



**Scoil na mBráithre  
Charleville CBS Primary**

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**COVID - 19 Response Plan**

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**#HOLDFIRM**

20 August 2020

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This *Covid-19 Response Plan* is designed to support the staff and Board of Management (BOM) in putting measures in place that will prevent the spread of Covid-19 in Charleville CBS Primary.

The Covid-19 Response Plan details the policies and practices necessary for a school to meet the Government's '*Return to Work Safely Protocol*', the Department of Education and Skills plan for school reopening and to prevent the spread of Covid-19 in the school environment. The plan incorporates current advice about measures to reduce the spread of Covid-19 in the community issued by the National Public Health Emergency Team (NPHEET).

It is important that the resumption of school based teaching and learning and the reopening of school facilities comply with the protocol to minimise the risk to students, staff and others. As the advice issued by NPHEET continues to evolve, this protocol and the measures management and staff need to address may also change.

The response plan will support the sustainable reopening of our school 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.

In line with the Return to Work Safely Protocol, the key to a safe and continued return to work, and re-opening of our schools requires strong communication and a shared collaborative approach between the Board of management, staff, pupils and parents.

The assistance and cooperation of all staff, pupils, parents/guardians, contractors and visitors is critical to the success of the plan.

**Note:** The plan is a live working document and may be reviewed and amended to take into account new guidance from [www.Gov.ie](http://www.Gov.ie), [www.dbei.ie](http://www.dbei.ie), [www.hse.ie](http://www.hse.ie), [www.hpsc.ie](http://www.hpsc.ie), [www.hsa.ie](http://www.hsa.ie); [www.education.ie](http://www.education.ie)

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This document aims to provide details of

1. COVID-19 School Policy
2. Planning and Preparing for Return to School
  - a) School Buildings
  - b) Signage
3. Procedure for Returning to Work (RTW)
4. Return to work safely and Lead Worker Representative(s)
5. Safety Statement and Risk Assessment
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7. Managing the Risk of Spread of Covid-19
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  - b) Hand Hygiene and Hand Sanitiser
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13. Employee Assistance and Wellbeing Programme
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## **1. Charleville CBS Covid-19 Policy Statement**

CBS Primary, Charleville is committed to providing a safe and healthy workplace for all our staff and a safe learning environment for all our pupils. To ensure that, we have developed the following COVID-19 Response Plan. The BOM 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 pupils on the Public Health advice issued by the HSE and Gov.ie
- display information on the signs and symptoms of COVID-19 and correct handwashing techniques
- agree with staff, a worker representative who is easily identifiable to carry out the role outlined in this plan
- inform all staff and pupils of essential hygiene and respiratory etiquette and physical distancing requirements
- adapt the school to facilitate physical distancing as appropriate in line with the guidance and direction of the Department of Education
- keep a contact log to help with contact tracing
- ensure staff 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 pupils 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: \_\_\_\_\_

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## **2. Planning and Preparations for Returning to School**

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

Details for the reopening of the school facility and the applicable controls are outlined in this document.

### **a) School Buildings**

Before re-opening our school the following will be checked;

- Does the water system need flushing at outlets following low usage to prevent Legionella disease;
- Has school equipment and mechanical ventilation been checked for signs of deterioration or damage before being used again;
- Have bin collections and other essential services resumed

### **b) Making Changes to School Layout**

Maintaining physical distancing in the school environment is recommended as one of the key control measures to minimize the risk of the introduction and spread of COVID-19

The DES guidelines recognise that a common-sense approach is needed in our Primary schools. To that end, every effort will be made to limit interactions within classrooms to limit contact between class groups and to limit the sharing of common facilities.

The pupils and their teachers will work in *Class Bubbles*. **A Class Bubble is a grouping which stays apart from other classes as much as possible.** Each classroom will be an individual bubble with the exception of the two ASD classes which will be treated as one bubble. The aim of the system within the school is that class groupings mix only with their own class from arrival at school in the morning until the children go home at the end of the day.

Pupils will be arranged in the classroom in order to facilitate pods of between 4-6 pupils that are 1m apart. If possible the pupils within the pods should also be kept up to 1m apart. All unnecessary furniture will be removed from these classrooms to create as much space as possible. The stage area will be used for storage of surplus furniture and resources.

