

## COVID-19 Policy Statement

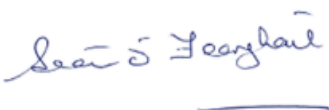
Kildangan National School is committed to providing a safe and healthy workplace for all our staff and a safe learning environment for all our pupils. To ensure that, we have developed the following COVID-19 Response Plan. The BOM and all school staff are responsible for the implementation of this plan 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.

This policy was reviewed and updated by the Board of Management on the 22<sup>nd</sup> February 2021.



**Seán Ó Fearghail, Chairperson, Board of Management, Kildangan NS**

**22/02/2021**

## **Part A: Planning & Preparing for the Return to School**

### **1. Induction Training**

All staff will undertake and complete Covid-19 Induction Training prior to returning to the school building, including:

- Latest up-to-date advice and guidance on public health
- Covid-19 symptoms
- What to do if a staff member or pupil develops symptoms
- Outline of Covid-19 Response Plan

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

If a staff member is unsure about any aspect of the response plan, he/she should immediately seek guidance from the Principal.

### **2. Procedure for Returning to Work (Updated February 2021)**

Staff must complete a Return to Work form in order to return to the workplace. Staff will be requested to confirm that the details of the RTW form remain unchanged following subsequent periods of closure such as school holidays. The updated Return to Work Form is available to view at the end of this policy on page15.

### **3. Lead Worker Representative**

The Return to Work Safely Protocol provides for the appointment of a Lead Worker Representative in each workplace.

#### **Lead Worker Representative – Primary and Special Schools**

The COVID-19 Return to Work Safely Protocol [COVID-19 Return to Work Safely Protocol](#); is designed to support employers and workers to put measures in place that will prevent the spread of COVID-19 in the workplace. The Protocol was developed following discussion and agreement between the Government, Trade Unions and Employers at the Labour Employer Economic Forum.

The Protocol provides for the appointment of a Lead Worker Representative (LWR) in each workplace. The LWR will work in collaboration with the employer to assist in the implementation of measures to prevent the spread of COVID -19 and monitor adherence to those measures and to be involved in communicating the health advice around COVID-19 in the workplace.

## **Collaborative Approach**

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

Strong communication and a shared collaborative approach is key to protecting against the spread of COVID-19 in schools, and looking after the health, safety and wellbeing of staff and students. Adherence to the Return to Work Protocol will only be achieved if everyone has a shared responsibility in implementing the measures contained within the Protocol in their place of work.

If a staff member has any concerns or observations in relation to the COVID-19 Response Plan, control measures or the adherence to such measures by staff, students or others, they should contact the LWR who will engage with school management.

## **Role of the Lead Worker Representative**

In summary, the role of the LWR is to:

- Represent all staff in the workplace regardless of role, and be aware of specific issues that may arise in respect of different staff cohorts;
- Work collaboratively with school management to ensure, so far as is reasonably practicable, the safety, health and welfare of employees in relation to COVID-19;
- Keep up to date with the latest COVID-19 public health advice;
- In conjunction with school management, 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 school management with the implementation of measures to suppress COVID-19 in the workplace in line with the Return to Work Safely Protocol and current public health advice;
- In conjunction with school management, monitor adherence to measures put in place to prevent the spread of COVID-19;
- Conduct regular reviews of safety measures;
- Report any issues of concern immediately to school management and keep records of such issues and actions taken to rectify them;
- Consult with the school management on the school's COVID-19 Response Plan in the event of someone developing COVID-19 while in school including the location of an isolation area and a safe route to that area;
- Following any incident assess with the school management any follow up action that is required;

- Consult with colleagues on matters relating to COVID-19 in the workplace;
- Make representations to school management on behalf of their colleagues on matters relating to COVID-19 in the workplace.

