



# Monaghan Collegiate School

## “COVID - changes and challenges”

### 1. Policy Statement

#### APPENDIX 1

#### COVID -19 Policy Statement

**Monaghan Collegiate School** 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 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, a lead worker representative who is easily identifiable to carry out the role.
- 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 Representative(s), who will be supported in line with the agreement between the Department and education partners.

Signed:

Date: 27-08-2021

### 2. Covid Regulations.

- a. Staff** 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/> Any employee of Monaghan Collegiate School displaying these symptoms should immediately inform the Principal/Deputy Principal. They will not be permitted to attend work if they have any of the symptoms listed below:
  - High temperature (measured temperature 38°C or higher)

- Shortness of breath or breathing difficulties
  - Loss of smell, of taste, or distortion of taste
- Any staff displaying any these symptoms must take a PCR Test and self-isolate while awaiting the results.
- All staff should follow HSE guidelines.

**b. How to reduce the chance of getting infected by the coronavirus:**

- Wash your hands frequently
- Maintain social distancing
- Avoid touching eyes, nose and mouth
- Practice respiratory hygiene

**c. People at higher risk or vulnerable groups**

- People over 70 years
- have had an organ transplant
- 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 immunosuppression 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 immunosuppression therapies)
- have a serious heart condition and you are pregnant

Any staff member who has a concern regarding personal higher risk, or a family member/household contact with higher risk, should discuss the situation with their GP/specialist (or an appropriate medical professional) before making a decision on whether to return to work or not. The Board of Management may seek advice from Medmark in such cases.

**d. Return to work information**

- All employees are required to complete a '**Return to Work Form**'
- On return to work staff are required to complete training procedures.
- The Lead Worker Representative is Mr G Dugdale

**e. Control Measures**

Monaghan Collegiate School has adopted a series of control measures to minimise the spread of Covid 19. (see Covid arrangements)

### 3. Covid Arrangements

#### a. Feeling ill

- i. Under no circumstances should staff/students come to school if they have a high temperature.  $le \geq 38^{\circ}C$
- ii. It is absolutely essential that staff/students who are feeling unwell in any way stay at home. Staff/Students who are unfit to attend school should follow the guidance of the HSE
- iii. Room 17 will be the designated isolation room. Any member of staff or student who presents with Covid symptoms will be asked to go to the isolation room until they can be collected from school. They should immediately refer to their doctor.  
The Covid 19 response team is;
  1. Mr J. Reid
  2. Mr G. Dugdale
  3. Ms Y. Deery
  4. Ms S. Reid
  5. Mr E. Clarke.
- iv. Staff with suspected Covid should inform Mr Dugdale immediately and keep the school updated of their situation.
- v. The school will follow HSE advice on track and tracing.
- vi. Parents should inform the school office by phone or by emailing [mcsattendance@monaghacollegiateschool.ie](mailto:mcsattendance@monaghacollegiateschool.ie) on the first day of absence they should keep the school informed in a case of suspected Covid.
- vii. Students who feel unwell in school for whatever reason will have their temperature taken as a matter of course. If it is outside the normal range they will be isolated and parents called to take them home.
- viii. Students who do not have a temperature will be given medication if appropriate and required to return to class. If they are unfit to return to class they will be required to go home.
- ix. Students who use the emergency situation to fake illness as an opportunity for bad behaviour should be dealt with severely.

#### b. Hand sanitisers;

- i. Hand sanitisers are placed at all building entrances and classroom entrances, students are requested to use these sanitisers on entering the room.
- ii. Students are also encouraged to have their own personal hand sanitiser in their pocket and to use it as they require.
- iii. Staff should also make frequent use of the hand sanitising provision.

#### c. Students should follow Covid etiquette

- i. Students should maintain social distancing where possible.
- ii. Hand washing; Students should wash their hands regularly, particularly after using the toilet. Students should wash their hands for 20 seconds using soap. Students should dry their hands using paper towels and dispose of the towels in a bin.
- iii. Students are also encouraged to use paper tissues should they need to blow their nose, disposing of the tissues in a bin.

#### d. Face masks.

- i. The school will provide a face mask to each student. The mask should be worn while in class or changing class.

- ii. The school will provide each member of staff with a face mask and a visor, they can choose which to use.
- iii. Students who for a medical reason can't wear a mask should speak to the Principal/Deputy Principal as soon as possible.
- iv. Face mask should be washed each evening.
- v. If a face mask is lost or mislaid a new mask can be purchased for €5.00 from the office.