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Doors and windows

When and where practical, all internal doors will be left open to minimise hand contact with common surfaces. To ensure that classrooms are well ventilated, windows will be kept open as often as possible, and will be opened while children are taking breaks in the playground. Where possible, windows will be open when children are singing as a group, or when they are playing musical instruments.

**c) Signage**

Charleville CBS Primary will display appropriate signage around the school to help raise awareness of Covid-19, of physical distancing requirements and of correct hand washing and sanitisation procedures. These will be on display prior to the school reopening.

**3. Procedure for Returning to Work**

In order to return to the workplace, staff must complete a Return to Work (RTW) (School) form, which is available electronically or from the Principal.

A RTW form should only be completed at least 3 days prior to any proposed date of return to the workplace.

Once the RTW has been submitted to the principal, the staff will complete their Induction training. The link is given in section 8(c) below. The principal will provide any details of any additional health and safety measures in place in the school to facilitate the staff member's return to the school facility.

**4. Return to work safely and Lead Worker Representative**

Responsibility for the development and implementation of the Covid-19 Response Plan and the associated control measures lies primarily with the Board of Management and the School Leadership.

The Return to Work Safely protocol provides for an agreed procedure between management and staff to appoint a Lead Worker Representative to carry out a specific role.

The role of the worker representative is to ensure that Covid-19 measures are adhered to in the workplace as follows:

- Work collaboratively with the employer to ensure, so far as is reasonably practicable, the safety, health and welfare of employees in relation to COVID-19.

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- 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 with the implementation of measures to suppress COVID-19 in the workplace.
  
  - Monitor adherence to measures put in place to prevent the spread of COVID-19.
  - Consult with colleagues on matters relating to COVID-19 in the workplace.
  - Make representations on behalf of their colleagues on matters relating to COVID-19 in the workplace.
  - If a staff member has any concerns or observations in relation to the Covid-19 Response Plan and control measures or the adherence to such control measures by staff, parents/guardians, contractors or visitors, he/she should contact the lead worker(s) who will engage with the Principal/BOM.

Name of Lead Worker representative:

**Gráinne Ní Dhuinnín**

Names of Deputy Lead Worker Representatives: **Stephanie Flavin & Jacqueline Zinkant**

All staff, parents/guardians, contractors and visitors have a responsibility both as individuals and collectively to have due regard for their own health and safety and that of others and to assist with the implementation of the Covid-19 Response Plan and associated control measures.

##### **5. Safety Statement and Risk Assessment**

COVID-19 represents a hazard in the context of health and safety in the school environment. A Safety Statement and Risk Assessment is attached to this Response Plan. The school will review its First Aid and Fire Safety policies in advance of opening.

##### **6. General advice to prevent the spread of the virus**

In order to prevent the spread of COVID-19 it is important to know and recognise the symptoms.

They are:

- High temperature
- Cough
- Shortness of breath or breathing difficulties

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- Loss of smell, of taste or distortion of taste
  - The best way to prevent the spread of COVID-19 in a school is to minimise the risk of introduction of the disease into the school setting in the first place.

This can be achieved through the following measures:

- Promote awareness of COVID-19 and its symptoms amongst staff, pupils, parents and visitors.
- Advise staff and parents of pupils who have symptoms of COVID-19 or other acute infectious diseases not to attend school, to phone their GP and follow the HSE guidance on self-isolation.
- Advise staff and parents of pupils who have been identified by the HSE as contact of a person with COVID-19 not to attend schools and to follow the HSE advice on restriction of movement.
- Ensure that staff and pupils know what to do if they develop symptoms at school.
- Everyone entering the school building should be required to perform hand hygiene with hand sanitiser.
- Visitors to school during the day should be by prior arrangement and should be received at a specific contact point.
- The meeting area for essential meetings will be outside in a designated area.
- Visitors will complete a contact log when entering the school.

Staff, pupils and visitors should at all times adhere to the up to date advice and instructions of the public health authorities in relation to protecting oneself and others against the risk posed by the Covid-19 virus.

Updated advice from the HSE is available on its website – <https://www2.hse.ie/coronavirus/>

The Department of Education and Skills will ensure all updated advice is circulated to schools.

Charleville CBS Primary will arrange for this advice to be circulated to staff, pupils and visitors in a timely manner. **All parents/guardians MUST have the Aladdin app to ensure they receive the up to date information.** You must make an appointment with the school if you are unable to access the app.