<b>Name(s) of Lead Worker Representative:</b>	
Bernadette Bolger	(045-523536)
<b>Name(s) of Deputy Lead Worker Representative:</b>	
Ami Fitzgerald & Mary Lawlor	(045-523536)

#### **4. Display Signage**

Schools are required to display signage outlining the signs and symptoms of Covid-19 and to support good hand hygiene and respiratory hygiene. Posters should be displayed in prominent areas such as offices, corridors, staffroom area, classrooms and toilets.

#### **5. Making changes to school layout**

Maintaining physical distancing in the school environment is recommended as one of the key infection prevention control measures to minimise the risk of the introduction and spread of Covid-19. Schools should reconfigure classrooms and other areas as necessary to support physical distancing in line with the guidance provided in advance of school reopening.

#### **6. Updates to Safety & Risk Assessment**

Covid-19 represents a hazard in the context of health and safety in the school environment. It is important that schools review their emergency procedures involving fire safety, first aid, accidents and dangerous occurrences to consider any new risks that arise due to the school's Covid-19 Response Plan.

#### **7. Access to School & Contact Tracing Log**

Access to the school building will be in line with agreed school procedures. Arrangements for necessary visitors such as contractors and parents will be restricted to essential purposes and limited to those who have obtained prior approval from the Principal.

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 should be maintained. The school should maintain a log

of staff and pupil contacts. Schools are reminded that all school records and data must be maintained and processed in compliance with the GDPR and the Data Protection Acts.

## **Part B: Control Measures – To prevent introduction and spread of Covid-19 in Schools**

One of the key messages to manage the risks of Covid-19 is to do everything practical to avoid the introduction of Covid-19 into the school. If infection is not introduced it cannot be spread. A range of essential control measures have been implemented to reduce the risk of the spread of the virus to protect the safety, health and welfare of staff, pupils, parents and visitors as far as possible within the school. These measures shall continue to be reviewed and updated as required on an ongoing basis.

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

### **1. How to Minimise the Risk of Introduction of Covid-19 into schools:**

Promote awareness of Covid-19 symptoms:

- Advise staff and pupils that have symptoms not to attend school, to phone their doctor and to follow HSE guidance on self-isolation.
- 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 purposed and follow any public health advice in the event of a case or outbreak in the school.
- Advise staff and pupils that develop symptoms at school to bring this to the attention of the Principal promptly.

- Ensure that staff and pupils know the protocol for managing a suspected case of Covid-19 in the school
- Everyone entering the school building needs to perform hand hygiene with a hand sanitiser
- Visitors to the school during the day should be by prior appointment and should be received at a specific contact point
- Physical distancing of 2 metres should be maintained between staff and visitors where possible.

### **Know the Symptoms of Covid-19**

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
- Loss of smell, of taste or distortion of taste.

Infection with the virus can cause illness, ranging from mild to severe, and, in some cases, can be fatal. It can take up to 14 days for symptoms to show. This can be similar to symptoms of cold and flu.

### **Covid-19 Tracker App**

Staff are encouraged to download the Covid-19 tracker app

#### **2. Respiratory Hygiene**

By following good respiratory hygiene, staff will protect those around them from viruses such as cold, flu and Covid-19. Good respiratory hygiene includes:

Covering your mouth and nose with a tissue or your bent elbow when you cough or sneeze.

Disposing of the used tissue immediately and safely into a nearby bin.

#### **3. Hand Hygiene**

Schools should promote good hand hygiene and display posters brought the building and how to wash your hands.

Use of hand hygiene facilities needs to be managed so as to avoid congregation of pupils and staff waiting to use wash hand basins and hand sanitisers.

There is a requirement for access to hand washing facilities after activities that are likely to soil hands as hand sanitiser does not work on dirty hands.

Warm water is preferable to hot or cold water for hand washing but if the plumbing system only supplies cold water, a soap that emulsifies easily in cold water should be used.

Hand sanitiser dispensers can be deployed more readily at exit and entry points of schools and classrooms. Care should be taken to clean up any spills to prevent risks of falls.

