

CASTLEKNOCK COMMUNITY COLLEGE

# Covid Response Plan



Version 3 - 25th August 2021

Updated on the 25<sup>th</sup> August following reopening of schools – additional material highlighted

## What is a Covid 19 Response Plan?

A COVID-19 Response Plan is designed to support the Staff and Board of Management (BOM)/Education Training Board (ETB) 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 a school to meet the Government's 'Return to Work Safely Protocol', 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 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. 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.

In line with the Return to Work Safely Protocol, the key to a safe and sustainable return to work, and reopening of schools requires strong communication and a shared collaborative approach between the BOM/ETB, staff, students and parents.

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

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Note: This is a dynamic, live working document – It will be updated accordingly as per Department of Education & Skills guidelines. Parents and Staff will be notified of any changes to this document.

Queries should be directed to [johncronin@castleknockcc.ie](mailto:johncronin@castleknockcc.ie)

## Covid 19 Policy Statement

Castleknock Community College 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 BOM/ETB 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.

Dr John Walsh

Chairperson BOM

## The Aim of The Response Plan

The Management of the College aims to facilitate the resumption of school-based teaching and learning and the return to the workplace of staff. The return to the work must be done safely and in strict adherence to the advice and instructions of public health authorities and the Government. Details for the reopening of the school facility and the applicable controls are outlined in this document.

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## Pre-planning (In advance of the school reopening)

Before re-opening the school will ensure the following:

- Water systems in the main school have been flushed by maintenance to prevent Legionella disease
- Water systems that have not been in use (low usage buildings) – Masterair has serviced water tanks and systems in line with cleaning/sanitising processes
- All machinery has been serviced
- Waste has been managed and waste management system put in place.

The following signage is in place throughout the College:

- Sanitising station locations in all rooms/hallways.
  - Correct usage of hand sanitiser
  - No visitor access signs on doorways
  - Main door sign indicating protocols for visitors/parents
  - The signs and symptoms of COVID-19
  - Promoting good hand hygiene and respiratory hygiene
  - Appropriate signage is located in all classrooms, meeting rooms, staff rooms, offices, toilets and circulation areas
  - Circulation areas – face mask signage.
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## Use of Personal Protective Equipment (PPE)

All staff will be provided with a face shield for use in class and in areas with limited social distancing capabilities. Staff have the option of wearing a face mask or shield. Students are required to wear a mask in class and where a 2m social distance cannot be maintained.

Staff whose role may include performing intimate care or where a suspected case of COVID-19 is identified while the school is in operation will be provided with PPE kit to include, face shield, mask, gloves, aprons, and hazardous waste bag.

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## Staff Induction Training

The school will provide induction training to all staff in accordance with HSE & Department of Education & Skills guidelines: The training provides information on:

- Latest up to-date advice and guidance on public health
- Covid-19 symptoms
- What to do if a staff member or student develops symptoms of Covid-19 while at school
- An Outline of the Covid-19 response plan
- Staff will have viewed the induction videos provided by the Department of Education and Skills prior to return to work.

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 with any changes to the control measures or guidance available from the public health authorities.

If a staff member is unsure about any aspect of the Covid-19 Response Plan, the associated control measures, or their duties, they should immediately seek guidance from a member of the Management Team or their Lead Worker Representative.

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## Procedure for Returning to Work (RTW)

Staff will be required to complete a Return-to-Work Form (RTW form) at least 3 days prior to any return to the school facility. The purpose of the RTW form is to get confirmation from staff that, to the best of his/her knowledge, he/she has no symptoms of Covid-19 and is not self-isolating or cocooning or awaiting the results of a Covid-19 test. This form must be returned to the Mairead O'Halloran (Deputy Principal)

In advance of their return to school staff are required to complete the DES Online Induction Training Course and familiarise themselves with details of any additional health and safety measures in place in the school.

A RTW form should be completed and returned to the school before returning to work. Schools should request staff (verbally or in writing) to confirm that the details in the pre-return to work form remain unchanged following subsequent periods of closure such as school holidays.

