hse.ie](http://www.hse.ie), [www.hpsc.ie](http://www.hpsc.ie), [www.hsa.ie](http://www.hsa.ie); [www.education.ie](http://www.education.ie) or agreements with education partners as appropriate for post primary schools.

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## 1) Introduction

The Minister for Education has published “The Roadmap for the Full Return to School” on the 27<sup>th</sup> July. It has been updated to meet the requirements of the “Covid-19 Response Plan for the safe and sustainable operation of post primary schools” published August 2021

It has been developed in line with public health advice issued by the Health Protection Surveillance Centre (HPSC) and in compliance with the “Return to Work Safely Protocols” developed by the Department of Business, Enterprise and Innovation and the Department of Health with guidance documents provided by the Health and Safety Authority (HSA).

The purpose of this document is to provide clear and helpful guidance for the safe operation of CBS Ennistymon, through the prevention, early detection and control of COVID-19. It provides key messages to minimise the risk of COVID-19 for staff, students, families and the wider community while recognising the importance of education for the health and wellbeing of students and the school community as a whole.

This document focuses on the practical steps which will be taken in CBS, Ennistymon, to minimise the risk of infection while recognising that no interpersonal activity is without risk of transmission of infection at any time. The documentation and templates in this booklet are supported by the public health advice provided by the Health Protection Surveillance Centre (HPSC) for the safe reopening of schools and educational facilities.

[That report is available here.](#)

One of the key challenges is to balance the need for a practical and sensible level of caution with the need to provide a supportive environment for teaching and learning. This document identifies the steps the CBS will take to do everything practical to avoid the introduction of COVID-19 into the school and the steps that the school will take to reduce the likelihood of the spread within the school itself in the event that COVID-19 is introduced to the school.

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## 2) What is the CBS, Ennistymon COVID-19 Response Plan?

The CBS Ennistymon COVID-19 Response Plan is designed to support the staff and Board of Management (BOM) of CBS Ennistymon in putting measures in place that aim to prevent the spread of COVID-19 in the school environment.

The COVID-19 Response Plan details the policies and practices necessary for CBS Ennistymon to meet the Government's 'Return to Work Safely Protocol' as well as the Department of Education plan for school reopening that will aim to prevent the introduction and spread of COVID-19 in the school environment.

It is important that the resumption of school based teaching and learning and the reopening of schools complies with the public health advice and guidance documents prepared by the Department. Doing so, minimises the risk to students, staff and others. The response plan supports the sustainable reopening of CBS Ennistymon, 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. The COVID-19 response plan is a living document and will be updated in line with the public health advice and any other relevant agreement with education partners as appropriate for post primary schools.

The assistance and cooperation of all staff, students, parents, contractors and visitors is critical to the success of the plan.

Every effort is made to ensure the accuracy of the information provided in this document. However, should errors or omissions be identified, please notify us so that appropriate measures can be taken to rectify same

## 3) CBS Ennistymon COVID 19 Policy Statement

A COVID-19 policy outlines the commitment of the school to implement the plan and help prevent the spread of the virus. The CBS Ennistymon COVID-19 Policy can be found at Appendix 1.

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## 4) Planning and Preparing for Return to School

The BOM of CBS Ennistymon aims to facilitate the resumption of school based teaching and learning and the return to the workplace of staff. The return to the workplace must be done safely and in strict adherence to the public health advice and any guidance issued by the Department of Education.

Details for the safe reopening of the schools and the applicable controls are outlined in this document.

CBS Ennistymon, will make best effort to have processes in place to include the following:

- keeping up to date with public health advice, changes to any Government plans for the safe reopening of society and Department of Education updates;
- passing on this information in a timely manner to staff, students, parents and others as required;
- Ensuring staff have reviewed the training materials provided by the Department of Education;

CBS Ennistymon has addressed the following matters:

- Provided staff with access to the Return to Work (RTW) form
- Identified a Lead Worker representative;
- Displayed posters and other signage to prevent introduction and spread of COVID-19;
- Made the necessary changes to the school layout to support the redesign of classrooms to support physical distancing;
- Removed unnecessary clutter to facilitate ongoing cleaning of the school but taking into account the importance of having educational materials to create a stimulating learning environment;
- Updated the health and safety risk assessment;
- Made necessary arrangements to restrict access to the school and maintain records of contacts to the school;
- Reviewed the school buildings to check plant and services.

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## 4.1) Induction Training

All staff in CBS Ennistymon will undertake and complete COVID-19 Induction Training prior to returning to the school building. The aim of such training is to ensure that staff have full knowledge and understanding of the following:

- Latest up to-date advice and guidance on public health
- COVID-19 symptoms
- What to do if a staff member or pupil develops symptoms of COVID-19 while at school
- Outline of the COVID-19 response plan

Staff will be kept fully informed of the control measures in place in the school and their duties and responsibilities in preventing the spread of COVID-19 and will be updated with any changes to the control measures or guidance available from the public health authorities

A national information campaign to support parents and students will happen in advance of schools reopening on issues such as COVID-19 awareness and to help minimise the risk of introduction and spread of the virus in schools.