**e. One way system**

- i. Main building;
  - 1. Students will enter school through the top entrance beside room 17 and exit through the most convenient bottom door, beside room 9, beside room 14 and rooms 11 and 12 will leave through the exit doors in those rooms.
  - 2. Students are not allowed to go up the stairs.
- ii. Jackson Building
  - 1. Students should enter the Jackson building through the front door and exit through the back door.
- iii. Sports Hall Area
  - 1. Students should access the sports hall and rooms 23, 24 and 25 through the front door.
  - 2. PE classes should exit through their respective changing rooms.
  - 3. Room 23 & 24 should exit down the stairs at the back of the sports hall.
  - 4. Room 25 will exit through the side corridor and the door at the bottom of the first set of stairs.

**This is a “living document” and will change as things evolve.**

<b>Appendix 6 Checklist for School Management</b>		
This checklist supports planning and preparation, control measures and induction needed to support a safe return to school for students, staff, parents and others. <b>For completion by the agreed person with overall responsibility of managing the implementation of the COVID-19 Response plan. This is likely to be the principal (with supports as agreed with the Department).</b>		
<b>Planning and Systems</b>		
1.	Have you appointed staff member/s to the <a href="#">Lead Worker Representative (LWR) position</a> in accordance with the agreed protocol?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	<b>Mr Dugdale has agreed to act as LWR</b>	
2.	Have you advised staff as to who has been appointed to the position of LWR?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
3.	Have you prepared a <a href="#">school COVID-19 response plan</a> and made it available to staff and students?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	<b>This document is the communication of the plan.</b>	
4.	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 <input checked="" type="checkbox"/> No <input type="checkbox"/>
	<b>Information as presented.</b>	
5.	Have you displayed the <a href="#">COVID-19 posters</a> in suitable locations highlighting the signs and symptoms of COVID-19?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
6.	Have you told staff and students of the purpose of the COVID-19 contact log?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

7.	Have you a <a href="#">COVID-19 contact log</a> in place to support HSE tracing efforts if required?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	<b>Sign in log at the front door.</b>	
8.	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 <input checked="" type="checkbox"/> No <input type="checkbox"/>
9.	Have you reviewed and updated <a href="#">risk assessments</a> in line with Department advice to take account of any controls to help prevent the spread of COVID-19?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
10.	Have you updated emergency plans, in particular to take account of the COVID response plan?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<b>Staff</b>		
11.	Have you made available to each staff member a <a href="#">COVID-19 return-to-work form</a> to be completed and returned 3 days before they return to the workplace?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	<b>A return to work form has been sent to all members of staff.</b>	
12.	Are you aware of staff members who are at <a href="#">very high risk under the HSE guidance</a> on people most at risk and advised them of the Department of Education's agreed arrangements for management of those staff?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	<b>Staff have to make management aware of risk.</b>	
13.	Have you advised staff and students they must stay at home if sick or if they have any <a href="#">symptoms of COVID-19</a> ?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
14.	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 <input checked="" type="checkbox"/> No <input type="checkbox"/>
15.	Have you advised staff of the availability of the supports of the occupational health and wellbeing programme through Spectrum Life?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<b>Training and Induction</b>		
16.	Have you advised staff and students to <a href="#">view the Department of Education's training materials</a> which are available online?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	<b>Staff have been allocated time to view the training material.</b>	
17.	Have you taken the necessary steps to update your school induction / familiarisation training to include all information relating to COVID-19?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	<b>Information in staff handbook</b>	
18.	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 <input checked="" type="checkbox"/> No <input type="checkbox"/>
<b>Buildings / Equipment</b>		
19.	If you have mechanical ventilation does it need cleaning or maintenance before the school reopens?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
20.	Does your water system need flushing at outlets following low usage to prevent <a href="#">Legionnaire's Disease</a> ?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
21.	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?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

