



Tyndall College

Covid Response Plan

2021 2022



Principal
Mr. Gerry McGill

Tyndall College
Mortarstown, Kilkenny Road,
Carlow, R93 N5V2

Deputy Principals
Ms. Emer Morrissey, Ms. Maria Quinn

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COVID-19 Policy Statement

Tyndall College Carlow 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 and updated 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
- 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: _____

Date: _____

Chairperson Board of Management

Signed: _____

Date: _____

Secretary Board of Management



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Section A Return to Work Form

This was completed by staff online sent directly to the Principal August 2021

This Return to Work Form must be completed by school staff in advance of returning to the workplace. If the answer is Yes to any of the below questions, you are advised to seek medical advice before returning to the workplace.

Name: _____ Name of School: _____

Name of Principal: _____

	Questions	YES	NO
1.	Do you have symptoms of cough, fever, high temperature (38 degrees C or above), difficulty breathing, loss or change in your sense of smell or taste now or in the past 14 days?		
2.	Have you been diagnosed with confirmed or suspected COVID-19 infection in the last 14 days?		
3.	Are you awaiting the results of a COVID-19 test?		
4.	In the past 14 days, have you been in contact with a person who is a confirmed or suspected case of COVID-19?		
5.	Have you been advised to self-isolate at this time?		
6.	Have you been advised to restrict your movements at this time?		
7.	Have you been categorised as 'Very High Risk' or 'High Risk' by the Occupational Health Service (OHS)		

Please provide details below of any other circumstances relating to COVID-19, not included in the above, which may need to be considered to allow your safe return to work e.g. returning from travel abroad.

Signed: _____ Date: _____

* If your situation changes after you complete and submit this Return to Work Form, please inform your employer.

** Further information on people at very high risk (extremely vulnerable) or high risk from COVID-19 can

be found at link: <https://www2.hse.ie/conditions/coronavirus/people-at-higher-risk.html>.

*** Details of current arrangements for travel overseas can be found set out at

<https://www.gov.ie/en/publication/77952-government-advice-on-international-travel/>

Please note: The school 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 this data will be held securely in line with our retention policy.



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Section B Lead Worker Representative – Post primary Schools

The 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 [Work Safely Protocol](#);
- the [Guidance and FAQs for Public Service Employers during COVID-19](#);
- COVID-19 Response Plan for Post primary Schools (available on the Department of Education website).

1. COLLABORATIVE APPROACH

Responsibility for the development and implementation of the COVID-19 Response Plan and the associated infection prevention control measures lies primarily with the Board of Management/ Education and Training Board 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 Work Safety Protocol will only be achieved if everyone has a shared obligation 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, students or others, they should contact the LWR who will engage with school management.



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2. 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 employees 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 Work Safely Protocol and current public health advice;
- In conjunction with school management, monitor adherence to infection prevention control 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;
- Make representations to school management on behalf of their colleagues on matters relating to COVID-19 in the workplace.



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3. 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
- Configuration/re-configuration of the school facilities, including classrooms, corridors, halls, open areas, entry and exit points, school grounds etc.
- 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

4. Does a LWR have any legal responsibilities?

No. A Lead Worker Representative does not have any duties in relation to COVID-19 other than those that apply to employees generally. In other words, the LWR is not responsible for the control measures within an organisation, which remains the employer's responsibility.

5. LEAD WORKER REPRESENTATIVE(S)

Every school will appoint one Lead Worker Representative.

In schools with more than 40 staff, a second Lead Worker Representative will be appointed. This is the case in Tyndall College.

6. SELECTION OF LEAD WORKER REPRESENTATIVE(S)

The school staff are entitled to select staff members for the LWR position(s). The LWR(s) represent 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, where a school has two LWRs, the roles should be spread between teaching and non-teaching staff where feasible

All staff are entitled to volunteer for the LWR role and have their name put forward for election where necessary. The process for the selection and appointment of the LWR(s) is that management will seek expressions of interest from all staff in the first instance. A template email for this purpose is attached. If an election is necessary, all school staff members will have an equal vote to select the LWR(s)."



