



Monaghan Collegiate School

Return to Work

Health & Safety Considerations

(Covid-19 Emergency)

This emergency policy is based on:



Rialtas na hÉireann
Government of Ireland

Return to Work Safely Protocol
COVID-19 Specific National Protocol for Employers and Workers

It is an addition to the school's Health and Safety policy and will be altered and adapted in line with Department advice.

1. Develop and/or Update the COVID-19 Response Plan

In advance of returning to work, employers will:

- develop and/or update a business COVID-19 Response Plan.
- update their occupational health and safety risk assessments and safety statement.
- address the level(s) of risk associated with various workplaces and work activities in the COVID-19 business plans and OSH risk assessments. For example, where, how and to what sources of COVID-19 might workers be exposed, including the general public, customers, co-workers etc.
- take into account worker's individual risk factors (e.g. older workers, presence of underlying medical conditions, etc.).
- include in the plan a response plan to deal with a suspected case of COVID-19.
- include the controls necessary to address the risks identified.
- include contingency measures to address increased rates of worker absenteeism, implementation of the measures necessary to reduce the spread of COVID-19, changing work patterns, etc.
- develop plans in consultation with workers and communicate once finalised.

Protocols in place:

- Monaghan Collegiate School will follow the advice of the Department of Education and the HSE in organising the safe return to school of the students and staff. The process is therefore fluid and will change in relation to medical advice and updated information.
- Full compliance with Reopening Our Schools -The Roadmap for the Full Return to School - 27th July 2020
- As things change all stakeholders will be communicated with.

2. Develop or amend policies and procedures for prompt identification and isolation of workers who may have symptoms of COVID-19, as appropriate

The prompt identification and isolation of potentially infectious individuals is a crucial step in protecting the worker involved, their colleagues, customers or others at the workplace.

Employers will:

- keep a log of contact/group work to facilitate contact tracing.
- inform workers and others of the purpose of the log.

- display information on signs and symptoms of COVID-19.
- provide up to date information on the Public Health advice issued by the HSE and Gov.ie.
- provide instruction for workers to follow if they develop signs and symptoms of COVID-19 during work.

Workers will:

- make themselves aware of the signs and symptoms of COVID-19 and monitor their own wellbeing.
- self-isolate at home and contact their GP promptly for further advice if they display any signs or symptoms.
- report to managers immediately if any symptoms develop during the shift.

Protocols in place.

- A sign in log book has been developed and is on the desk at the main entrance for everyone to sign in.
- Hand sanitizer is available at every entry to the school and at every classroom door.
- Covid 19 signs have been ordered and will be in position as soon as possible.
- Room 17 will be used as an isolation room and everyone on the premises will be made aware of how to access it and what to do when there.

3. Develop, Consult, Communicate and Implement Workplace Changes or Policies

Employers should:

- review and revise existing sick leave policies and amend as appropriate and in line with normal procedures. In so doing, employers will consult with and communicate to workers, in line with normal procedures, any changes that are introduced to reduce the spread of COVID-19
- ensure the occupational health service, if provided, is available to address any worker concerns and communicate the messages about good hand hygiene, respiratory etiquette and physical distancing. A business's occupational health service should also provide training and advice on the measures recommended to reduce the spread as well as dealing with any anxieties or concerns workers may have about COVID-19.
- make available the necessary public health advice from the HSE and other sources as appropriate to their workers where there is no occupational health service available in a workplace. The lead worker representative(s) appointed (see above) should be involved in communicating the health advice around COVID-19 in the workplace.
- agree through negotiation with workers/Trade Unions any temporary restructuring of work patterns that may be required to implement the COVID-19 prevention measures in the workplace. In so doing, any existing sectoral agreements must be taken into account.

As information about the virus is evolving, public health advice is being updated on a regular basis, and it is important for employers and workers to recognise that flexibility will be required on the part of employers and workers in meeting the measures to reduce the spread.

Protocols in place.

