

Tyndall College

Covid-19 Response

Plan & Supporting

Documentation

2020 - 2021



Principal
Mr. Gerry McGill

Deputy Principal
Ms. Emer Morrissey

Tyndall College
Mortarstown, Kilkenny Road,
Carlow.

tel: 059 918 2250
email: tyndall.info@kilkennycarlowetb.ie
gerry.mcgill@kilkennycarlowetb.ie

www.tyndallcollege.ie

COVID -19 Policy Statement

Tyndall 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, two worker representatives who are 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 Representatives, who will be supported in line with the agreement between the Department and education partners.

Signed: _____

Date: _____



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Appendix 2 Pre Return to Work Questionnaire Covid 19

Tyndall College Staff completed the Kilkenny Carlow ETB Return to Work Online Training and Self Declaration



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Appendix 3 Lead Worker Representative – Post-Primary Schools

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

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

The purpose of this section is to set out the provisions in respect of the LWR in schools. These arrangements will operate for the 2020/21 school year and will be kept under review by the parties.

This document should be read in conjunction with:

- the [COVID-19 Return to Work Safely Protocol](#);
- the [Guidance and FAQs for Public Service Employers during COVID-19](#);
- COVID-19 Response Plan for 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 control measures lies 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 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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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.

2. Role of the Lead Worker Representative

The role of LWR is separate to that of the Safety Representative under the health and safety legislation. However the Safety Representative may act as the LWR if selected to do so by the staff.

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;
- 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;



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- 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.

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.



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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.

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 e.g. where there is a significant number of non-teaching staff in the school and one or more expressions of interest are received from that cohort (this will be discussed further between the parties).

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 have a vote to select the LWR(s).

The LWR(s) will, following selection by the school staff, be formally appointed by the BoM/ETB. The LWR(s) will be required to confirm, prior to taking up the role, that they have been provided with and have completed the requisite training and that they are fully aware of the requirements of the role.

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;



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- 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 a COVID-19 control 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 as a matter of urgency. Staff should be informed of the outcome. It is envisaged that issues will be resolved at school level to the maximum extent possible.



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If agreement cannot be reached, the LWR should notify the Board of Management (Chairperson 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 as a matter of urgency. Staff should be informed of the outcome.

If, having exhausted the process above, a serious issue of concern remains outstanding, the LWR may have recourse to the [Health and Safety Authority](#).

9. Glossary of Terms

- **COVID-19 Response Plan:** plan designed to support the staff and BOM/ ETB in putting 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 Return to Work Safely Protocol, the Department of Education plan for school reopening and 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.
- **Return to Work 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, but the Safety Representative may act as the LWR if selected to do so by the staff.



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TEMPLATE EMAIL TO STAFF REGARDING LEAD WORKER REPRESENTATIVE APPOINTMENT PROCESS

Dear All,

As you will be aware, significant work and consultation has taken place to enable a full return to school from the beginning of the 2020/21 school year.

The resumption of school-based teaching and learning and the return to the workplace of staff must be done safely and in strict adherence to the advice and instructions of public health authorities and the Government.

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

The Return to Work Safely 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.

A copy of the school's COVID-19 Response Plan is attached and this includes further detail on the role of the Lead Worker Representative.

In this school, there are (2) Lead Worker Representative positions.

Under the Protocol, the school staff are entitled to select staff members for the LWR position(s). In this regard, I am now inviting expressions of interest from staff for these positions, by return email.



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Training for the role will be provided.

If an election is necessary, all school staff have a vote to select the LWR(s). Further details on this process will be sent to you if this arises. Following selection by the school staff, the LWR(s) will be formally appointed. The LWR details will be sent to all staff following their appointment.