### Pre-Return to Work Form COVID-19

Number of questions increased from 5 to 7 in March 2021. Additional questions: 3

- Are you awaiting the results of a COVID-19 test?
- In the past 14 days, have you been in contact with a person who is a confirmed or suspected case of COVID-19?
- Other 5 are slightly reworded

## Lead Worker Representatives

Two Lead Worker Representatives will be appointed to assist in the implementation of this Response Plan. Responsibility for the development and implementation of the Covid-19 Response Plan and the associated control measures lies primarily with the Board of Management and the School Leadership.

The Return to Work Safely protocol provides for an agreed procedure between management and staff to appoint a Lead Worker Representative to carry out a specific role.

The role of the worker representative is to ensure that Covid-19 measures are adhered to in the workplace as follows:

- Work collaboratively with the employer to ensure, so far as is reasonably practicable, the safety, health and welfare of employees in relation to COVID-19
- 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 with the implementation of measures to suppress COVID-19 in the workplace
- Monitor adherence to measures put in place to prevent the spread of COVID-19
- Consult with colleagues on matters relating to COVID-19 in the workplace
- Make representations on behalf of their colleagues on matters relating to COVID-19 in the workplace.

The two Lead Representative Workers at Castleknock Community College are

1. Kelly McGrath
2. Sue Ennis

## Zoning the College.

The College has been divided into six zones:

Sixth Years	New Building (LCA 2 Room 1A)
Fifth Years	Rooms 36 - 45 & Canteen (LCA 1 Room 26)
Transition Years	Rooms 12- 14 & 3B -4B
Third Years	Rooms 24 & 30 - 35
Second Years	Rooms 6 -11 & Room 2
First Years	Rooms 42,43, 7 49-54

Students will be class based however when students are timetabled for a specialist room (Construction, Art, Home Economics etc) students will be advised on the route they should travel to and from each specialist room. In certain circumstances students will enter their specialist room via the main classroom door but will leave at the end of the class via the emergency exit.

Each Year Group will be also assigned their own toilets:

Sixth Years	Toilets in New Building
Fifth Years	Toilets outside Old Canteen
Transition Years	Toilets in old Sports Hall & Block B
Third Years	Toilets at Rooms 12 & 14
Second Years	Toilets at Room 6 & 11
First Years	Toilets at Room 44

## Managing maximum occupancy in classrooms

The maximum capacity of all rooms in the College is 24. Consequently it is not possible to accommodate all students in all every lesson.

Within each Junior Cycle class of thirty students there will be five pods of six students.

- The additional pods will be placed in the sports halls.
- Each subject teacher will rotate their classes to maximise student engagement.
- This process will be monitored by the Lead Worker Representatives.
- Option Subjects (Practicals), Science Classes & PE will not be impacted by this arrangement.
- This system will be reviewed at the end of September.

### Sample of Class Rotation Junior Class

Time	Monday		Tuesday	
8.50a.m. - 9.00a.m.	Tutorial	Pod A	Tutorial	Pod B
9.00a.m. - 9.40a.m.	Maths	Pod B	Computers/ Well Being	Pod A
9.40a.m. - 10.20a.m.	Irish	Pod C	Maths	Pod C
10.20a.m. - 11.00a.m.	English	Pod D	German	4 Students
11.00a.m. - 11.40a.m.	Geography	Pod E	Religion	Pod B
11.40a.m. - 12. 20p.m	Religion	Pod A	Irish	Pod D
<b>Lunch</b>				
1.20p.m.- 2.00p.m.	PE	N/A	Science	N/A
2.00p.m. - 2.40p.m.	PE	N/A	Science	N/A
2.40p.m. , - 3.20p.m.	German	4 Students	English	Pod E
3.20p.m. - 4.00p.m.	CSPE (Well Being)	Pod B	History	Pod A

In Senior Cycle fewer classes require students to be withdrawn due to a lower Pupil-Teacher Ratio. Consequently, most students in Senior Cycle will be in a position to engage fully with their classes