- The school will adhere to the policy of the Department of Education and Skills in relation to payment of DES paid staff, both teaching staff and SNAs, and the provision for sick leave.
- The school will pay non Department staff up until the end of term as per expectation.
- The school honour retention payments up until August as per the last academic year.
- The school will pay term time non-teaching staff up until the end of term. Staff may be required over the summer period to facilitate opening in September.

4. Implementing the COVID-19 Prevention and Control Measures to Minimise risk to Workers

Before returning to work, the following pre-return to work steps should be put in place and completed by both employers and workers.

Employers must:

- establish and issue a pre-return to work form for workers to complete at least 3 days in advance of the return to work. This form should seek confirmation that the worker, to the best of their knowledge, has no symptoms of COVID-19 and also confirm that the worker is not self-isolating or awaiting the results of a COVID-19 test.
- Include the following questions on the form. If a worker answers Yes to any of them, they are strongly advised to follow the medical advice they receive or seek medical advice before returning to work.
 - 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.
- provide an induction training for all workers. This training should at a minimum include the latest up to-date advice and guidance on public health: what a worker should do if they develop symptoms of COVID-19; details of how the workplace is organised to address the risk from COVID-19; an outline of the COVID-19 response plan; identification of points of contact from the employer and the workers; and any other sector specific advice that is relevant.
- arrange for the putting in place of the necessary controls identified in the risk assessment to prevent the spread of COVID-19 in the workplace.
- implement temperature testing in line with Public Health advice.

To assist with the return to work, employers can find details of existing supports and resources in place for businesses impacted by COVID-19 at: <https://dbe.gov.ie/en/Publications/Supports-for-businesses-COVID-19.html>.

Workers must:

- complete and return the pre-return to work form before they return to work.
- inform their employer if there are any other circumstances relating to COVID-19, not included in the form, which may need to be disclosed to allow their safe return to work.
- self-isolate at home and contact their GP promptly for further advice if they have any COVID-19 symptoms.
- stay out of work until all symptoms have cleared following self-isolation.
- participate in any induction training provided by the employer on their return to the workplace.
- complete any temperature testing as implemented by the employer and in line with Public Health advice.

Protocols in place:

- A return to work form has been developed and all staff have been made aware that it must be completed three days before they return to work.
- An induction training document will be available for all staff when returning to work.
- The school has acquired three IR thermometers to check temperature without contact with the person.
- Hand sanitiser, gloves and masks are available on entry to the school.

Dealing with a Suspected Case of COVID-19 in the Workplace

While a worker should not attend work if displaying any symptoms of COVID-19, the following steps outline how employers should put in place a response plan in advance and also deal with a suspected case that may arise during the course of work.

Employers must:

- include a defined response structure that identifies the team(s) responsible for responding to a suspected case in the COVID-19 response plan.
- appoint an appropriate manager(s) for dealing with suspected cases.
- identify a designated isolation area in advance. The designated area and the route to the designated area should be easily accessible and as far as is reasonable and practicable should be accessible by people with disabilities.
- take into account the possibility of one or more persons displaying the signs of COVID-19 and have additional isolation areas available or another contingency plan for dealing with same.
- ensure the designated area has the ability to isolate the person behind a closed door. Where a closed door area is not possible, the employer must provide for an area away from other workers.
- provide as is reasonably practicable:
 - o Ventilation, i.e. via a window,
 - o Tissues, hand sanitiser, disinfectant and/or wipes,
 - o PPE; gloves, masks,
 - o Clinical waste bags.

If a worker displays symptoms of COVID-19 during work, the manager and the response team must:

- isolate the worker 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 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. The worker should wear the mask if in a common area with other people or while exiting the premises.
- assess whether the unwell individual can immediately be directed to go home 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 worker 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.
- arrange transport home or to hospital for medical assessment. Public transport of any kind should not be used.
- 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.
- provide advice and assistance if contacted by the HSE.

Additional advice on dealing with a suspected case is available from the NSAI:

<https://www.nsai.ie/images/uploads/general/NSAI-Guidelines-for-COVID-19-2020-04-09.pdf>

The best way to prevent person-to-person spread of COVID-19 is to use proper hand hygiene and respiratory etiquette and practice physical distancing.

Protocols in place.