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7. Supports for the Lead Worker Representative/s

The LWR(s) shall be entitled to:

- Be provided with 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;
- Have access to any risk assessments prepared or carried out in relation to COVID-19 and to details of incidents of suspected COVID-19 cases that have been notified to the HSE, where they occurred and any actions taken.
- Be provided with **the necessary facilities to enable them to consult with employees or prepare any submissions or reports. These might include access to a meeting room, photocopier, communications and equipment.**

Where the LWR is a teacher, the LWR will receive protected time of 2 hours per week from timetable to enable them to carry out their duties in that role. In the rare instances where the appointment of a teacher selected for the LWR would cause curricular/timetabling difficulties which cannot be resolved, school management will examine internal and external possibilities to enable the teacher's appointment as LWR. Where the matter cannot be resolved, management will set out the reasons why this is the case. In this circumstance, an alternative individual must be appointed as LWR.

Where the LWR is an SNA, 66 of the "72 hours" will be utilised by the LWR to carry out their duties in that role.

Where the 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 within the scope of their normal contracted hours.

8. 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 should notify the Board of Management (Chairperson of the BoM in the first instance)/ Education and Training Board 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.



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9. Glossary of Terms

- **COVID-19 Response Plan:** plan designed to support the staff and BOM/ ETB in putting infection prevention control measures in place that will prevent the spread of COVID-19 in the school environment. The plan details the policies and practices necessary for a school to meet the Work Safety Protocol, Department of Education and public health guidance to prevent the introduction and spread of COVID-19 in the school environment. COVID-19 Response Plans for Post primary Schools are available on the Department's website.
- **Labour Employer Economic Forum (LEEF):** the forum for high level dialogue between Government, Trade Union and Employer representatives on matters of strategic national importance - involves the Irish Congress of Trade Unions, Government & Employers.
- **Work Safety Protocol:** national protocol designed to support employers and workers to put measures in place that will prevent the spread of COVID-19 in the workplace.
- **Safety Representative:** Section 25 of the Safety, Health and Welfare at Work Act 2005 sets out the selection and role of the Safety Representative in the workplace. The rights of the Safety Representative are set out in legislation. (Note: A Safety Representative has rights and not duties under the 2005 Act). This role is separate to the LWR under COVID-19.



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Section C Risk Assessment

See Separate Risk Assessment Document

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 reduced)	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	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: / /

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Section D Tyndall College Contact Tracing Log 2021 2022

For Staff Use Only				
Name of School	Tyndall College Carlow		School Contact Person	
Address of School	Mortarstown Kilkenny Rd Carlow		For Queries only: Phone No	
			Email	
To Be Completed By Visitor				
Name of Visitor				Was the visit pre-arranged with the Principal? Yes <input type="checkbox"/> No <input type="checkbox"/>
Date of Visit	___/___/___ /____	Time	Entry to school _____ am <input type="checkbox"/> pm <input type="checkbox"/>	Exit from School _____ Am <input type="checkbox"/> pm <input type="checkbox"/>
Visitor Status	Contractor <input type="checkbox"/>	Parent/Guardian <input type="checkbox"/>	Other <input type="checkbox"/> Please complete: _____	
Contact details of visitor	Company Name (if applicable)			
	Address			
	Contact No.		Email Address	
	Reason for Visit			
Who the visitor met (separate line required for each person the visitor met)				
Name of Person visited				Length of time spent with each person in the school



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Section E Checklist for School Management

Composite Checklist for Schools

This checklist supports planning and preparation, control measures and induction needed to support a safe return to school for students, staff, parents and others.

For completion by the agreed person with overall responsibility of managing the implementation of the COVID-19 Response plan in line with the supports as agreed with Department of Education.

