



VIRGIN MARY GIRLS' NATIONAL SCHOOL

Shangan Road,
Ballymun,
Dublin,
D09 T2X6.

Phone: 01-8421614
Email: info@virginmarygns.ie
Website: www.virginmarygns.ie
Roll No. 19303W

Health and Safety Statement amendment in light of Covid-19

Document 1

From June 8th 2020, all staff must complete *a pre-return to workplace form *. This form is found inside the main door of the school. It must be filled out upon your arrival and assessed by the Principal (or in her absence, the Deputy Principal) before you access the rest of the building.

This form seeks confirmation that each staff member, to the best of their knowledge,

- has no symptoms of COVID-19,
- that the staff member is not self-isolating,
- or is not awaiting the results of a COVID-19 test.

If a staff member answers "Yes" to any of them, they are strongly advised to follow the medical advice and leave the school premises.

The following are found on the COVID-19 Return to Work Form:

-Do you have symptoms of cough, fever, high temperature, sore throat, runny nose, breathlessness or flu like symptoms now or in the past 14 days?

Yes/No

-Have you been diagnosed with confirmed or suspected COVID-19 infection in the last 14 days?

Yes/No

-Are you a close contact of a person who is a confirmed or suspected case of COVID-19 in the past 14 days (i.e. less than 2m for more than 15 minutes accumulative in 1 day)?

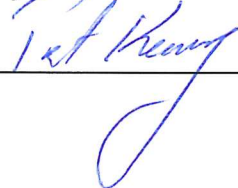
Yes/No

Have you been advised by a doctor to self-isolate at this time? Yes/No

Have you been advised by a doctor to cocoon at this time? Yes/No

Please provide details of any other circumstances relating to COVID-19, not included in the form, which may need to be disclosed to allow your safe return to work.

If you have any COVID-19 symptoms, you are advised to seek medical advice and to stay out of work until all symptoms have cleared following self-isolation.

Signed:  Date: 19th Oct 2020

Document 2

Protocols for the return of staff to the school from June 8th- UPDATED IN February 2020

Work is a key part of life and most of us want to return to our jobs as soon as possible. But we need to get back to work safely. In doing so, we need to make sure that we have a shared collaborative approach and that we adhere to the rules of the new way of living and working, in order to maintain the gains we have made, and to continue to suppress the spread of the virus while keeping each other safe and well. As you know staff may officially access the school from May 18th.

In order to ensure the safety, health and wellbeing of all staff the following protocols have been drawn up to facilitate the presence of staff in the school building between now and the end of June.

These protocols are -

- based on the document "Return to Work Protocol" prepared by the Department of Health.
- are informed by the Government's Return to Work Safely Protocol, COVID-19 Specific National Protocol for Employers and Workers.
- Are underpinned by the government's key recommendations to reduce the risk of transmission of the coronavirus: good hand hygiene, good respiratory hygiene, social distancing and regular cleaning.
- Is in addition and complimentary to Regulation 23 Safeguarding, Health, Safety and Welfare of the Child of the Child Care Act 1991 (Early Years Services Regulations) 2016
- Is in addition to the Services' Infection Control Policy
- Sets out a range of actions to be considered, implemented and adapted as necessary taking account of the individual needs of staff

It should be noted that the attached details are not exhaustive and are also subject to change.

Protocols for staff while in the school building

Upon accessing the school building, all staff must complete a pre-return to the workplace form. This form will be available directly inside the school

door. This form is to be given to the principal for assessment (or in her absence, the Deputy Principal) before you move into the main part of the school.

- **All staff must adhere to social distancing rules- keep a space of 2 metres (6.5 feet) between you and other people AT ALL TIMES.**

- No more than eight staff members will be allowed in the school at any one time. (This is to include SNAs and caretaker)

- **Staff must reserve days on which to come into the school by contacting the Principal in advance.**

- If driving cars are to be parked at a distance from each other.

- On entering the school grounds staff are to phone the principal.

- The principal or a designated person will buzz a staff member into the building.

- After entering the school, a person must use the hand sanitiser placed at the front door and fill out the form. The Principal will then assess it

- Staff are not to touch the hand rails going upstairs. If you have done so, please wipe them down and place used wipes in the bin.

- If using lift, wipes to be used after use. (Wipes will be left in the lift)

- If returning equipment to a staff member, said equipment should be wiped down before handover.

- Staff are advised to remain in their own rooms to carry out any work. Movement throughout the school is to be kept to a minimum.

- Doors are to remain open at all times so that you do not touch door handles. Windows should also be opened to allow ventilation.

- Only four staff are allowed in the staffroom at any one time.

- Staff are to use hand sanitisers before using any equipment or touching any handles etc.

- Maintain distance if using the photocopier. Each person must wipe it down with sanitiser after using.

Best practice:

In order to prevent the spread of the virus all staff must

- ensure they are familiar with and follow hand hygiene guidance and advice. --

- on entering the school building but especially if you have been in contact with someone who is displaying any COVID-19 symptoms, if you have been on public transport (if using it), or if you have been in a crowd, you must wash your hands.

- You must also wash your hands -

- after coughing or sneezing

- before and after eating

- before and after preparing food

- if you were in contact with someone who has a fever or respiratory symptoms (cough, shortness of breath, difficulty breathing)

- before and after being on public transport, if you must use it

- before and after being in a crowd (especially an indoor crowd)

- when you arrive and leave buildings including your home or anyone else's home

- if you have handled animals or animal waste

- before having a cigarette or vaping
 - if your hands are dirty * after toilet use
 - practice good respiratory hygiene, that is, when coughing and sneezing, cover your mouth and nose with flexed elbow or tissue – discard tissue immediately into a closed bin and clean your hands with alcohol-based hand rub or soap and water.
 - maintain social or physical distancing, that is, leave at least 2 metres (6 feet) distance between yourself and other people, particularly those who are coughing, sneezing and have a fever.
 - As part of social distancing there is a '**no handshaking** policy'
 - avoid touching your eyes, nose and mouth – if you touch your eyes, nose or mouth with your contaminated hands, you can transfer the virus from the surface to yourself
- Keep your hands in good condition. Moisturise them often. Any basic product that is not perfumed or coloured is OK.

Key facts

COVID – 19 is a new illness that can affect the lungs and airways and is caused by a new virus called the Coronavirus. Coronavirus is spread in sneeze or cough droplets. To infect you, it has to get from an infected person's nose or mouth into your eyes, nose or mouth. This can be direct or indirect (on hands, objects, surfaces).

The most common symptoms are:

- Cough - this can be any kind of cough, usually dry but not always
- Fever - high temperature over 38 degrees Celsius
- Shortness of Breath
- Breathing Difficulties

Before returning to the workplace, the staff must complete a pre-return to work form.

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- or is not awaiting the results of a COVID-19 test.

If a staff member answers "Yes" to any of them, they are strongly advised to follow the medical advice and leave the school premises.