- Room 17 will be the designated isolation room. All staff will be made aware of this.
- The room can be locked off from the rest of the school, with toilet facilities adjacent and direct access to outside.
- The Covid 19 response team will be
 - Mr Reid
 - Mr Killoran
 - Mr Dugdale
 - Mrs Rowntree
 - Mrs O'Connor
 - Mr Clarke.

4 A. Hand Hygiene

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

Employers must:

- ensure that appropriate hygiene facilities are in place to accommodate workers adhering to hand hygiene measures.
- make available advice and training on how to perform hand hygiene effectively: (<https://www2.hse.ie/wellbeing/how-to-wash-your-hands.html>).
- display posters on how to wash hands in appropriate locations: (https://www.hse.ie/eng/services/news/newsfeatures/covid19-updates/partner_resources/hand-hygiene-poster-english.pdf).

Workers must:

- ensure they are familiar with and follow hand hygiene guidance and advice.
- wash their hands with soap and water or with an alcohol-based hand rub regularly and in particular:
 - after coughing and sneezing,
 - before and after eating,
 - before and after preparing food,
 - if in contact with someone who is displaying any COVID-19 symptoms,
 - before and after being on public transport (if using it),
 - before and after being in a crowd,
 - when arriving and leaving the workplace/other sites,
 - before having a cigarette or vaping,
 - when hands are dirty,
 - after toilet use.
- avoid touching their eyes, mouth, or nose.
- have access to facilities to support hand hygiene (for example hand sanitiser/hand wipes/hand washing facilities).
- not share objects that touch their mouth, for example, bottles or cups.
- use own pens for signing in.

Protocols in place:

- Hand sanitiser available around the school, and toilets equipped with soap and paper towels.
- Information on hand washing displayed in toilet areas.

4 B. Respiratory Hygiene

In addition to hand hygiene, good respiratory hygiene and etiquette is also necessary.

Employers must:

- provide tissues as well as bins/bags for their disposal.
- empty bins at regular intervals.
- provide advice on good respiratory practice.

Workers must:

- adopt good respiratory hygiene and cough etiquette.
- ensure they are familiar with and follow respiratory hygiene guidance.

Protocols in place

- Tissues available at entrance to the school
- Bins available throughout the school. Bins emptied daily.

4 C. Physical Distancing

Physical distancing is recommended to reduce the spread of infection. The current recommended distance to be maintained between people to minimise risk of transmission is 2 metres.

Employers must:

- provide for physical distancing across all work activities and this may be achieved in a number of ways:
 - o implement a no hand shaking policy,
 - o where office work is essential, free office capacity must be used as much as is reasonably practicable and work organised in such a way that multiple occupancy of office premises is avoided and/or physical distances maintained,
 - o organise workers into teams who consistently work and take breaks together. The teams should be as small as is reasonably practicable in the context of the work to be done,
 - o organise breaks in such a way as to facilitate maintenance of physical distancing during breaks,
 - o reorganise and rearrange working and break areas. For example, placing tables and chairs far enough apart in canteens,
 - o consider closing canteen facilities if public health measures including social distancing cannot be facilitated. If closing, provide information on delivery options, stagger canteen use and extend serving times,
 - o implement a queue management system with correct distance markings to avoid queues at food counters, tray return points and checkouts,
 - o put in place use of card payment methods where practicable,
 - o allocate specific times for collections, appointments and deliverables,

- o conduct meetings as much as possible using online remote means. Where face to face meetings are absolutely necessary, the length of the meeting and the numbers attending should be kept to a minimum and participants must maintain physical distancing at all times,
- o provide one way systems for access/egress routes in the workplace where practicable,
- o adapt existing sign-in/sign-out measures and systems, for example, biometrics/turnstiles, to ensure that physical distancing can be maintained,
- o ensure that workers sharing collective accommodation at a place of work are grouped in fixed teams that are as small as is reasonably practicable and consist of individuals who also work together. As far as is reasonably practicable,
 - each team should where reasonably practicable be provided with their own communal facilities (washrooms, kitchens and communal rooms) in order to avoid the additional burden of shift-wise use and the necessity to clean between occupancy by different teams. If this is not possible, employers should implement phased use and an enhanced cleaning regime.
 - accommodation must be regularly cleaned and ventilated either manually (by opening windows and doors) or mechanically.
 - sleeping accommodation should normally be occupied singly.
 - additional rooms must be provided for early isolation of infected persons.
- o prevent gatherings of workers in the workplace at the beginning and end of working hours (such as at time recording terminals and in changing rooms, washrooms and showers),
- o implement physical distancing during any outdoor work activity. For outdoor work activities, facilities for frequent hand hygiene should be provided and should be located close to where workers are working.