Planning and Systems		
1.	Is there a system in place to keep up to date with the latest advice from Government and Department of Education, to ensure that advice is made available in a timely manner to staff and students and to adjust your plans and procedures in line with that advice?	Yes
2.	Have you prepared a school COVID-19 response plan and made it available to staff and students? <i>Department guidance and templates provided</i>	Yes
3.	Have you a system in place to provide staff and students with information and guidance on the measures that have been put in place to help prevent the spread of the virus and what is expected of them?	Yes
4.	Have you displayed the COVID-19 posters in suitable locations highlighting the signs and symptoms of COVID-19?	Yes
5.	Have you told staff of the purpose of the COVID-19 contact log?	Yes
6.	Have you a COVID-19 contact log in place to support HSE tracing efforts if required? <i>(Contact log template attached).</i>	Yes
7.	Have you informed staff on the measures and provided a system for them to raise issues or concerns and to have them responded to?	Yes
8.	Have you reviewed and updated risk assessments in line with DES advice to take account of any controls to help prevent the spread of COVID-19? <i>(Risk template attached)</i>	Yes & KCETB
9.	Have you updated emergency plans, if necessary to take account of the COVID-19 response plan?	In Draft



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Staff		
10.	Have you made available to each staff member a COVID-19 return-to-work form to be completed and returned before they return to the workplace? (<i>Template attached</i>)	Yes
11.	Have you requested confirmation that the details in the Return to Work Form remain unchanged following periods of closure such as school holidays.	Yes
12.	Are you aware of staff members who are at very high risk under the HSE guidance on people most at risk (HSE guidance on people most at-risk) and advised them of the DES agreed arrangements for management of those staff?	Yes
13.	Have you advised staff and students they must stay at home if sick or if they have any symptoms of COVID-19 ?	Yes
14.	Have you advised staff and students to follow public health advice 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.	Yes
15.	Have you advised staff and students to consult and follow latest Government advice in relation to foreign	Yes
16.	Have you told staff and students what to do and what to expect if they start to develop symptoms of COVID-19 in school, including where the isolation area is?	Yes
17.	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;	Yes
18.	Have you advised staff of the availability of the supports of the occupational health and wellbeing programme through Spectrum Life?	Yes
19.	Has a lead worker representative been identified (in line with the process agreed with the DE and education partners) and detailed at Section 4.3 of this plan to help advise staff and to monitor compliance with COVID-19 control measures in the school and taken measures to ensure all staff know who the representative is?	Yes



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Training and Induction	
20. Have you advised new staff and students to view the Department of Education's training materials which are available online?	Yes & KCETB
21. Have you taken the necessary steps to update your school induction / familiarisation training to include any additional information relating to COVID-19 for your school?	Yes
22. Have first aiders, if available, been given updated training on infection prevention and control re: hand hygiene and use of PPE as appropriate?	Yes

Buildings / Equipment	
23. If you have mechanical ventilation does it need cleaning or maintenance before the school reopens after periods of closure?	FM
24. Does your water system need flushing at outlets following low usage to prevent Legionnaire's Disease?	FM
25. Have you visually checked, or had someone check, all equipment in the school for signs of deterioration or damage before being used again?	FM
26. Have you arranged for the school, including all equipment, desks, benches, doors and frequent touched surfaces points, to be cleaned once a day?	FM



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Infection Prevention Control Measures in place

Hand / respiratory hygiene	
27. Have you accessed supplies of hand sanitisers and any necessary PPE equipment in line with the interim HPSC health guidance from the national framework provided by the Department?	Yes
28. Are there hand washing/hand sanitising stations in place to accommodate staff, students and visitors adhering to hand hygiene measures in accordance with Department guidance?	Yes
29. Have arrangements been made for staff and students to have regular access to hand-washing/hand sanitising facilities as appropriate?	Yes
30. Are hand sanitisers easily available and accessible for all staff, students and visitors – e.g. in each classroom and at entry and exit points to school buildings?	Yes
31. Have you made arrangements to ensure hand hygiene facilities are regularly checked and well-stocked?	Yes
32. Does the alcohol-based hand sanitiser have at least 60% ethanol or 70% isopropanol as the active ingredient?	Yes
33. Have you informed staff about the importance of hand washing?	Yes
34. Have you arranged for new staff to view how to wash their hands (with soap and water for at least 20 seconds) and dry them correctly through the use of the HSE video resource?	Yes
35. Have you shown new staff and students how to use hand sanitiser correctly and where hand-sanitising stations are located?	Yes
36. Have you displayed posters on how to wash hands correctly in appropriate locations?	Yes
37. Have you told staff and students when they need to wash their hands or use hand sanitiser? This includes: <ul style="list-style-type: none"> ➤ before and after eating and preparing food ➤ after coughing or sneezing ➤ after using the toilet ➤ where hands are dirty ➤ before and after wearing gloves ➤ before and after being on public transport ➤ before leaving home ➤ when arriving/leaving the school /other sites ➤ when entering and exiting vehicles ➤ after touching potentially contaminated surfaces ➤ if in contact with someone displaying any COVID-19 symptoms 	Yes