### Sample of Class Rotation Senior Cycle

Time	Monday		Tuesday	
8.50a.m. - 9.00a.m.	Tutorial	Pod A	Tutorial	Pod B
9.00a.m. - 9.40a.m.	Chemistry	N/A	Irish	4 Students
9.40a.m. - 10.20a.m.	Chemistry	N/A	Maths	2 Students
10.20a.m. - 11.00a.m.	French	3 Students	Chemistry	N/A
11.00a.m. - 11.40a.m.	Irish	4 Students	PE	N/A
11.40a.m. - 12. 20p.m	Maths	2 Students	PE	N/A
Lunch				
1.20p.m.- 2.00p.m.	English	3 Students	Biology	N/A
2.00p.m. - 2.40p.m.	Maths	2 Students	Accounting	4 Students
2.40p.m. - 3.20p.m.	Religion	6 Students	French	3 Students
3.20p.m. - 4.00p.m.	Religion	6 Students	English	3 Students

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## Start Times & Closing Times & Lunchtime

The College will open for students each morning at 8.20a.m. and students must make their way directly to their classrooms. Students will have no access to their lockers.

The College will close at 4.15p.m. to enable the correct cleaning protocols to be carried out. The College will close at 12.30p.m. on Wednesday.

Students are encouraged to go home for lunch. Those students who stay in for lunch must confine themselves to their Tutor room as there will be no lunch facilities. They will also have access to the courtyard, basketball courts & outside green areas.

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## Student Information

Students will receive training on the new safety measures to include:

- Hand hygiene and respiratory hygiene
- Use of masks (if required)
- One way circulation system and safe movement between classes
- Lunch and break time procedures
- Care and respect for classmates and the wider school community
- What to do if they develop symptoms while at school
- Information on student wellbeing.



### **Cleaning Desks**

We have introduced a cleaning protocols that all students must adhere to in all work areas and classrooms. Students will be required to wipe their own learning space at the end of each lesson and again at the start of each lesson.

### **Uniforms & Tracksuits**

Students are required to be in full uniform at all times. However, on the days that students are timetabled for PE students will be required to wear their tracksuits to school as there will be no access to the Changing Rooms.

### **Changes to the Code of Behaviour**

The health, safety, physical and mental wellbeing of all school staff and students are of absolute importance to the school management. A student who is considered to have deliberately contravened the College's health and safety protocols in relation to Covid 19 and by their actions, placed the welfare of students and/or staff at risk, may be suspended from the College.

### **Lunchtime Arrangements**

Students will no longer have access to the shops at the front of the College at lunchtime. Students will be advised that they are not to congregate outside the shops before or after school.

### **Attendance & Punctuality**

Parents are now requested to email their daughter/son's Tutor to inform them of any absence. This email should be sent to the tutor before 8.30a.m. Students who are late for school will not be allowed gain access to their class and will be sent to main reception area for the duration of that class. Students who are consistently late may be suspended from the College.

### **Students Signing out for Appointments**

Parents should place a note in their daughter/son's journal if a student is required to leave the College for an appointment. The note should be presented to the student's tutor during tutorial. At the appropriate time the student should make their way to the Office Hatch and present their note to the secretary. Students will be required to wait in the reception area until their parent collects them. Parents cannot enter the building and will need to phone the office to inform the secretary that they are outside the College.

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## **Parents & Guardians**

All parents and students were invited to attend a series of MS Teams meeting in August and were presented with an overview of the College's Covid 19 Plan and the protocols that have now been put in place at the College.

Parents should regularly familiarise themselves with the Response Plan and the procedures in place should a student develop symptoms at school/at home.

Students displaying symptoms should remain at home and seek medical advice.

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## Cleaning

The College has in place a daily cleaning team during the school day and has employed additional cleaners to clean/sanitise at the end of each school day.

A comprehensive cleaning /sanitising programme has been devised and will be in operation from the start of the school year.

Regular and thorough cleaning of communal areas and frequently touched surfaces shall be conducted, in particular, toilets, lifts, door handles and kitchens.

All staff will have access to cleaning products and will be required to maintain cleanliness of their own work area. Staff should thoroughly clean and disinfect their work area before and after use each day.

There will be regular collection of used waste disposal bags from offices and other areas within the school facility.

Dressing rooms & shower facilities shall not be available for use by staff or pupils due to the increased risk associated with those areas.

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

Students must ensure they bring their own cleaning materials (disinfectant wipes) to the College. All students are required to clean their learning space/desk when they arrive and when they leave.