Yours sincerely,

Principal



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Appendix 4 Risk Assessment

COVID-19 Risk Template (List identifies COVID-19 as the hazard and outlines 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	Controls (When all controls are in place)	Is this control in place?	Action/to do list/outstanding controls *Risk rating	Person responsible	Signature and date when action
Covid-19	N	Illness	H	School Covid19 Response Plan in place in line with Department of	Yes	<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 Undertake Induction Training Maintain log of staff, student and visitors	Gerry McGill	

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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Appendix 5 Tyndall College Contact Tracing Log 2020 - 2021

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 _____	Exit from School _____
	/		am <input type="checkbox"/> pm <input type="checkbox"/>	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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Appendix 6 Checklist/Risk Assessment for School Management

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

Planning and Systems	
1. Is there a system in place to keep up to date with the latest advice from Government and DES, 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 appointed staff member/s to the Lead Worker Representative (LWR) position in accordance with the agreed protocol?	YES
3. Have you advised staff as to who has been appointed to the position of LWR?	YES
4. Have you prepared a school COVID-19 response plan and made it available to staff and students?	YES
5. 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
6. Have you displayed the COVID-19 posters in suitable locations highlighting the signs and symptoms of COVID-19?	YES
7. Have you told staff and students of the purpose of the COVID-19 contact log?	YES
8. Have you a COVID-19 contact log in place to support HSE tracing efforts if required?	YES
9. Have you informed staff on the measures that have been put in place to help prevent the spread of the virus and what is expected of them, and provided a system for them to raise issues or concerns and to have them responded to?	YES
10. Have you reviewed and updated risk assessments in line with Department advice to take account of any controls to help prevent the spread of COVID-19?	YES
11. Have you updated emergency plans, in particular to take account of the COVID response plan?	No
Staff	
12. Have you made available to each staff member a COVID-19 return-to-work form to be completed and returned 3 days before they return to the workplace?	YES
13. Are you aware of staff members who are at very high risk under the HSE guidance on people most at risk and advised them of the Department of Education's agreed arrangements for management of those staff?	YES
14. Have you advised staff and students they must stay at home if sick or if they have any symptoms of COVID-19 ?	YES



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15. Have you told staff and students what to do and what to expect if they start to develop symptoms of COVID-19 while in school, including where the isolation area is?	YES
16. Have you advised staff of the availability of the supports of the occupational health and wellbeing programme through Spectrum Life?	YES
Training and Induction	
17. Have you advised staff and students to view the Department of Education's training materials which are available online?	YES
18. Have you taken the necessary steps to update your school induction / familiarisation training to include all information relating to COVID-19?	YES
19. Have first aiders, if available, been given updated training on infection prevention and control re hand hygiene and use of PPE as appropriate? <i>(It is intended that training will be provided as part of the DES online training programme).</i>	YES
Buildings/ Equipment	
20. If you have mechanical ventilation does it need cleaning or maintenance before the school reopens?	FM YES
21. Does your water system need flushing at outlets following low usage to prevent Legionnaire's Disease?	FM YES
22. Have you visually checked, or had an appropriate person check, all equipment in the school for signs of deterioration or damage before being used again?	FM YES
23. Have you arranged for the school including all equipment, desks, benches, doors and frequently touched surfaces points, been thoroughly cleaned before reopening?	FM YES
Hygiene Control Measures in place	
Hand / Respiratory	
24. Have you accessed supplies of hand sanitizers and any necessary PPE equipment in line with the HPSC health guidance relating to the reopening of schools , from the national framework provided by the Department? This framework close to being finalised and will be available for drawdown with guidance as to how and what to order accompanying it.	YES
25. 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
26. Have arrangements been made for staff and students to have regular access to hand-washing/hand sanitising facilities as appropriate?	YES
  	<p><i>Principal</i> Mr. Gerry McGill</p> <p><i>Deputy Principal</i> Ms. Emer Morrissey</p>

27. 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
28. Have you made arrangements to ensure hand hygiene facilities are regularly checked and well-stocked?	YES
29. Does the alcohol-based hand sanitiser have at least 60% ethanol or 70% isopropanol as the active ingredient?	YES
30. Have you informed staff and students about the importance of hand washing?	YES
31. Have you arranged for staff and students 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
32. Have you shown staff and students how to use hand sanitiser correctly and where hand-sanitising stations are located?	YES
33. Have you displayed posters on how to wash hands correctly in appropriate locations?	YES
34. 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 ➤ after each class ➤ after touching potentially contaminated surfaces ➤ if in contact with someone displaying any COVID-19 symptoms 	YES
35. Have you told staff and students of the importance of good respiratory measures to limit the spread of the virus, including? YES <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