### **Travelling Abroad - Covid-19 Green List as of August 6th 2020**

Government has agreed that the following locations be included as 'normal precautions' on the Department of Foreign Affairs' Travel Advice:

- Estonia

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- Finland
  - Greece
  - Greenland
  - Hungary
  - Italy
  - Latvia
  - Lithuania
  - Norway
  - Slovak Republic (Slovakia)
    - Anyone arriving into Ireland from these locations will not have to restrict their movements.
    - Passengers from any other location not on this list are asked to **restrict their movements** for **14 days**.
- Restricting your movements means avoiding contact with other people and social situations as much as possible. This includes not attending school.
- The list will be reviewed on a fortnightly basis, based on advice from officials including public health experts.

## 7. **Managing the risk of spread of Covid-19**

### a) **Wash your Hands Frequently**

Regular hand washing with soap and water is effective for the removal of COVID-19.

Follow the HSE guidelines on handwashing:

For advice from HSE on how to wash your hands the following link will be helpful:

<https://www2.hse.ie/wellbeing/how-to-wash-your-hands.html>

### b) **Hand Hygiene and Hand Sanitisers**

Hand hygiene can also be achieved by the use of hand sanitisers (when hands are clean).

Hand sanitisers are more readily deployed in school settings to avoid disruption to teaching and learning and to avoid congestion of staff and pupils waiting to use hand washing facilities.

They will be available at entry and exit points and in each classroom. Appropriate signage outlining the correct usage of the sanitiser will accompany each dispenser.

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**c) Avoid Touching Eyes, Nose and Mouth**

Why? Hands touch many surfaces and can pick up viruses. Once contaminated, hands can transfer the virus to your eyes, nose or mouth.

**d) Physical Distancing**

Physical distancing is recommended to reduce the spread of infection in the workplace. The school will follow physical distancing guidelines for schools as required by the public health authorities.

**e) Practice respiratory hygiene**

- Make sure you, and the people around you, follow good respiratory hygiene. This means covering your mouth and nose with a tissue or your bent elbow when you cough or sneeze. Then dispose of the used tissue immediately.
- By following good respiratory hygiene, you protect the people around you from viruses such as cold, flu and Covid-19.
- Good hygiene practices and washing your hands properly and regularly can help stop the spread of the virus. It is, therefore, crucial that all staff adhere to this advice and adopt the following practices as strictly as possible.

**f) Do**

- Wash your hands properly and often
- Cover your mouth and nose with a tissue or your sleeve when you cough and sneeze
- Put used tissues into a bin and wash your hands
- Clean and disinfect frequently touched objects and surfaces

**g) Do Not**

- Touch your eyes, nose or mouth if your hands are not clean
- Share objects that touch your mouth – for example, bottles, cups, cutlery, etc.

**h) People at very high Risk (Very Vulnerable)**

Current public health guidelines have identified groups who are defined as being at very high risk.

The HSE has set out these groups, which include people who:

The list of people in very high risk groups include people who:

- are over 70 years of age - even if you're fit and well
- have had an organ transplant

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- are undergoing active chemotherapy for cancer
  - are having radical radiotherapy for lung cancer
  - have cancers of the blood or bone marrow such as leukaemia, lymphoma or myeloma who are at any stage of treatment
  - are having immunotherapy or other continuing antibody treatments for cancer
  - are having other targeted cancer treatments which can affect the immune system, such as protein kinase inhibitors or PARP inhibitors
  - have had bone marrow or stem cell transplants in the last 6 months, or who are still taking immunosuppressive drugs
  - severe respiratory conditions including cystic fibrosis, severe asthma, pulmonary fibrosis, lung fibrosis, interstitial lung disease and severe COPD
  - have a condition that means you have a very high risk of getting infections (such as SCID, homozygous sickle cell)
  - are taking medicine that makes you much more likely to get infections (such as high doses of steroids or immunosuppressant therapies)
  - have a serious heart condition and you are pregnant

The advice for this group is available from the HSE. Staff who are in this group should self-declare on the Return to Work form if they believe that they are at very high risk. Details of the leave arrangements that will apply will be updated by the Department of Education and Skills.

If the Board/Principal is unsure whether or not staff fall into the very high-risk category, advice will be sought from the Occupational Health Service.