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## Isolation Room

The Careers Library has been reassigned as an Isolation Room

The designated isolation area is behind a closed door and away from other staff and pupils. If a staff member/pupil displays symptoms of Covid-19 the following are the procedures which will be implemented:

- If a student is feeling unwell or displaying symptoms, they should remain at home and parents/guardians seek medical advice.
- If the person with the suspected case is a pupil, the parents/guardians will be contacted immediately. The person will be accompanied to the isolation room 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
- The person accompanying the symptomatic person is required to wear a mask

- The symptomatic pupil must be collected immediately from the school by a parent/guardian
- The individual should avoid touching people, surfaces and objects
- Public transport of any kind should not be used
- If they are too unwell to go home or advice is required, contact 999 or 112 and inform them that the sick person is a Covid-19 suspect
- Carry out an assessment of the incident which will form part of determining follow-up actions and recovery
- Arrange for appropriate cleaning of the isolation area and work areas involved.
- 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/student confidentiality is essential at all times.

School staff should be 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.

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## General Advice to Prevent the Spread of the Virus

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

The best way to prevent the spread of COVID-19 is to minimise the risk of introduction of the disease into the school setting in the first place.

This can be achieved through the following measures:

- Promote awareness of COVID-19 and its symptoms amongst staff, pupils, parents and visitors
- Advise staff and parents of pupils who have symptoms of COVID-19 or other acute infectious diseases not to attend school, to phone their GP and follow the HSE guidance on self-isolation
- Advise staff and parents of pupils who have been identified by the HSE as contact of a person with COVID19 not to attend schools and to follow the HSE advice on restriction of movement
- Ensure that staff and pupils know what to do if they develop symptoms at school.
- Everyone entering the school building is required to perform hand hygiene with hand sanitiser
- Visitors to the College are only by prior arrangement and should be received at a specific contact point.

Staff, pupils, and visitors should at all times adhere to the up to date advice and instructions of the public health authorities in relation to protecting oneself and others against the risk posed by the Covid-19 virus.

Updated advice from the HSE is available on its website – <https://www2.hse.ie/coronavirus/>

The Department of Education and Skills will ensure all updated advice is circulated to schools. The College will arrange for this advice to be circulated to staff, pupils and visitors in a timely manner.

The Department has been working closely with the HSE and the Health Protection Surveillance Centre (HPSC) to develop health advice which has been tailored to the needs of schools in order to support schools in planning for reopening in autumn.

The advice will continue to be updated in line with public health advice generally and will inform the development of more detailed guidance for schools by the Department of Education & Skills.

Advise staff and pupils to cooperate with any public health officials and the school for contact tracing purposes and follow any public health advice in the event of a case or outbreak in the school.

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## Managing the Risk of the Spread of COVID-19

- Wash your Hands Frequently
- Regular hand washing with soap and water is effective for the removal of COVID-19. Follow the HSE guidelines on handwashing
- For advice from HSE on how to wash your hands the following link will be helpful: <https://www2.hse.ie/wellbeing/how-to-wash-your-hands.html>
- The school will ensure that all toilets are stocked with anti-bacterial soap, paper towel and a foot-operated, self-closing bin to dispose of paper towels. All toilets will be cleaned and checked as per the school toilet maintenance protocols.

### Hand Hygiene and Hand Sanitisers

Hand hygiene can also be achieved by the use of a hand sanitisers (when hands are clean).

Hand sanitisers are available in the following areas

- All access/egress points.
- All classrooms – inside the doors.
- All office/workroom areas
- PE Hall
- Dining Hall

There is a requirement for access to hand washing facilities after activities that are likely to soil hands, for example playing outside or certain sporting activities as hand sanitiser does not work on dirty hands

### Avoid touching eyes, nose and mouth

Why? Hands touch many surfaces and can pick up viruses. Once contaminated, hands can transfer the virus to your eyes, nose or mouth.

### 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.

### Medical Grade Masks

Schools must provide medical grade masks in the EN16483 category to all SNAs and teachers in special schools and special classes and those staff by necessity that need to be in close and continued proximity with pupils with intimate care needs including School Bus Escorts.

### Physical distancing

- Physical distancing is recommended to reduce the spread of infection in the workplace.
- In line with Department recommendations there will be at least 1m distance between students in class.
- 1m distance will be maintained between students in the dining hall area.
- When circulating/moving between class students will be required to wear a face mask.
- During group work where social distancing is difficult students will be required to wear a mask.