36. Have you identified all available school space to be used to maximise physical distancing?	YES
37. 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
38. Have you arranged to revise the layout of the rooms and furniture as per the Department guidelines?	YES
39. Have you arranged in each room that the teacher's desk should be at least 1 metres (and where possible 2 metres) away from student desks?	YES
40. Have you arranged in each room that students would be, at least 1 metres and (where possible 2 metres) away from each other?	YES
41. Have you where possible and practicable assigned students to main class cohorts to minimise the risk of infection from COVID-19?	YES
42. Have you arranged the timetable to facilitate double classes where possible and practicable?	N/A 1 HOUR CLASSES
43. 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
44. Have you made arrangements to limit interaction on arrival and departure from school and in other shared areas?	YES
45. Have you encouraged walking or cycling to school as much as possible?	YES
46. Have you made arrangements, in so far as possible, to open additional access points to school to reduce congestion?	YES
47. Can you provide a one system for entering and exiting the school, where practical?	YES
48. Have you arranged for staff meetings to be held remotely or in small groups or in large spaces to facilitate physical distancing?	YES
49. Have you taken steps to minimise rotation of staff between classes where possible?	YES
50. Have you a system to regularly remind staff and students to maintain physical distancing?	YES
51. Have you advised staff and students not to shake hands and to avoid any physical contact?	YES
52. Have you stopped all non-essential travel for school activities?	YES



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Visitors to Schools

53. Have you identified the activities that involve interacting with essential visitors to schools, made arrangements to minimise the number of such visitors and put in place measures to prevent physical contact, as far as possible?	YES
54. Are there arrangements in place to inform essential visitors to schools of the measures to help prevent the spread of infection?	YES
55. 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

SNU/ Resource Centre

- Clean as you use – new protocol for staff and students
- Classrooms – spacing and decluttering
- Swing Cleaning and cleaning log
- Sensory Room Cleaning and cleaning log
- Quiet Rooms cleaning and cleaning log
- Hand Sanitiser dispensers room 30/40/52 front door x 2 and common area office
- Kitchen – remove cutlery and delph – bring in own
- Covid safety statement at front door
- Remove brown couch
- Space cream based couch
- Doors and windows of common area to remain open
- Reconfigure common area
- Strict protocols around lockers
- SNA's and teaching staff – PPE
- Pedal Bins
- Sanitising spray
- Increase use of outdoor space
- Bean bags – remove depending on material keep those that cleaned – one person one clean
- SNA's assigned to specific year groups with a weekly tracing log
- Label wobble chairs and assigned and labelled seating
- SENCO – one on one meetings with students – individual profiles before return to school



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Appendix 7 Checklist for dealing with a suspected case of COVID-19

Each main class cohort should be considered a separate group for the purpose of managing suspected cases. Each teacher/staff member 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 responsible 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 room 061
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	N/A
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)? Tissues Hand sanitiser Disinfectant/wipes Gloves/Masks Waste Bags Bins	Yes



Principal
Mr. Gerry McGill

Deputy Principal
Ms. Emer Morrissey

Tyndall College
Mortarstown, Kilkenny Road,
Carlow.

tel: 059 918 2250
email: tyndall.info@kilkennycarlowetb.ie
gerry.mcgill@kilkennycarlowetb.ie

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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? (it is intended that this will be dealt with as part of DES online training)	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?	
20 *	Have you advised the LWR of the incident in accordance with the agreed protocol?	
21*	Are you available to provide advice and assistance if contacted by the HSE?	