## **8. Control Measures**

A range of essential control measures have been implemented to reduce the risk of the spread of Covid-19 virus and to protect the safety, health and welfare of staff, pupils, parents/guardians and visitors as far as possible within the school.

These control measures are outlined in this document.

The control measures shall continue to be reviewed and updated as required on an ongoing basis. It is critical that staff, pupils, parents/guardians and visitors are aware of, and adhere to, the control measures outlined and that they fully cooperate with all health and safety requirements.

Staff, in particular, should note that they have a legal obligation under Section 13 of the Safety, Health and Welfare at Work Act 2005 to comply with health and safety requirements and to take

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reasonable care for the health and safety of themselves, their colleagues and other parties within the workplace.

The following control measures have been put in place:

**a) Return to Work Form**

Staff will be required to complete a RTW form at least 3 days prior to any return to the school facility (see section 2 above). The purpose of the RTW form is to get confirmation from staff that, to the best of his/her knowledge, he/she has no symptoms of Covid-19 and is not self-isolating or cocooning or awaiting the results of a Covid-19 test.

**b) Induction Training**

All staff will undertake and complete Covid-19 Induction Training prior to returning to the school building. The aim of such training is to ensure that staff have full knowledge and understanding of the following:

- Latest up to-date advice and guidance on public health
- Covid-19 symptoms
- What to do if a staff member or pupil develops symptoms of Covid-19 while at school
- Outline of the Covid-19 response plan

Staff will be kept fully informed of the control measures in place in the school and their duties and responsibilities in preventing the spread of Covid-19 and with any changes to the control measures or guidance available from the public health authorities.

If a staff member is unsure about any aspect of the Covid-19 Response Plan, the associated control measures, or his/her duties, he/she should immediately seek guidance from the Principal.

Note: Induction Training for reopening schools in the new school year will be developed by the Department in consultation with stakeholders and made available for all schools and staff

**c) Induction Training for Return to School**

Induction training for school staff is accessible through the following link [Staff Induction](#)

**d) Hygiene and Respiratory Etiquette**

It is crucial that all staff, pupils, parents/guardians, contractors and visitors are familiar with, and adopt, good hand and respiratory hygiene practices.

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Guidance documentation and Information posters will be available at various locations within the school facility. Information posters will be prominently displayed at appropriate locations within the school facility including offices, corridors, staffroom area, classrooms and toilet areas. Such are intended to inform but also remind everyone about the importance of hygiene in preventing the spread of Covid-19 virus and protecting health and safety.

Handwashing facilities and/or hand sanitisers are available at multiple locations within the school facility and should be available in each classroom.

**e) Use of Personal Protective Equipment (PPE)**

The Interim Guidance for the use of face-coverings in childcare and educational settings provided by the HPSC on 6th August 2020 makes the following recommendations for use of face-coverings in childcare and educational settings

“It is not recommended that children attending primary school or preschool/childcare settings wear face-coverings.

“It is recommended that teachers and staff in primary schools wear a face-covering when a physical distance of 2 meters from other staff or children cannot be maintained.

“In certain situations the use of clear visors should be considered, for example staff interacting with students with hearing difficulties or learning difficulties”

“Cloth face coverings should not be worn by any of the following groups:

- Primary school or pre-school children
- Any person with difficulty breathing
- Any person who is unconscious or incapacitated
- Any person who is unable to remove the face-covering without assistance
- Any person who has special needs and who may feel upset or very uncomfortable wearing the face covering, for example persons with intellectual or developmental disabilities, mental health conditions, sensory concerns or tactile sensitivity”

Charleville CBS Primary will have a supply of visors available for all staff in the school.

Appropriate PPE will be available for dealing with suspected COVID-19 cases, intimate care needs and for first aid. This will be updated in line with advice from the HPSC (Health Protection Surveillance Centre)

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Where staff provide healthcare to children with medical needs in the school environment they should apply standard precautions as per usual practice.

**f) Wearing of Gloves**

The use of disposable gloves in the school setting by pupils or staff is not appropriate. It does not protect the wearer and may expose others to risk from contaminated gloves. Routine use of disposable gloves is not a substitute for hand hygiene.