## 4.2) Lead Worker Representative

The protocol provides for the appointment of a Lead Worker Representative (LWR) in each workplace. The LWR will work in collaboration with school management, 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.

Responsibility for the development and implementation of the COVID-19 Response Plan and the associated control measures lies with the Board of Management 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 obligation in implementing the measures contained within the Protocol in their place of work.

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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;
- Keep up to date with the latest COVID-19 public health advice;
- 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;
- Consult with school management on the control measures required to minimise the risk of staff and students being exposed to COVID-19;
- Promote good hygiene practices, in conjunction with school management, 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;
- Monitor, in conjunction with school management, adherence to measures put in place to prevent the spread of COVID-19;
- Conduct reviews of safety measures that are in place to address and suppress COVID-19 in the workplace. Reviews (including an examination of the workplace) should be conducted on a regular basis (at least twice per week);
- 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

All staff, students, parents, contractors and visitors have a responsibility, both as individuals and collectively to have due regard for their own health and safety and that of others and to assist with the implementation of the COVID-19 Response Plan and associated control measures.

Name of Lead Worker Representative	Contact Details
Mr. Cathal MacNamara	<a href="mailto:cathalmcmahon@cbsennistymon.com">cathalmcmahon@cbsennistymon.com</a>

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### 4.3) Signage

CBS Ennistymon will display signage in prominent areas such as offices, corridors, staffroom area, classrooms and toilets, outlining the signs and symptoms of COVID- 19 and to support good hand and respiratory hygiene.

### 4.4) Making Changes to School Layout

Maintaining physical distancing in the school environment is recommended as one of the key control measures to minimize the risk of the introduction and spread of COVID-19.

In CBS Ennistymon, classrooms and other areas are configured to support physical distancing in line with the guidance in advance of school reopening

### 4.5) Health and Safety Risk Assessment

COVID-19 represents a hazard in the context of health and safety in the school environment. The CBS Ennistymon Risk Assessment identifies the control measures required to mitigate the risk of COVID-19

The standard First Aid/emergency procedure shall continue to apply in CBS Ennistymon. In an emergency or in case of a serious incident, CBS Ennistymon will call for an ambulance or the fire brigade on 112/999 giving details of location and type of medical incident.

### 4.6) Access to School and Contact Log

Access to the CBS Ennistymon school building will be in line with agreed school procedures.

Arrangement for necessary visitors such as contractors and parents will be restricted to essential purposes and limited to those who have obtained prior approval from the principal. Please contact the School Office – 065 7071349 to arrange appointments to visit the school, as required. The Department of Education Inspectorate may also need to visit schools to support them as appropriate in the implementation of public health advice relating to creating a safe learning and working environment for all.

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The prompt identification and isolation of potentially infectious individuals is a crucial step in restricting the spread of the virus and protecting the health and safety of the individuals themselves and other staff, contractors and visitors at the workplace. A detailed sign in/sign out log of those entering the school facilities will be maintained.

The Data Protection Commission has provided guidance on the data protection implications of the return to work protocols. This advice can be found at:

<https://www.dataprotection.ie/en/news-media/data-protection-implications-return-work-safely-protocol>

Schools are reminded that all school records and data must be maintained and processed in compliance with the GDPR and the Data Protection Acts. The responsibility for compliance with the legislation rests with each school (or ETB) in their role as data controller.

## 5) Control Measures - To prevent Introduction and Spread of COVID-19 in CBS Ennistymon

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; student - student, teacher - teacher and teacher- student, and must be managed in all settings.

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, students, 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, students, parents and visitors are aware of, and adhere to, the control measures outlined and that they fully cooperate with all health and safety requirements.

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

- Promote awareness of COVID-19 symptoms
- Staff and students that have symptoms are advised not to attend school, to phone their doctor and to follow HSE guidance on self-isolation;
- Staff and students are advised not to attend school if they have been identified by the HSE as contact for a person with COVID-19 and to follow the HSE advice on restriction of movement;
- Staff and students that develop symptoms at school are required to bring this to the attention of the principal (or deputy principal if the principal is unavailable) promptly;
- It is important for staff and students to ensure they know the protocol for managing a suspected case of COVID-19 in CBS Ennistymon
- everyone entering the school building is required to perform hand hygiene with a hand sanitiser;
- visitors to the school during the day should be by prior arrangement with the principal and should report to the School Reception;
- Physical distancing of 2 metres should be maintained between staff and visitors.
- If they have travelled outside of Ireland; in such instance staff and students are advised to consult and follow latest Government advice in relation to foreign travel.