Cleaning

22*	Have you taken the isolation area out-of-use until cleaned and disinfected?	
23*	Have you made arrangements to clean and disinfect any classroom space where the staff or students were located?	
24*	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?	
25*	Have the cleaners been trained in dealing with contaminated areas and supplied with the appropriate PPE? (It is intended to provide online training for cleaning staff. Appropriate PPE will be available to schools through the national procurement process which schools can access in line with the guidance which will be provided shortly)	

*Points 19 – 25 can only be completed after a suspected case of Covid-19 has been reported and the necessary protocols are in place



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Appendix 8 LWR Weekly Checklist

Week Beginning: _____

No	Topic	Yes/No	Action
	Building Entry Points		
1.	Covid-19 signage is in place at all building entry points to remind staff and students of hand hygiene, respiratory hygiene and physical distancing requirements.		
2.	Specific signage that may be required to advise staff and students of one-ways systems or walk left / walk right systems are clearly displayed.		
	Hand Sanitising		
3.	Hand sanitising stations are in place to accommodate staff and students adhering to hand hygiene measures. Areas where facilities must be available are: <ul style="list-style-type: none"> • all main building entry / exit points • inside all classrooms • outside all toilets • staffroom / canteen / other agreed designated areas 		
4.	Signage remains in place at hand sanitising units to remind personnel to sanitise their hands.		
5.	Hand sanitiser continues to have at least 60% ethanol or 70% isopropanol as the active ingredient.		
6.	Hand sanitising/hand wash units are being checked by designated persons daily to ensure they are well-stocked e.g. soap dispensers, paper towels and hand-sanitiser.		
7.	There is an adequate stock of hand sanitiser kept on the premises to keep the hand sanitising units re-filled for the next fortnight.		
	Toilet Facilities		
8.	Toilet facilities ie: sinks, toilets, floor and any other surfaces are visibly clean.		
9.	Soap dispensers, paper hand towel dispensers and toilet roll holders are checked daily by designated persons to ensure they are well stocked. Hand dryer is working (if one is in place).		
10.	Hot water is provided to at least one of the wash hand basins. If not, then emulsifying soap is in place in soap dispenser.		



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11.	Touch free bin is in place near the paper towel dispenser, bin is emptied at least once daily.		
12.	Hand wash posters remain clearly on display in the toilets to demonstrate to personnel how to wash hands correctly.		
13.	Physical distancing signage & number permitted to use the facilities at any one time remains in place on the entry door to the toilet facilities.		
14.	Frequently touched surfaces within the toilet facilities are cleaned at least once daily by designated persons.		
15.	Cleaning checklist is posted in toilet facilities and cleaners are dating and signing each time they clean the facilities.		
Staffroom / Canteen Facilities			
16.	Physical distancing signage & number permitted to use the facilities at any one time remains in place on the entry door to the staffroom / canteen.		
17.	Cleaning equipment / sanitisation wipes are readily available and well stocked up in the area for employees to sanitise equipment before / after they use it.		
18.	Signage is displayed to remind employees to sanitise equipment after themselves.		
No	Topic	Yes/No	Action
Kitchen / Canteen Facilities			
19.	Counter and table surfaces are visibly clean, kitchen equipment that may be in use is kept clean and hygienic (fridge, kettle, toaster, microwave etc).		
20.	Hand wash and hand rub signage remains displayed to remind employees of correct hand washing / hand sanitisation practices.		
21.	Cleaning checklist is posted and cleaners are dating and signing each time they clean the facilities.		
22.	Touch free bin is in place in the staffroom / canteen and emptied at least daily or more frequently if required.		
Classrooms			
23.	Numbers permitted in the classrooms at any one time remains in place on the entry door to the rooms.		