In settings where 2 metre worker separation cannot be ensured by organisational means, alternative protective measures should be put in place, for example:

- o Install physical barriers, such as clear plastic sneeze guards between workers,
- o Maintain at least a distance of 1 metre or as much distance as is reasonably practicable
- o Minimise any direct worker contact and provide hand washing facilities, and other hand hygiene aids, such as hand sanitisers, wipes etc. that are readily accessible so workers can perform hand hygiene as soon as the work task is complete,
- o Make face masks available to the worker in line with Public Health advice.

Protocols in place:

- The school will implement a no hand shaking policy.
- The school will adhere to the social distancing rules
- Exact protocols and requirements when students return will be considered at a later stage in light of the advice available at that time.

Note: wearing of masks is not a substitute for other measures outlined above. However, if masks are worn they should be clean and they should not be shared or handled by other colleagues. Employers and workers should keep up to date with the latest Public Health advice issued in regard to masks by Gov.ie/NPHET.

At Risk/Vulnerable Workers:

If an at risk or vulnerable worker cannot work from home and must be in the workplace, employers must make sure that they are preferentially supported to maintain a physical distance of 2 metres. However, employers should enable vulnerable workers to work from home where possible.

Protocols in place.

Requirements for at risk or vulnerable members of the school community will be tailored to meet their needs as far as practicably possible.

Working from home:

Office work should continue to be carried out at home, where practicable and non-essential work. The employer should develop and consult on any working from home policy in conjunction with workers and/or Trade Unions. Advice on working from home on a temporary basis is available from the Health and Safety Authority ([link](#)).

Business Travel and Contractors/Visitors:

- Business trips and face-to-face interactions should be reduced to the absolute minimum and, as far as is reasonably practicable, technological alternatives should be made available (e.g., telephone or video conferencing).
- For necessary work-related trips, the use of the same vehicles by multiple workers is not encouraged. The number of workers who share a vehicle – simultaneously or consecutively – should be kept to a minimum as far as is reasonably practicable, for example by assigning a vehicle to a fixed team.
- Workers should be encouraged to travel alone if using their personal cars for work or at a maximum be accompanied by one passenger who shall be seated in adherence with physical distancing guidance.
- Workers should be provided with hand sanitisers and cleaning equipment for their work vehicle.
- Workers, contractors or visitors visiting workplaces where there are restrictions arising from the risk of COVID-19 should follow the site infection prevention and control measures and take into account public health advice around preventing the spread of COVID-19. A system for recording visits to the site(s) by workers/others as well as visits by workers to other workplaces should be put in place by employers and completed by workers as required.
- Provide induction training for contractors and visitors to the workplace.

Protocols in place

- Business trips will be kept to a minimum
- Procedures are in place to meet the requirements for visitors to the school.

Cleaning:

Cleaning of work areas must be conducted at regular intervals. Further information on cleaning in non-healthcare settings is available from the ECDC at:

https://www.ecdc.europa.eu/sites/default/files/documents/Environmental-persistence-of-SARS-CoV-2-virus-Options-for-cleaning2020-03-26_0.pdf

Employers must:

- implement thorough and regular cleaning of frequently touched surfaces. If disinfection of an area is required it must be performed in addition to cleaning, never as a substitute for cleaning.
- ensure contact/touch surfaces such as table tops, work equipment, door handles and handrails are visibly clean at all times and are cleaned at least twice daily.
- implement modified cleaning intervals for rooms and work areas. This applies especially for washroom facilities and communal spaces. Cleaning should be performed at least twice per day and whenever facilities are visibly dirty.
- provide workers with essential cleaning materials to keep their own workspace clean (for example wipes/disinfection products, paper towels and waste bins/bags).
- increase number of waste collection points and ensure these are emptied regularly throughout and at the end of each day.
- modify use of hot desks to ensure that these are made available to identified staff and have appropriate cleaning materials in place for workers to clean the area before using.