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<p>38. Have you told staff and students of the importance of good respiratory measures to limit the spread of the virus?</p> <ul style="list-style-type: none"> ➤ avoid touching the face, eyes, nose and mouth ➤ cover coughs and sneezes with an elbow or a tissue ➤ dispose of tissues in a covered bin 	Yes
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Physical Distancing:	
39. Have you identified all available school space to be used to maximise physical distancing?	Yes
40. Have you reviewed the templates provided by the Department of Education which show options for revised layout of school rooms to meet physical distancing requirements?	Yes
41. Have you arranged to revise the layout of the rooms and furniture as per the Department guidelines?	Yes
42. Have you arranged in each room that the teacher's desk should be at least 1m (and where possible 2m) away from student desks?	Yes
43. Have you arranged in each room that students would be, at least 1m and (where possible 2m) away from each other?	Yes
44. Have you where possible and practicable assigned students to main class cohorts to minimise the risk of infection from COVID-19?	Yes
45. Have you arranged the timetable to facilitate double classes where possible and practicable?	Yes
46. Have you advised staff and students that when students are moving to an elective subject they would, where practicable be seated with members of their main class cohort?	Yes
47. Have you made arrangements to limit interaction on arrival and departure from school and in other shared areas?	Yes
48. Have you encouraged walking or cycling to school as much as possible?	Yes
49. Have you made arrangements, in so far as possible, to open additional access points to school to reduce congestion?	Yes
50. Can you provide a one system for entering and exiting the school, where practical?	Yes



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Physical Distancing:		
51.	Have you arranged for staff meetings to be held remotely or in small groups or in large spaces to facilitate physical distancing?	Yes
52.	Have you taken steps to minimise rotation of staff between classes where possible?	Yes
53.	Have you a system to regularly remind staff and students to maintain physical distancing?	Yes
54.	Have you advised staff and students not to shake hands and to avoid any physical contact?	Yes
55.	Have you stopped all non-essential travel for school activities?	Yes
56.	Have you advised staff of the Department's guidance to achieve good ventilation	Yes
57.	Have you checked any mechanical ventilation systems to ensure an adequate supply of fresh air is used	FM

Visitors to Schools		
58.	Have you identified the activities that involve interacting with essential visitors to the school, made arrangements to minimise the number of such visitors and put in place measures to prevent physical contact, as far as possible?	Yes
59.	Are there arrangements in place to inform essential visitors to schools of the measures to help prevent the spread of infection?	Yes
60.	Have you a system in place for all visitors who do need to come to the school to make appointment, arrange to contact a central point and to record their visit using the contact tracing log?	Yes



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Section F Checklist for dealing with a suspected case of COVID-19

Staff members will be required to manage a suspected case in line with the protocol and training.

A nominated member of the school management team will be nominated as the designated contact person for ensuring that all aspects of the protocol to deal with suspected cases have been adhered to.

Isolation Area	
1. Have you identified a place that can be used as an isolation area, preferably with a door that can close?	Yes
2. The isolation area does not have to be a separate room but if it is not a room it should be 2m away from others in the room.	Yes
3. Is the isolation area accessible, including to staff and students with disabilities?	Yes
4. Is the route to the isolation area accessible?	Yes
5. Have you a contingency plan for dealing with more than one suspected case of COVID-19?	Yes
6. Are the following available in the isolation area(s)? <ul style="list-style-type: none"> ➤ Tissues ➤ Hand sanitiser ➤ Disinfectant/wipes ➤ Gloves/Masks ➤ Waste Bags ➤ Bins 	Yes