Evidence of effectiveness is best for alcohol based hand rubs but non-alcohol based hand rubs can be used too.

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

#### **Frequency of Hand Hygiene:**

- On arrival at school
- Before eating or drinking
- After using the toilet
- After playing outdoors
- When hands are physically dirty
- When students/staff cough or sneeze

#### **4. Physical Distancing**

Physical distancing falls into two categories:

- Increasing separation
- Decreasing interaction

##### **Increasing Separation**

To maintain physical distancing in the classroom, schools should:

Reconfigure class spaces to maximise physical distancing

Utilise and reconfigure all available space in the school in order to maximise physical distancing

The DES has provided a suite of illustrative classroom layouts of potential options

The teacher's desk should be at least 1m and where possible 2m away from pupil desks.

##### **Decreasing Interaction**

A distance of 1m should be maintained between desks or between individual pupils. It is recognised that younger children are unlikely to maintain physical distancing indoors.

Where possible work stations should be allocated consistently to the same staff and children rather than having spaces which are shared.

The risk of infection may be reduced by structuring pupils and their teachers into Class Bubbles and discrete groups or Pods within those class bubbles.

The objective is to limit contact and sharing of common facilities between people in different Class Bubbles as much as possible.

**Additional measures to decrease interaction include:**

Limit interaction on arrival and departure and in hallways and other shared areas

Social physical contact is discouraged

Where pupils need to move about within the classroom it should be organized to the greatest degree possible to minimize congregation at any shared resources.

Staff and pupils should avoid sharing of personal items

Encourage pupils to avoid behaviours that involve hand to mouth contact (putting pencils in the mouth)

Any devices used in lessons should be cleaned regularly and hand hygiene encouraged

**Physical Distancing outside the Classroom**

**School drop off/collection**

School drop off/collection arrangements are designed to avoid congregation of people at the school gates

Physical distancing of 2m between parents and between parents and staff is required when dropping off/collecting pupils

Staggered times should be used where practical

Additional access points should be used to reduce congestion

Pupils can head straight to their classroom and designated pod grouping

**Staff Control Measures**

A distance of 2m is recommended between staff, particularly in the staffroom and when arriving at work.

If 2m cannot be maintained, as much distance as possible and updated guidance on face coverings should be observed.

Staggered breaks should be implemented in the staff room.

Staff meetings should be held remotely or in small groups in large spaces

There is 'no hand shaking' policy in place

**Yard Control Measures**

Adjust play time activities to minimise crowding at the entrance and exits.

It is not possible to maintain physical distancing when pupils in primary schools play together outdoors, but in so far as practical it is helpful to keep to consistent groups.



Stagger breaks and outdoor access

Children should perform hand hygiene before and after outdoor activities

Minimise equipment sharing and clean shared equipment between uses by different people

### **Ventilation Control Measures**

The DES 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'. This guidance sets out an overall approach for schools that windows should be open as fully as possible when classrooms are not in use (e.g. During break times or lunch times and also at the end of each school day) and partially open when classrooms are in use. The guidance provides that good ventilation can be achieved in classrooms without causing discomfort, particularly during cold weather.

## **5. USE of PPE in Schools**

The Department has published 'Guidance to Primary and Special Schools on PPE consumables and equipment on [www.gov.ie/backtoschool](http://www.gov.ie/backtoschool) This provides schools with the information needed on the appropriate quantities of PPE to support the full and safe reopening of schools. The updated advice from the HPSC has recommended that face coverings should be worn by staff members.

Consideration should be given to the use of Perspex in reception areas where it is not possible for staff to maintain a physical distance of 2m from other staff or pupils.

### **Face Coverings**

- It is not recommended that children attending primary school wear face-coverings.
- It is a requirement that face coverings are worn by staff members.
- All staff wearing face coverings should be reminded to not touch the face covering and to wash or sanitise hands before putting on and after taking off a face covering.
- Cloth face coverings should be washed after every day of use.
- Schools should consider the use of medical grade masks (EU Standard EN14683) which may be more appropriate for staff who need to be in close and continued proximity with pupils

### **Gloves**

The use of disposable gloves in the schools is not generally appropriate but may be necessary for cleaning, intimate care and when administering first aid.