22.	Have you arranged for the school including all equipment, desks, benches, doors and frequently touched surfaces points, been thoroughly cleaned before reopening?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<b>Control Measures in place</b>		
<b>Hand / respiratory hygiene</b>		
23.	Have you accessed supplies of hand sanitizers and any necessary PPE equipment in line with the <a href="#">HPSC health guidance relating to the reopening of schools</a> , 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 <input checked="" type="checkbox"/> No <input type="checkbox"/>
24.	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 <input checked="" type="checkbox"/> No <input type="checkbox"/>
25.	Have arrangements been made for staff and students to have regular access to hand-washing/hand sanitising facilities as appropriate?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
26.	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 <input checked="" type="checkbox"/> No <input type="checkbox"/>
27.	Have you made arrangements to ensure hand hygiene facilities are regularly checked and well-stocked?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
28.	Does the alcohol-based hand sanitiser have at least 60% ethanol or 70% isopropanol as the active ingredient?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
29.	Have you informed staff and students about the importance of hand washing?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
30.	Have you arranged for staff and students to view <a href="#">how to wash their hands</a> (with soap and water for at least 20 seconds) and dry them correctly through the use of the HSE video resource?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
31.	Have you shown staff and students how to use hand sanitiser correctly and where hand-sanitising stations are located?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
32.	Have you displayed posters on how to wash hands correctly in appropriate locations?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<b>29-32 are covered in the introductory talk.</b>		
33.	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"> <li>➤ before and after eating and preparing food</li> <li>➤ after coughing or sneezing</li> <li>➤ after using the toilet</li> <li>➤ where hands are dirty</li> <li>➤ before and after wearing gloves</li> <li>➤ before and after being on public transport</li> <li>➤ before leaving home</li> <li>➤ when arriving/leaving the school /other sites</li> <li>➤ after each class</li> <li>➤ after touching potentially contaminated surfaces</li> <li>➤ if in contact with someone displaying any COVID-19 symptoms</li> </ul>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
34.	Have you told staff and students of the importance of good respiratory measures to limit the spread of the virus, including? <ul style="list-style-type: none"> <li>➤ avoid touching the face, eyes, nose and mouth</li> <li>➤ cover coughs and sneezes with an elbow or a tissue</li> <li>➤ dispose of tissues in a covered bin</li> </ul>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<b>Physical Distancing:</b>		

35.	Have you identified all available school space to be used to maximise physical distancing?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
36.	Have you reviewed the <a href="#">templates provided by the Department of Education which show</a> options for revised layout of school rooms to meet physical distancing requirements?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	<b>Templates are available to be viewed.</b>	
37.	Have you arranged to revise the layout of the rooms and furniture as per the Department guidelines?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	<b>Staff given time to view their own room arrangements</b>	
38.	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 <input checked="" type="checkbox"/> No <input type="checkbox"/>
39.	Have you arranged in each room that students would be, at least 1 metres and (where possible 2 metres) away from each other?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	<b>As far as possible</b>	
40.	Have you where possible and practicable assigned students to main class cohorts to minimise the risk of infection from COVID-19?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	<b>Serious consideration on this point, however with the school size and structure meaningful base class provision would have a minimal contribution to the stated aim.</b>	
41.	Have you arranged the timetable to facilitate double classes where possible and practicable?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
42.	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 <input checked="" type="checkbox"/> No <input type="checkbox"/>
43.	Have you made arrangements to limit interaction on arrival and departure from school and in other shared areas?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	<b>Students will be informed of this by their Head of Year</b>	
44.	Have you encouraged walking or cycling to school as much as possible?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
45.	Have you made arrangements, in so far as possible, to open additional access points to school to reduce congestion?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
46.	Can you provide a one system for entering and exiting the school, where practical?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
47.	Have you arranged for staff meetings to be held remotely or in small groups or in large spaces to facilitate physical distancing?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
48.	Have you taken steps to minimise rotation of staff between classes where possible?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	<b>Staff will remain in their designated rooms</b>	
49.	Have you a system to regularly remind staff and students to maintain physical distancing?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
50.	Have you advised staff and students not to shake hands and to avoid any physical contact?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	<b>A no handshaking policy is in place</b>	
51.	Have you stopped all non-essential travel for school activities?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<b>Visitors to Schools</b>		
52.	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 <input checked="" type="checkbox"/> No <input type="checkbox"/>

	<b>No outside visitors or speakers are allowed in school at the present moment.</b>	
53.	Are there arrangements in place to inform essential visitors to schools of the measures to help prevent the spread of infection?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
54.	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 <a href="#">contact tracing log?</a>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

### Finally

This year will be another challenging one for all of us, but I am confident that the collegiate community has all that it takes to deal with those challenges. I ask for your cooperation, forbearance and prayers. Ultimately with God's help we can approach the new academic year with confidence.