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Isolating a Person	
7. Are procedures in place to accompany the infected person to the isolation area, along the isolation route with physical distancing from them?	Yes
8. Are staff familiar with this procedure?	Yes
9. Have others been advised to maintain a distance of at least 2m from the affected person at all times?	Yes
10. Is there a disposable mask to wear for the affected person while in the common area and when exiting the building?	Yes

Arranging for the affected person to leave the School	
11. Staff – have you established by asking them if the staff members feel well enough to travel home?	Yes
12. Student – have you immediately contacted their parents/guardians and arranged for them to collect their student? Under no circumstances can a student use public or school transport to travel home if they are a suspected case of COVID-19.	Yes
13. The affected person should be advised to avoid touching other people, surfaces and objects.	Yes
14. The affected person should be advised to cover their mouth and nose with disposable tissue(s) when they cough or sneeze, and to put the tissue in the bin.	Yes
15. Has transport home or to an assessment centre been arranged if the affected person has been directed to go there by their GP?	Yes
16. Has the affected person been advised not to go to their GP's surgery or any pharmacy or hospital?	Yes
17. Has the affected person been advised they must not use public transport?	Yes
18. Has the affected person been advised to continue wearing the face mask until they reach home?	Yes



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Follow up	
19. Have you carried out an assessment of the incident to identify any follow-up actions needed?	Yes
20. Are you available to provide advice and assistance if contacted by the HSE?	Yes

Cleaning	
21. Have you taken the isolation area out-of-use until cleaned and disinfected?	FM
22. Have you made arrangements to clean and disinfect any classroom space where the staff or pupils were located?	FM
23. Have you arranged for cleaning and disinfection of the isolation area and any other areas involved, as soon as practical after the affected person has left the building?	FM
24. Have the cleaners been trained in dealing with contaminated areas and supplied with the appropriate PPE?	FM



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Section G Checklist Lead Worker Representative

1. Have you agreed with your school to act as a Lead worker representative for your school?	Yes
2. Have you been provided with information and training in relation to the role of lead worker representative if you are new to the role?	Yes
3. Are you keeping up to date with the latest COVID-19 advice from Government?	Yes
4. Are you aware of the signs and symptoms of COVID-19 ?	Yes
5. Do you know how the virus is spread ?	Yes
6. Do you know how to help prevent the spread of COVID-19?	Yes
7. Have you watched and do you understand the online Induction Training provided by the Department of Education before returning to school?	Yes
8. Are you helping in keeping your fellow workers up to date with the latest COVID-19 advice from Government?	Yes
9. Have you completed the COVID-19 return-to-work form and given it to your school? (<i>Department template Return-to-Work form available</i>)	Yes
10. Are you aware of the control measures your school has put in place to minimise the risk of you and others being exposed to COVID-19? (<i>Checklist for School Management available</i>)	Yes
11. Did your school consult with you when putting control measures in place? <i>Control measures have been agreed centrally between the Department and education partners. Consultation at school level should take place on any specific local arrangements necessary to implement the protocol</i>	Yes
12. Have you a means of regular communication with the person with overall responsibility for the school COVID-19 plan?	Yes
13. Are you co-operating with your school to make sure these control measures are maintained?	Yes
14. Have you familiarised yourself with the cleaning requirements needed to help prevent cross contamination? (<i>Checklist for Cleaning and Disinfection available</i>)	Yes



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Checklist Lead Worker Representative