### **Aprons**

Aprons may also be appropriate in certain circumstances including for intimate care needs or for staff assigned to cleaning an area where a suspected or confirmed case of Covid-19 was present.

## **6. Impact of Covid-19 on certain school activities**

### **Music**

Choir practices and music practices involving wind instruments may pose a higher level of risk and special consideration should be given to how they are held ensuring that the room is well ventilated and the distance between performers is maintained.

### **Sports**

Schools should refer to the HPSC guidance on Return to Sport.

### **Shared Equipment**

#### **Toys**

- All toys should be cleaned on a regular basis (weekly). This will remove dust and dirt that can harbour germs. Toys that are visibly dirty should be taken out of use immediately for cleaning or disposal.
- Any cloth or soft toys should be machine washable
- Jigsaws, puzzles and toys that children might put into their mouths must be washed or disinfected
- Any toys which are damaged or cracked should be discarded
- Clean toys should be stored in a clean container or clean cupboard. The manufacturer's instructions should always be followed
- Play dough and soft modelling materials should be for individual use only.

#### **Art**

Where possible students should have their own individual art and equipment supplies

#### **Electronics**

Shared device should be cleaned between uses

#### **Musical Equipment**

Instruments should not be shared between pupils. If sharing is required, the instruments should be cleaned between uses.

#### **Library Policy**

Where practical pupils should have their own books. Books that are shared should have wipeable plastic coverings. Pupils should use hand sanitiser after using any shared item.

### **Sports Equipment**

Minimise equipment sharing and clean shared equipment between uses by different people.

## **7. Hygiene and Cleaning in Schools**

The specific advice in relation to school cleaning is set out in the HPSC advice and is covered in the induction training. The advice sets out the cleaning regime required to support schools to prevent Covid-19 infections and the enhanced cleaning required in the event of a suspected case of Covid-19. Schools are asked to carefully read and understand the cleaning advice and to apply that to all areas of the school as appropriate.

Each school setting should be cleaned at least once per day. Additional cleaning if available should be focused on frequently touched surfaces – door handles, hand rails, chairs, arm rests, communal eating areas, sink and toilet facilities

All staff will have access to cleaning products and will be required to maintain cleanliness of their own work area.

Staff should thoroughly clean and disinfect their work area before and after use each day

There should be regular collection of used waste disposal bags from offices and other areas within the school.

Staff must use and clean their own utensils (cup, cutlery, plate etc.)

### **Cleaning rooms where a pupil/staff member with suspected Covid-19 was present**

- The room should be cleaned as soon as possible
- The room should not be reused until it has been thoroughly cleaned and disinfected and all surfaces are dry
- Person assigned should wear household gloves and a plastic apron
- Clean the environment using disposable cleaning cloths and household detergent followed by disinfection with a chlorine based product
- Pay special attention to frequently touched surfaces

## **8. Dealing with a Suspected Case of Covid-19**

The procedure for dealing with a suspected case of Covid-19 is detailed in the school's Covid-19 Risk Assessment.

The school has a designated area (The Cabin) for isolating any suspected case.

The HSE will inform any staff/parents who have come into close contact with a diagnosed case via the contact tracing process. The instructions of the HSE should be followed and staff and pupil confidentiality is essential at all times.

School staff should be encouraged to download the HSE Covid-19 tracker app to assist Public Health for contact tracing purposes both in and out of the school setting.

## **9. Special Educational Needs**

Parents/Guardians of students with special educational needs should have a heightened awareness of signs, symptoms or changes in baseline which suggests illness/Covid-19 infection and where symptoms are present children should not attend school.