**g) Cleaning**

- The school will be cleaned by our cleaner **once per day**. The Board of Management will increase the out of school hours cleaning budget by 50 percent.
- Additional cleaning will be focused on frequently touched surfaces – door handles, hand rails, chairs/arm rests, communal eating areas, sink and toilet facilities.
- There will be regular collection of used waste disposal bags from offices and other areas within the school facility. Waste collection will only be managed by adults. All pupils are required to take home their packaging from their lunch on a daily basis.
- All staff will have access to cleaning products and will be required to maintain cleanliness of their own work area. Staff will thoroughly clean and disinfect their work area before and after use each day. Under no circumstances should these cleaning materials be removed from the building.
- Staff must bring to and from home their own lunch utensils and containers (cup, cutlery, plate etc.) They must bring these utensils and containers home to clean. They must clean and disinfect the area they ate their lunch in.
- All surfaces – desks, computers, and classroom sinks will be sanitised by class teachers and/or SNAs at the end of the school day.
- Each teacher must ensure, with the help of an SNA, that the floor (and the floor of any adjoining common areas are swept) and chairs put up on the tables every evening.
- Classroom bins will be emptied into the outside bins by the staff.
- The cleaner will sanitise all toilet/classroom/staffroom/office and common area facilities each evening. A “deep clean” will be required in the event of a suspected Covid-19 case (see below

***Cleaning after a suspected case of COVID-19***

- The room will be cleaned as soon as is practicable by whoever is available at the earliest opportunity – teacher/SNA/cleaner.

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- Once the room is vacated it will not be reused until the room has been thoroughly cleaned and disinfected and all surfaces are dry.

#### **h) Access to the school building /contact log**

Access to the school facility will be in line with agreed school procedures.

Arrangement for necessary visitors such as contractors and parents/guardians will be restricted to essential purposes and limited to those who have obtained prior approval from the Principal. Essential meetings that cannot be conducted via email or telephone can be arranged for in an outdoor meeting area located in the shed.

The prompt identification and isolation of potentially infectious individuals is a crucial step in restricting the spread of the virus and protecting the health and safety of the individuals themselves and other staff, contractors and visitors at the workplace. A detailed sign in/sign out log of those entering the school facilities should be maintained. The school should maintain a log of staff and students contacts. The school has developed a log sheet for use to contact trace school visitors.

#### **i) First Aid/emergency procedure**

The standard First Aid/Emergency procedure shall continue to apply in Charleville CBS Primary In an emergency or in case of a serious incident, call for an ambulance or the fire brigade on 112/999 Contact the principal or nearest first aider giving details of location and type of medical incident.

### **9. Dealing with a suspected case of Covid-19**

Staff or pupils should not attend school if displaying any symptoms of Covid-19. The following outlines how CBS Primary Charleville will deal with a suspected case that may arise during the course of work.

A designated isolation area has been identified within the main school building. This isolation area is located adjacent to the school reception office. A secondary isolation area will be located in the Hall. If a staff member/pupil displays symptoms of Covid-19 while at work in CBS Primary Charleville the following are the procedures to be implemented:

- If the person with the suspected case is a pupil, the parents/guardians should be contacted immediately
- Isolate the person and have a procedure in place to accompany the individual to the designated isolation area via the isolation route, keeping at least 2 metres away from the symptomatic

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person and also making sure that others maintain a distance of at least 2 metres from the symptomatic person at all times

- Provide a mask for the person presenting with symptoms if one is available. He/she should wear the mask if in a common area with other people or while exiting the premises
- Assess whether the individual who is displaying symptoms can immediately be directed to go home/be brought home by parents and call their doctor and continue self-isolation at home
- Facilitate the person presenting with symptoms remaining in isolation if they cannot immediately go home and facilitate them calling their doctor. The individual should avoid touching people, surfaces and objects. Advice should be given to the person presenting with symptoms to cover their mouth and nose with the disposable tissue provided when they cough or sneeze and put the tissue in the waste bag provided
- If the person is well enough to go home, arrange for them to be transported home by a family member, as soon as possible and advise them to inform their general practitioner by phone of their symptoms. Public transport of any kind should not be used
- If they are too unwell to go home or advice is required, contact 999 or 112 and inform them that the sick person is a Covid-19 suspect.
- Carry out an assessment of the incident which will form part of determining follow-up actions and recovery
- Arrange for appropriate cleaning of the isolation area and work areas involved

The HSE will inform any staff/parents who have come into close contact with a diagnosed case via the contact tracing process. The HSE will contact all relevant persons where a diagnosis of Covid-19 is made. The instructions of the HSE should be followed and staff confidentiality is essential at all times.