15. Have you been asked to walk around and check that the control measures are in place and are being maintained?	Yes
16. Are you reporting immediately to the person with overall responsibility for the school COVID-19 plan any problems, areas of non-compliance or defects that you see?	Yes
17. Are you keeping a record of any problems, areas of non-compliance or defects and what action was taken to remedy the issue?	Yes
18. Are you familiar with what to do in the event of someone developing the symptoms of COVID-19 while at school?	Yes
19. Are you co-operating with your school in identifying an isolation area and a safe route to that area? (<i>Checklist for dealing with suspected case of COVID-19 available</i>)	Yes
20. Are you helping in the management of someone developing symptoms of COVID-19 while at school?	Yes
21. Once the affected person has left the school, are you helping in assessing what follow-up action is needed?	Yes
22. Are you helping in maintaining the contact log?	Yes
23. Have you been made aware of any changes to the emergency plans or first aid procedures for your school?	Yes
24. Are you making yourself available to fellow staff to listen to any COVID-19 control concerns or suggestions they may have?	Yes
25. Are you raising those control concerns or suggestions with your school and feeding back the response to the worker who raised the issue?	Yes
26. Are you aware of the availability of the Spectrum Life Wellbeing Together Programme?	Yes
27. Have you been provided by the Principal/ school management with the supports to which you are entitled in your role as Lead Worker Representative?	Yes
28. If you are a teacher, have you been provided with the 2 hours per week of protected time off class contact hours, as provided for in the protocol?	Yes
29. If you are a school secretary or a caretaker have your duties been re-prioritised by school management to afford you sufficient time to carry out your duties as LWR within the scope of your normal contracted hours, as provide for in the protocol?	Yes



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Section H Checklist for Cleaning

1. Have you a system in place for checking and keeping up to date with the latest public health advice from Government and the Department of Education, to ensure that advice is made available in a timely manner in order to adjust your cleaning procedures in line with that advice?	Yes
2. Have you reviewed the HPSC interim health advice for the safe reopening of schools, in particular <i>Section 5.6 Environmental Hygiene?</i>	Yes
2. Have you explained the need for the enhanced cleaning regime to staff?	Yes
3. Are you aware that cleaning is best achieved using a general purpose detergent and warm water, clean cloths, mops and the mechanical action of wiping and cleaning, following by rinsing and drying?	Yes
3. Have you sufficient cleaning materials in place to support the enhanced cleaning regime?	Yes
4. Have you provided training for cleaning staff on the enhanced cleaning regime?	Yes
4. Have you made arrangements for the regular and safe emptying of bins?	Yes
5. advice for schools for surfaces, toilets, cleaning equipment, PPE and waste management?	Yes
9. Are you aware that each school setting should be cleaned once per day?	Yes
10. Have you provided cleaning materials to staff so that they can clean their own desk or immediate workspace?	Yes
11. Have you advised staff that they are responsible for cleaning personal items that have been brought to work and are likely to be handled at work or during breaks (for example, mobile phone and laptops) and to avoid leaving them down on communal surfaces or they will need to clean the surface after the personal item is removed?	Yes
12. Have you advised staff and students to avoid sharing items such as cups, bottles, cutlery, and pens?	Yes



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<p>13. Have you put in place a written cleaning schedule to be made available to cleaning staff including:</p> <ul style="list-style-type: none"> ➤ Items and areas to be cleaned ➤ Frequency of cleaning ➤ Cleaning materials to be used ➤ Cleaning of frequently touched surfaces such as vending machines, coffee machines and door handles ➤ Equipment to be used and method of operation? 	Yes
<p>14. Details of how to clean following a suspected case of COVID-19 are at <i>Section 7 of the Plan above</i></p>	Yes
<p>15. If disinfection of contaminated surfaces is required, is a system in place to do this following cleaning?</p>	Yes
<p>16. If cleaning staff have been instructed to wear gloves when cleaning are they aware of the need to wash their hands thoroughly with soap and water, both before and after wearing gloves?</p>	Yes
<p>17. Have you a system in place for disposing personal waste such as cleaning cloths and used wipes in a rubbish bag? The Protocol advises <i>that personal waste such as cleaning waste, tissues etc. should be double bagged and stored in a secure area for 72 hours before being presented for general waste collection.</i></p>	Yes
<p>17. Have you ensured there is a system in place to make sure reusable cleaning equipment including mop heads and non-disposable cloths are clean before re-use?</p>	Yes
<p>18. Have you ensured there is a system in place to ensure that equipment such as buckets are emptied and cleaned with a fresh solution of disinfectant before re-use?</p>	Yes

Signed 
 Chairperson, Board of Management

Date 30-09-2021

Signed 

Date 30-09-2021

Principal/Secretary to the Board of Management



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