Appendix 6
Scoil Chóca Naofa 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 pupils, 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 pupils and to adjust your plans and procedures in line with that advice?

2. *Has the BoM adopted the DES school COVID-19 response plan and made it available to staff and pupils?*

3. Have you a system in place to provide staff and pupils 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?

4. Have you displayed the COVID-19 posters in suitable locations highlighting the signs and symptoms of COVID-19?

5. Have you told staff of the purpose of the COVID-19 contact log?

6. Have you a COVID-19 contact log in place to support HSE tracing efforts if required?

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?

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?

9. Have you updated emergency plans, if necessary to take account of the COVID-19 response plan?

Staff

10. *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?*

11. 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?

12. Have you advised staff and pupils they must stay at home if sick or if they have any symptoms of COVID-19?

13. Have you told staff and pupils what to do and what to expect if they start to develop symptoms of COVID-19 in school, including where the isolation area is?

14. Have you advised staff of the availability of the supports of the occupational health and wellbeing programme through Spectrum Life?

15. Has a lead worker representative been identified (in line with the process agreed with the DES 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?

Training and Induction

16. Have you advised staff to view the Department of Education's training materials which are available online?

17. 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?

18. *Have first aiders, if available, been given updated training on infection prevention and control re: hand hygiene and use of PPE as appropriate? (It is intended that training will be provided as part of the Department's online training programme). All staff teachers and SNAs completed First Aid Training 2018 – refresher to be arranged this year*

Buildings / Equipment

19. If you have mechanical ventilation does it need cleaning or maintenance before the school reopens?

20. Does your water system need flushing at outlets following low usage to prevent Legionnaire's Disease?

21. Have you visually checked, or had someone check, all equipment in the school for signs of deterioration or damage before being used again?

22. Have you arranged for the school, including all equipment, desks, benches, doors and frequent touched surfaces points, to be cleaned before reopening?

Control Measures in place - *Hand / respiratory hygiene*

23. Have you accessed supplies of hand sanitisers and any necessary PPE equipment in line with the interim HPSC health guidance relating to the reopening of schools, from the national framework provided by the Department? (RFI published and framework available from early August).

24. Are there hand washing/hand sanitising stations in place to accommodate staff, pupils and visitors adhering to hand hygiene measures in accordance with Department guidance?

25. Have arrangements been made for staff and pupils to have regular access to handwashing/hand sanitising facilities as appropriate?

26. Are hand sanitisers easily available and accessible for all staff, pupils and visitors – e.g. in each classroom and at entry and exit points to school buildings?

27. Have you made arrangements to ensure hand hygiene facilities are regularly checked and well-stocked?

28. Does the alcohol-based hand sanitiser have at least 60% ethanol or 70% isopropanol as the active ingredient?

29. Have you informed staff about the importance of hand washing?

30. Have you arranged for 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?

31. Have you shown staff and pupils how to use hand sanitiser correctly and where hand sanitising stations are located?

32. Have you displayed posters on how to wash hands correctly in appropriate locations?

33. Have you told staff and pupils when they need to wash their hands or use hand sanitiser?
    - This includes:
    - 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 touching potentially contaminated surfaces
    - if in contact with someone displaying any COVID-19 symptoms

34. Have you told staff and pupils of the importance of good respiratory measures to limit the spread of the virus?
    - 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

Physical Distancing:
35. Have you identified all available school space to be used to maximise physical distancing?

36. 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?

37. Have you arranged to revise the layout of the rooms and furniture as per the Department guidelines if necessary?

38. Have you arranged in each room that the teacher's desk should be at least 1m and where possible 2m away from pupil desks?

39. Have you arranged in each room that pupils would be at least 1m away from each other?

40. Have you allocated work stations consistently to the same staff and children rather than having spaces that are shared?

41. Have you structured pupils and their teachers into Class Bubbles (i.e. a class grouping which stays apart from other classes as much as possible) and discrete groups or "Pods" within those class bubbles to the extent that this is practical?

42. If you have divided a class into Pods, have you arranged at least 1m distance between individual Pods within the class bubble and between individuals in the pod, whenever possible?

43. Have you taken steps to limit contact and sharing of common facilities between people in different Class Bubbles (and Pods within those class bubbles) as much as possible?

44. Have you arranged Pod sizes to be as small as it is likely to be reasonably practical in the specific classroom context?

45. Have you arranged to the greatest extent possible for pupils and teaching staff to be consistently in the same Class Bubbles acknowledging that this will not be possible at all times?

46. Have you arranged where possible that different class bubbles to have separate breaks and meal times or separate areas at break or meal times?

47. Have you made arrangements to limit interaction on arrival and departure from school and in other shared areas?

48. Have you encouraged walking or cycling to school as much as possible?

49. Have you made arrangements, in so far as practicable, to open additional access points to school to reduce congestion?

50. Can you provide a one system for entering and exiting the school, where practical?

51. Have you arranged for staff meetings to be held remotely or in small groups or in large spaces to facilitate physical distancing?

52. Have you a system to regularly remind staff and pupils to maintain physical distancing

53. Have you advised staff not to shake hands and to avoid any physical contact?

Visitors to Schools
54. 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?

55. Are there arrangements in place to inform essential visitors to the school of the measures to help prevent the spread of infection?

56. 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?