## **10. Special Educational Needs**

### **Additional considerations for those with Special Educational Needs**

- For children with special educational needs (SEN) maintaining physical distancing in many instances will not be practical or appropriate to implement. The focus will therefore be on emphasising that parents/guardians will have a heightened awareness of signs, symptoms or changes in baseline which suggests illness/COVID-19 infection and where symptoms are present children will not attend school.
- Similarly, staff will be aware of their responsibility not to attend work if they develop signs or symptoms of respiratory illness.

*Hand hygiene*

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- Children who are unable to wash their hands by themselves will be assisted to clean their hands using soap and water or a hand sanitiser (if their hands are visibly clean) as outlined previously.

## **11. Staff Duties**

Staff have a statutory obligation to take reasonable care for their own health and safety and that of their colleagues and other parties. In order to facilitate a safe return to work, these duties include, but are not limited to, the following:

- Adhere to the School Covid-19 Response Plan and the control measures outlined. The cooperation and assistance of all staff is essential to reduce the risk of spread of Covid-19 and to protect health and safety as far as possible within the school. All staff have a key role to play
- Coordinate and work with their colleagues to ensure that physical distancing is maintained
- Make themselves aware of the symptoms of Covid-19 and monitor their own wellbeing
- Self-isolate and contact their GP promptly for further advice if they display any symptoms of Covid-19
- Not return or attend school if they have symptoms of Covid-19 under any circumstances.
- If they develop any symptoms of Covid-19 whilst within the school facility, they should adhere to the procedure outlined above
- Complete the RTW form before they return to work
- Must inform the Principal if there are any other circumstances relating to Covid-19, not included in the form, which may need to be disclosed to facilitate their safe return to the workplace
- Must complete Covid-19 Induction Training and any other training required prior to their return to school
- Must be aware of, and adhere to, good hygiene and respiratory etiquette practices
- Keep informed of the updated advice of the public health authorities and comply with same.

## **12. Covid-19 Related Absence Management**

The management of a Covid-19 related absence will be managed in line with agreed procedures with DES.

## **13. Employee Assistance and Wellbeing Programme**

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The Board of Management aims to protect and support the health and wellbeing of all staff (physical, mental, spiritual etc.) both at work, whether in the school facility or at home and outside of work. The Board of Management is mindful that the support and promotion of staff health and wellbeing is particularly important in the current context where the Covid-19 pandemic has caused considerable challenges for, and disruption to, people's personal, family and social lives as well as their work arrangements.

The Board of Management aims to foster a culture and work environment that support healthy behaviours and staff wellbeing and shall continue to make health and wellbeing tools and guidance available to staff as well as organising suitable support programmes, initiatives and events.

These are challenging times for everyone. Should a staff member experience any stress or anxiety in respect of work or work arrangements, he/she should feel free to speak to the principal.

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*'. 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. They will also be providing a series of webinars and presentations to promote staff wellbeing in schools as schools reopen and during the upcoming school year.

### **Review, Ratification and Communication**

This policy was ratified by the CBS Primary Charleville Board of Management at its meeting held on Thursday 20th August 2020. It was subsequently edited and then circulated to the school community (BOM, Staff and Parents) in advance of the beginning of the school year. It will be reviewed as NPHET advice changes or as DES guidance dictates.

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**Signed:** \_\_\_\_\_

Mike Keane

Chairperson

Date: 20/08/2020

**Signed:** \_\_\_\_\_

Michael O' Sullivan

Principal

Date: 20/08/2020

**Signed:** \_\_\_\_\_

Gráinne Ní Dhuinnín

Chairperson

Date: 20/08/2020

**Appendix 1 – Return to school form**



**Scoil na mBráithre  
Charleville CBS Primary**

Parent(s) Names: 1. \_\_\_\_\_ 2. \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Eircode: \_\_\_\_\_

Email: \_\_\_\_\_

Contact Number for school system (if different to last year): \_\_\_\_\_

<b>Child's Name</b>	<b>Class</b>	<b>Additional Information</b> (anything of relevance you wish us to know about your child since March 12th)

I have read CBS Primary Charleville Covid 19 Response plan and policy and I agree to adhere to its terms. I understand that my child/children are returning to school with the expectation that they too adhere to this plan.

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Signed: \_\_\_\_\_parent(s)/guardian(s)