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24.	Teachers / SNA's are aware that they have to sanitise their desk each time they leave a classroom.		
25.	Teachers / SNA's are aware that they must ensure that students sanitise their desks before leaving to move to another class.		
26.	Cleaning products / sanitising wipes are readily available for teacher / SNA / student use.		
27.	Pedal bin is available in each classroom.		
28.	Covid-19 signage re: hand hygiene, respiratory etiquette and physical distancing is displayed in the room.		
29.	Where plexiglass systems are in place in classrooms, either side of the glass is being sanitised daily.		
First Aid / Isolation Area			
30.	First aid / isolation area has a supply of disposable face masks, face visors, pedal bin, bottled water, box of tissues, sanitising wipes.		
General School Areas			
31.	Clear directional signage re: walk left / walk right / one way only, is clearly displayed either via signage or ground markings in all areas.		
32.	Frequently touched objects and surfaces eg: door handles, light switches, hand rails etc are being cleaned at least daily by designated persons. Checklist system is in place to record date, time and name of person carrying out the task.		
Personal Protective Equipment (PPE)			
33.	Adequate stock of face masks and face visors are in place should they be required by employees, students or visitors.		
Face Coverings			
34.	Requirement for staff and students to wear a face covering if they cannot maintain a 2m physical distance from one another is being adhered to.		
Any Other Comment:			

Name..... Signature.....

Date.....



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Appendix 9 Tyndall College Checklist for Cleaning 2020 - 2021

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 to staff and students and to adjust your cleaning procedures in line with that advice?	Yes
2. Have you reviewed the HPSC health advice for the safe re-opening of schools, in particular <i>Section 5.6 Environmental Hygiene</i> ?	Yes
3. Have you explained the need for the enhanced cleaning regime to staff and students?	Yes
4. Are you aware that cleaning is best achieved using a general purpose detergent ad warm water, clean cloths, mops and the mechanical action of wiping and cleaning, following by rinsing and drying?	Yes
5. Have you sufficient cleaning materials in place to support the enhanced cleaning regime?	School Based Yes FM Yes
6. Have you provided training for cleaning staff on the enhanced cleaning regime? (<i>DES intends to provide online training for cleaning staff</i>)	FM Accent cleaners YES
7. Have you made arrangements for the regular and safe emptying of bins?	FM Yes
8. Are you familiar with the cleaning options for school settings set out in the HPSC health advice for schools for surfaces, toilets, cleaning equipment, PPE and waste management?	FM /PPPCo Yes



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9. Are you aware that each school setting should be cleaned once per day?	Yes
10. Have you in place a system for regular cleaning of the following frequently touched surfaces? <ul style="list-style-type: none"> • Door handles, • Hand rails • Chairs/arm rests • Communal eating areas • Sinks • Toilets facilities 	FM /PPPCO Yes
11. Have you provided cleaning materials to staff and students so that they can clean their own desk or immediate workspace?	Yes
12. 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? E.g. mobile phone laptop and to avoid leaving them down on communal surfaces or they will need to clean the surface after the personal item is removed.	Yes
13. Have you advised staff and students to avoid sharing items such as cups, bottles, cutlery, pens	Yes
14. Have you put in place a written cleaning schedule to be made available to cleaning staff including: <ul style="list-style-type: none"> ➤ Items and areas to be cleaned ➤ Frequency of cleaning 	SNU Yes FM Yes Accent cleaners Yes



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<p>15. Details of how to clean following a suspected case of COVID-19 are at Section 7 of the Plan above (can be added here again if considered useful)</p>	
<p>16. If disinfection of contaminated surfaces is required, is a system in place to do this following cleaning?</p>	<p>FM /Cleaners Yes</p>
<p>17. 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>	<p>FM /Accent Cleaning Company/PPPCo Yes</p>
<p>18. Have you a system in place for the disposal of cleaning cloths and used wipes in a rubbish bag? <i>Current HSE guidance recommends waste such as cleaning waste, tissues etc. from a person suspected of having COVID-19 should be double bagged and stored in a secure area for 72 hours before being presented for general waste collection.</i></p>	<p>FM /Accent Cleaning Company/PPPCo Yes</p>



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<p>19. 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>	<p>FM /Accent Cleaning Company/PPPCo Yes</p>
<p>20. 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>	<p>FM /Accent Cleaning Company/PPPCo Yes</p>

SIGNED: _____

DATE: _____

CHAIRPERSON

SIGNED: _____

DATE: _____

SECRETARY



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