## 5.1) Know the Symptoms of COVID-19

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-this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal
- ✓ Fatigue
- ✓ Aches and pains

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- ✓ Other uncommon symptoms of coronavirus include :
- ✓ Sore throat
- ✓ Headaches
- ✓ Runny or stuffy nose
- ✓ Feeling sick or vomiting
- ✓ diarrhoea

### **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](#)

**Employers and workers must keep themselves up to date on Public Health information as this can be updated on a regular basis.** Public Health information on close contacts, casual contacts and testing is available from the HSE website.

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## 5.2) 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 the bins provided for this purpose.

By following good respiratory hygiene, you protect the people around you from viruses such as cold, flu and COVID-19. The added importance of ventilation in relation to the B117 and Delta Plus Variant has been implemented into the school's policy and risk assessments, opening of windows 15 minutes before students enter classrooms, constant airflow through open windows and doors and the use of Carbon Dioxide monitors at regular intervals have been added to the procedures from the 27<sup>th</sup> of August 2021.

Mask breaks are built into the day since classes move every 40 minutes, teachers are encouraged to give students in double classes mask breaks also.

## 5.3) Hand Hygiene

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

CBS Ennistymon will 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).
- Every effort will be made to manage the use of hand hygiene facilities including wash hand basins so as to avoid congregation of people waiting to use wash hand basins and hand sanitisers.
- Hand sanitiser dispensers will be available at exit and entry points of schools and classrooms and care should be taken to clean up any hand sanitizer spills to prevent risks of falls.
- Wash hand basins, running water, liquid soap and hand drying facilities will be provided in all toilets, kitchens and any food preparation areas.
- Every effort will be made to maintain hand washing facilities in good condition and supplies

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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 will be 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 that students do not ingest them as they are flammable and toxic.

### Frequency of Hand Hygiene

Students and staff should perform hand hygiene:

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

## 5.4) Physical Distancing

Physical distancing can be usefully applied in a post primary school setting allowing for some flexibility when needed. It must be applied in a practical way to recognise that the learning environment cannot be dominated by a potentially counterproductive focus on this issue. Care should be taken to avoid generating tension or potential conflict and some flexibility in the implementation of measures may be required at time.

It is also recognised that it is not always possible for staff to maintain physical distance from students

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and it is not appropriate that they would always be expected to do so where this could have a detrimental impact on the student.

However where possible staff should maintain a minimum of 1 m distance and where possible 2m. They should also take measures to avoid close contact at face to face level such as remaining standing rather than sitting beside/crouching down.

**Physical distancing falls into two categories:**

- Increasing separation
- Decreasing interaction

**Increasing separation**

CBS Ennistymon will endeavor to maximize physical distancing by:

1. Reconfiguring class spaces to maximise physical distancing;
2. Utilising and reconfiguring available space in the school in order to maximise physical distancing;
3. Reviewing Timetables;
4. Reconfiguring Classes;

**Decreasing interaction**

- The extent to which decreasing interaction is possible in a post primary school will depend on the school setting and a common-sense approach is required recognising the limits to which this can be achieved between students.
- In post primary schools physical distancing of 1m should be maintained between desks or between individual students or staff.
- This year CBS Ennistymon's timetable has been planned so the senior and junior student breaks are staggered to minimize interaction between those groups.
- Teachers will retain their base classrooms with student's movement between classes will be governed by a one-way system to minimize interaction,
- Hand sanitising will be required when moving between classes by teachers and students.
- Physical distancing between the teacher and class will be observed.
- Where movement of class groups between rooms is required it will be planned to minimise interaction with other class groups, as far as possible.
- Best effort will be made to limit interaction on arrival and departure and in hallways and other shared areas. Social physical contact (hand to hand greetings, hugs) is discouraged.
- Where students need to move about within the classroom to perform activities (access to a

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shared resource) it will be organized to the greatest degree possible to minimise congregation at the shared resource.

- Staff and students should avoid sharing of personal items.
- Where teaching and learning involves use of keyboards or tablets, the contact surface of the device should be cleaned regularly and hand hygiene practised.

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## Physical Distancing outside of the classroom and within the school

### School drop off/collection

- Arrangements for dropping off/collecting students should be arranged to maintain physical distancing of 2m.
- The Department of Education encourages walking/cycling to school, as much as possible.
- Aim of any arrangements is to avoid congregation of people at the school gates where physical distancing requirements may not be respected.
- Additional access points will be used for arrival and departure, to reduce congestion.
- Students are required, on arrival in school, to head straight to their designated desk in their base classroom

### 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.

### 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. The Department has also published guidance on how these practical steps measures can be supplemented and enhanced by the use of Carbon Dioxide (CO<sub>2</sub>) monitors. Links to all aforementioned guidance can be accessed here.