Protocols in place

- Increase in the cleaning routine of the school.

Use of PPE – Personal Protective Equipment

While correctly using PPE can help prevent some exposures, it should not take the place of other preventative measures as outlined above. Examples of PPE include gloves, goggles, respiratory protection. Use of PPE may already be required in many workplaces to address occupational health and safety risks, for example, exposure to hazardous chemicals such as asbestos. In the context of COVID-19 risk, employers should check the HPSC website regularly for updates regarding use of recommended PPE.

- Full hygiene compliance as set out above should be applied and maintained in all circumstances.
- PPE must be selected based on the hazard to the worker.
- Employers must provide PPE and protective clothing to workers in accordance with identified COVID-19 exposure risks and in line with Public Health Advice.
- Workers should be trained in the proper use, cleaning, storing and disposal of PPE.

- Gloves are generally not required for infection prevention and control purposes. Where gloves are necessary, they must not be considered a substitute for hand hygiene and hands must be cleaned whenever gloves are removed. Gloves should not create an additional occupational hazard (such as of gloves getting caught in rotating parts). Limitations on wearing time and workers' individual susceptibilities (allergies, etc.) must also be taken into account.
- For particular PPE, such as respirators, these must be properly fitted and periodically refitted, as appropriate.
- PPE needs to be consistently and properly worn when required. In addition, it must be regularly inspected, cleaned, maintained and replaced as necessary.
- Further information on PPE is available at:

[https://www.hsa.ie/eng/Topics/Personal_Protective_Equipment - PPE/](https://www.hsa.ie/eng/Topics/Personal_Protective_Equipment_-_PPE/).
- Advice for manufacturers and importers who wish to introduce PPE onto the market in response to the current COVID-19 emergency is available on the HSA [website](#).

Note: Face Shields designed and authorised as PPE against respiratory droplets should not be mistaken or used as a substitute for impact protection PPE in the workplace. For example, where standard CE marked Face Visor/Face protection PPE is required for work activities such as welding,

How to wash your hands with soap and water



Monaghan Collegiate School
Return to Work
(Covid – 19 Emergency)
Hand washing

1. Wet your hands with warm water and apply soap.
2. Rub your hands together until the soap forms a lather.
3. Rub the top of your hands, between your fingers and under your fingernails.
4. Do this for about 20 seconds.
5. Rinse your hands under running water.
6. Dry your hands with a clean towel or paper towel.

If you have dry skin or a skin condition, apply moisturiser after washing your hands and at night.

Appendix 2



Monaghan Collegiate School

Return to Work (Covid – 19 Emergency)

Sign in sheet

Please sign in and out to facilitate tracing should the need arise.

Please

- Sanitise hands before signing in
- Use your own pen
- Sanitise after signing in
- Thank you and take care
- Johnston Reid (Principal)

Date	Name (Please Print)	Mobile phone number	Signed in	Time	Signed out	Time

Appendix 3



Monaghan Collegiate School Return to Work (Covid – 19 Emergency) Pre return to Work Form

Please answer the following questions and return by email to mcsprincipal@monaghancollegiateschool.ie

This form should be **completed three days** before returning to work

All information received will be treated in the strictest confidence.

Name _____ Date ____/____/____

	Question	Response	Comment (if desired)
1.	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 <input type="checkbox"/> No <input type="checkbox"/>	
2.	Have you been diagnosed with confirmed or suspected COVID-19 infection in the last 14 days?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
3.	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 <input type="checkbox"/> No <input type="checkbox"/>	
4.	Have you been advised by a doctor to self-isolate at this time?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
5.	Have you been advised by a doctor to cocoon at this time?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
6.	Any other relevant information?		