

Our Lady of Fatima



Addendum to Covid-19 Response Plan

Introduction

This Addendum to the Covid-19 Response Plan is designed to support the sustained reopening of the school by putting further measures in place that will prevent the introduction to and spread of Covid-19 in Our Lady of Fatima School.

It details further policies and practices outlined in the Government's "Covid-19 Response Plan for the safe and sustainable operation of Primary and Special Schools".

It is to be used in conjunction with details already contained in the main document where the overriding objective is to protect the health of staff and pupils while promoting the educational and development needs of the children in the school.

- **Procedure for Returning to Work (RTW)**

New RTW Form as prescribed to be delivered and collected digitally.

- **Infection Prevention Control Measures** - To prevent Introduction and Spread of COVID-19 in Schools
 - Advise staff and pupils to self-isolate or restrict their movements at home if they display any signs or symptoms of COVID-19 and contact their family doctor to arrange a test
 - Advise staff and pupils not to return to or attend school in the event of the following:
 - if they are identified by the HSE as a close contact of a confirmed case of COVID-19
 - if they live with someone who has symptoms of the virus
 - If they have travelled outside of Ireland; in such instances staff are advised to consult and follow latest Government advice in relation to foreign travel.
 - Advise staff and pupils to cooperate with any public health officials and the school for contact tracing purposes and follow any public health advice in the event of a case or outbreak in the school;

- **Hand Hygiene**

Alcohol-based sanitiser must not be stored or used near heat or naked flame

- **Physical Distancing-Ventilation**

The Department has published guidance setting out the practical steps for good ventilation in accordance with public health advice 'Practical Steps for the Deployment of Good Ventilation Practices in Schools'

The guidance sets out an overall approach for schools:

- Windows should be open as fully as possible when classrooms are not in use
 - during break-times (assuming not in use)
 - lunch-times (assuming not in use)
 - at the end of each school day
- Windows should be partially open when classrooms are in use.
- Good ventilation can be achieved in classrooms without causing discomfort, particularly during cold weather.

- **Staff Duties**

- Not to return to or attend school in the event of the following:
 - if they live with someone who has symptoms of the virus
 - If they have travelled outside of Ireland; in such instances staff are advised to consult and follow latest Government advice in relation to foreign travel.
- Cooperate with any public health personnel and their school for contact tracing purposes and follow any public health advice given in the event of a case or outbreak in their school
- Undergo any COVID-19 testing that may be required as part of mass or serial testing as advised by Public Health

- **Employee Assistance and Wellbeing Programme**

Information updated in this section.

The Department recognises the need for school staff wellbeing and collective self-care. Support for school staff wellbeing will be provided by Department Support Services including the PDST and CSL, as well as by the HSE's Health Promotion Team.

An [Occupational Health Strategy](#) is in place as a supportive resource for staff in schools. The aim of the Occupational Health Strategy is to promote the health and wellbeing of employees in the workplace, with a strong focus on prevention. The Occupational Health Strategy comprises the Employee Assistance Service and the Occupational Health Service. The Employee Assistance Service (EAS) is provided by Spectrum.Life under the logo of 'Wellbeing Together: Folláinne Le Chéile'.

The EAS is a self-referral service where employees have access to a dedicated free-phone confidential helpline 1800 411 057 available 24 hours a day, 365 days a year providing advice on a range of issues such as wellbeing, legal, financial, mediation, management support etc. The service is also available via SMS, WhatsApp, e-mail, live chat and call back request. All points of contact for the service are qualified, accredited and experienced mental health professionals.

Where required, short-term counselling is available to employees and their families (over the age of 18 years and living at home).

A bespoke wellbeing portal and app is available which offers access to podcasts, blogs, live chats and videos on topics around wellbeing and mental health, family life, exercise and nutrition. E-Learning programmes across mental health, sleep and a range of wellbeing topics are also available.

In addition online cognitive behavioural therapy is provided. As part of the services provided by Spectrum.Life a Mental Health Promotion Manager is available to develop and deliver evidence based mental health and wellbeing initiatives to reduce stigma and improve mental health literacy and to increase engagement with the service. A series of weekly webinars and live talks to promote staff wellbeing in schools is current available on the wellbeing portal.

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Pre-Return to School Questionnaire COVID-19

This form must be completed by staff in advance of returning to work.

If the answer is Yes to any of the below questions, you are advised to seek medical advice before returning to work.

Name: _____

	Questions	YES	NO
1.	Do you have symptoms of cough, fever, high temperature, 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 by a doctor to self-isolate at this time?		
6	Have you been advised to restrict your movements at this time?		
7	Have you been advised to cocoon at this time? Note: if you're at very high risk (extremely vulnerable) from COVID-19 you may be advised to cocoon.		

I confirm, to the best of my knowledge that I have no symptoms of COVID-19, am not self-isolating or awaiting results of a COVID-19 test and have not been advised to restrict my movements.

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.

Signed: _____

Date: _____