### Face Coverings

- It is a requirement that teachers, staff and students attending post primary schools wear a face covering when a physical distance of 2m from other staff or students cannot be maintained
- 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 certain situations, the use of clear visors should be considered, for example staff interacting

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with students with hearing difficulties or learning difficulties. All students on the post primary transport scheme should be asked to wear face coverings unless there is a good reason not to do so.

- Cloth face coverings should not be worn by any of the following groups:
  - 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.
- It is essential for those wearing a cloth face covering to understand that the purpose is not to protect themselves but to reduce onward transmission and the benefit is reliant on wearing the covering appropriately.
- Wearing a face covering or mask does not negate the need to stay at home if symptomatic.
- The use of a visor as an alternative may be considered where there is a concern regarding prolonged close contact and exposure to fluid/respiratory droplets.

[Advice on how to properly use face coverings can be found here.](#)

### Gloves

The use of disposable gloves in the school by students or staff is not generally appropriate but may be necessary for matters such as cleaning or intimate care settings.

## 6) Impact of COVID-19 on certain school activities

The Department will provide more detailed advice on extra curricular activities at a later date.

### *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*

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Schools will operate in accordance with the HPSC guidance on Return to Sport.

### *Shared Equipment*

Art – Where possible students 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.

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

Library Policy – Where practical students 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. Students 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.

## 7) Hygiene and Cleaning in CBS, Ennistymon

- CBS Ennistymon will follow an appropriate cleaning regime as required to support the school to prevent COVID-19 infections and the enhanced cleaning required in the event of a suspected cases of COVID-19
- CBS Ennistymon will take particular care of the hygiene arrangements for wash hand and toilet facilities.
- Our school setting and all touch surfaces will be cleaned once per day.
- If students are moving between classrooms they will be required to sanitise their desk on leaving each classroom. Appropriate cleaning products will be provided.
- Staff will thoroughly clean and disinfect their work area before use each day.
- There will be regular collection of used waste disposal bags from offices and other areas within the school facility.

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

- The rooms should be cleaned as soon as practicable possible
- Once the room is vacated the room will not be reused until it has been thoroughly cleaned and disinfected and all surfaces are dry.
- Disinfection only works on things that are clean. Therefore when disinfection is required it is always in addition to cleaning.
- 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.

## 8) Dealing with a Suspected Case of COVID-19

Staff or students should not attend school if displaying any symptoms of COVID-19. The following outlines how CBS Ennistymon will deal with a suspected case that may arise.

A designated isolation area has identified within the school building.

If a staff member/student displays symptom of COVID-19 while at school the following are the procedures to be implemented:

- If the person with the suspected case is a student, the parents/guardians will be contacted immediately;
- the person will be isolated and accompanied to the isolation area via the isolation route, keeping at least 2 metres away from the symptomatic person and also making sure that others maintain a distance of at least 2 metres from the symptomatic person at all times;
- Remember that the virus is spread by droplets and is not airborne, so physical separation is enough to reduce the risk of spread to others even if they are in the same room
- The person presenting with symptoms will be provided with a mask. He/she will be required to

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wear the mask if in a common area with other people or while exiting the premises;

- School management will assess whether the individual who is displaying symptoms can immediately be brought home by parents and call their doctor and continue self-isolation at home;
- the person presenting with symptoms will be facilitated to remain in isolation if they cannot immediately go home and facilitate them calling their doctor. The individual will be directed to avoid touching people, surfaces and objects. Advice will be given to the person presenting with symptoms to cover their mouth and nose with the disposable tissue provided when they cough or sneeze and put the tissue in the waste bag provided;
- If the person is well enough to go home, arrangements will be made for them to be transported home by a family member, as soon as possible and advise them to inform a general practitioner 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, school management will contact 999 or 112 and inform them that the sick person is a COVID-19 suspect;
- an assessment of the incident will be conducted, which will form part of determining follow-up actions and recovery;
- appropriate cleaning of the isolation area and work areas involved will be arranged.

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 student confidentiality is essential at all times

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## CBS Ennistymon

### COVID-19 Policy Statement

The CBS Ennistymon is committed to providing a safe and healthy workplace for all our staff and a safe learning environment for all our students. To ensure that, we have developed the following COVID-19 Response Plan. The Board of Management 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 who is easily identifiable to carry out the role outlined in this plan in relation to summer provision
- 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 public health guidance and direction of the Department of Education
- 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
- 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 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:

A handwritten signature in black ink, appearing to read 'A. Meehan'.

Chairperson, Board of Management

Date:

2<sup>nd</sup> September 2021

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