### **Hand Hygiene**

Children who are unable to wash their hands by themselves should be assisted to clean their hands using soap and water or a hand sanitiser as outlined previously.

### **SEN Equipment**

A cleaning schedule is recommended to ensure the regular cleaning of aids, appliances and medical equipment. Cleaning should be in accordance with the manufacturers' instructions.

## **10. 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. Staff duties include, but are not limited to the following:

- Adhere to the school's Covid-19 Response Plan and the control measures outlined
- Complete the Return to Work form before returning to work
- 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 required training prior to the return to the workplace.
- Must be aware of and adhere to good hygiene and respiratory etiquette practices
- 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 at home and contact their GP promptly for further advice if they display any symptoms of Covid-19
- Not return to or attend school if they have symptoms of Covid-19 under any circumstances
- Not to return to or attend schools 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.

### **11. Covid-19 related Absence Management**

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

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

Support for school staff wellbeing will be provided by DES services including the PDST and CSL as well as 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 strategy is to promote the health and wellbeing of employees with a strong focus on prevention. The Occupational Health Strategy comprises the Employee Assistance Service and the Occupational Health Service. The Employee Assistance Service is provided by Spectrum. Life under the logo of 'Wellbeing Together: Folláine le Chéile'.

The Employee Assistance Scheme is a self-referral service where employees have access to a dedicated free phone confidential helpline 1800 411 057 available 24 hours a day, providing advice on a range of issues such as wellbeing, legal, financial, mediation, management support etc. The service is available via SMS, WhatsApp, email, live chat and call back request.

Where required, short term counselling is available to employees and their families (over 18s and living at home).

A bespoke wellbeing portal and app is available which offers access to podcasts, blogs, live chats, videos. E-learning programmes across mental health, sleep and a range of wellbeing

topics are also available. A series of weekly webinars and live talks to promote staff wellbeing in schools is currently available on the wellbeing portal.

## Glossary of Terms

- **COVID-19 Response Plan:** plan designed to support the staff and BOM/ ETB in putting measures in place that will prevent the spread of COVID-19 in the school environment. The plan details the policies and practices necessary for a school to meet the Return to Work Safely Protocol, the Department of Education plan for school reopening and to prevent the introduction and spread of COVID-19 in the school environment. COVID-19 Response Plans for Primary and Special Schools are available on the Department's website.
- **Labour Employer Economic Forum (LEEF):** the forum for high level dialogue between Government, Trade Union and Employer representatives on matters of strategic national importance - involves the Irish Congress of Trade Unions, Government & Employers.
- **Return to Work Protocol:** national protocol designed to support employers and workers to put measures in place that will prevent the spread of COVID-19 in the workplace.
- **Safety Representative:** Section 25 of the Safety, Health and Welfare at Work Act 2005 sets out the selection and role of the Safety Representative in the workplace. The rights of the Safety Representative are set out in legislation. (Note: A Safety Representative has rights and not duties under the 2005 Act). This role is separate to the LWR under COVID-19.

## Kildangan NS

### Pre-Return to School Questionnaire COVID-19 2021

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: \_\_\_\_\_ Name of School: \_\_\_\_\_

Name of Principal: \_\_\_\_\_ Date: \_\_\_\_\_

	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 will be held securely in line with our retention policy.

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

**Kildangan NS**  
**Environmental Cleaning Programme**

General Environment Cleaning Programme		
Area/Item	Method	Frequency/Comments
<b>Tables</b>	Clean with anti-bacterial sprays and wipes	Daily by children and teachers and immediately if soiled i.e. if soiled with blood or body fluids.  Weekly with fogging machine
<b>In Classroom: sinks/window sills /door and cabinet handles/light switches</b>	Clean with anti-bacterial sprays and wipes	Daily by cleaner  Weekly with fogging machine
<b>Washable floor covering</b>	Sweep  Vacuum clean to remove dirt when children are not present.  Wash with detergent, warm water and clean utensils	Daily sweeping by cleaners  Vacuumed and washed twice weekly and immediately if soiled e.g. spillage
<b>Carpets</b>	Vacuum  Clean with an approved carpet cleaning method	Daily by cleaner  Clean carpets at least every 3 months with an approved carpet cleaner or immediately when soiled.