### Practice 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 in one of the assigned bins.

By following good respiratory hygiene, you protect the people around you from viruses such as cold, flu and Covid19.

Good hygiene practices and washing your hands properly and regularly can help stop the spread of the virus. It is, therefore, crucial that all staff adhere to this advice and adopt the following practices as strictly as possible.

**Do**

- Wash your hands properly and often
- Cover your mouth and nose with a tissue or your sleeve when you cough and sneeze
- Put used tissues into one of the designated bins and wash your hands
- Clean and disinfect frequently touched objects and surfaces.

**Do Not**

- Touch your eyes, nose or mouth if your hands are not clean
- Share objects that touch your mouth – for example, Pens, pencils, bottles, cups, cutlery, etc.

**People at very high risk (extremely vulnerable)**

Current public health guidelines have identified groups who are defined as being at very high risk. The list of people in very high risk groups include people who:

- are over 70 years of age – even if you're fit and well
- have had an organ transplant
- are undergoing active chemotherapy for cancer
- are having radical radiotherapy for lung cancer
- have cancers of the blood or bone marrow such as leukaemia, lymphoma or myeloma who are at any stage of treatment
- are having immunotherapy or other continuing antibody treatments for cancer
- are having other targeted cancer treatments which can affect the immune system, such as protein kinase inhibitors or PARP inhibitors
- have had bone marrow or stem cell transplants in the last 6 months, or who are still taking immunosuppression drugs
- severe respiratory conditions including cystic fibrosis, severe asthma, pulmonary fibrosis, lung fibrosis, interstitial lung disease and severe COPD
- have a condition that means you have a very high risk of getting infections (such as SCID, homozygous sickle cell)
- are taking medicine that makes you much more likely to get infections (such as high doses of steroids or immunosuppression therapies)
- have a serious heart condition
- have Down Syndrome.

The advice for this group is available from the HSE.

**Staff** –who are in this group should self-declare on the Return to Work form if they believe that they are at very high risk. Details of the leave arrangements that will apply will be updated by the Department of Education and Skills. If the Board/Principal is unsure whether or not staff fall into the very high-risk category, advice will be sought from the Occupational Health Service.

**Students** –in this group – parents should contact the Principal of the College: [johncronin@casleknockcc.ie](mailto:johncronin@casleknockcc.ie)

## Checklist for School Management

### Staff

- Have you requested confirmation that the details in the pre-return to work form remain unchanged following periods of closure such as school holidays?
- Have you advised staff and pupils not to return to or attend school if they are identified by the HSE as a close contact of a confirmed case of COVID-19 or if they live with someone who has symptoms of the virus.
- Have you advised staff and pupils not to return or attend school if they have travelled outside of Ireland; in such instances staff are advised to consult and follow latest Government advice in relation to foreign travel?
- Have you advised staff and pupils to cooperate with any public health officials and the school for contact tracing purposes and follow any public health advice in the event of a case or outbreak in the school?

### Hand / Respiratory Hygiene

Have you told staff and pupils when they need to wash their hands or use hand sanitiser?  
This includes:

- When entering and exiting vehicles
- When entering and exiting school buildings

### Physical Distancing

- Have you advised staff of the Department's guidance to achieve good ventilation?
- Have you checked any mechanical ventilation systems to ensure an adequate supply of fresh air is used?

## Checklist for dealing with a suspected case of COVID-19

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.

### Checklist for cleaning

Have you put in place a written cleaning schedule to be made available to cleaning staff including:

- Cleaning of frequently touched surfaces such as vending machines, coffee machines and door handles
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COVID-19 Risk Template (List identifies COVID-19 as the hazard and outlines infection prevention control measures required to deal with this risk)

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	Is this control in place?	Action/to do list/outstanding controls  *Risk rating applies to outstanding controls outlined	Person responsible	Signature and date when action completed
COVID-19	N	Illness	H	School Covid19 Response Plan in place in line with Department of Education guidance and the 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  Induction Training provided  Contact log in place  Complete checklists as required: School Management How to deal with a suspected case  Other school specific checklist	Name of staff member	

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: / /