<b>Walls</b>	Clean with warm water and general purpose detergent.  If soiled with blood or body fluids, following cleaning, disinfect	Routine cleaning by cleaner not required except in areas of frequent hand contact, such as lower wall/door frames in areas occupied by infants
<b>Waste bins</b>	Empty  Clean with general purpose detergent and warm water	Daily by cleaner  Weekly and immediately if soiled by cleaner
<b>Mops and cleaning cloths</b>	Mop heads should be washed in warm water and detergent, rinsed and air dried  Reusable cloths must be laundered daily on a hot wash cycle (at least 60°C) in a washing machine	After use  After daily use
<b>In Staffroom:</b>  <b>sink/table/chairs/door and cabinet handles/light switches/kitchen appliances</b>  <b>Cups/Plates/Cutlery</b>	Clean with anti-bacterial sprays, wipes or warm water and general purpose detergent  Wash in the dishwasher	After each use of the staffroom. Staff member to clean after morning coffee and cleaner all other times  After each use  Weekly with fogging machine

**\*Fogging will be done every Tuesday and Thursday evening**

<b>Tuesday</b> Senior Infant room Junior Infant room Martina's office Aistear room Ber's room Sheelagh's office Staffroom Stairwell & Reception (go outdoors for 15mins)	Wear appropriate PPE (mask, goggles and protective suit) Ensure windows are closed before beginning Mist tables, chairs, teachers desk, class toilets, sink area, general space. Close door once finished, leave for 15 mins before re-opening door to ventilate room for further 15 minutes
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<b>Thursday</b> Caitriona's room Eoin's room Linda's room Sorcha's room Hollie's room Noreen's room Ami/Mary/Teresa's room Stairwell Hallway & Reception (go outdoors after fogging the reception area for 15 mins)	Wear appropriate PPE (mask, goggles and protective suit) Ensure windows are closed before beginning Mist tables, chairs, teachers desk, class toilets, sink area, general space. Close door once finished, leave for 15 mins before re-opening door to ventilate room for further 15 minutes
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Toilet Area Cleaning Program		
Area/Item	Method	Frequency / Comments
Wash hand basins, taps, soap dispensers, paper towel dispensers	Clean with detergent and warm water.	At least daily by cleaner and immediately if soiled.  If soiled with blood or body fluids, following cleaning, disinfect, rinse and dry.
Both sides of toilet seat, toilet handles, door knobs or cubicle handles.	Clean with detergent and warm water.	At least daily by cleaner and immediately if soiled. If soiled with blood or body fluids, following cleaning, disinfect, rinse and dry.
Toilet bowls	Use toilet cleaner as per manufacturer's instructions.	At least daily by cleaner and immediately if soiled.

Toy Cleaning Program		
Item	Method	Frequency / Comments
<b>Soft toys – if shared.</b>	Machine washed in a hot cycle according to manufacturer's instructions.	Daily by teacher  If soiled, take out of use immediately.
<b>Hard toys/items that</b>	Clean with warm water and detergent, rinsed and dried thoroughly. Alternatively, they may be washed in a	After each child's use.

<b>might be put into the mouth or have been in contact with saliva or other body fluids.</b>	dishwasher.	
<b>Other hard toys e.g. dolls house, climbing frame.</b>	Clean with warm water and detergent, rinsed and dried thoroughly.	Weekly or immediately if soiled.
<b>Cushions</b>	Machine wash to manufacturer's instructions	Fortnightly. Take out of use immediately if soiled and machine wash.
<b>Dress-up clothes</b>	Machine wash to manufacturer's instructions	Weekly/Monthly according to usage or more frequently if required.

