



An Roinn Oideachais  
agus Scileanna  
Department of  
Education and Skills

# Induction



Coronavirus  
COVID-19

## Return to School Safely for Summer Provision 2020

June 2020



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# Induction Training Content

- What is COVID-19?
- Symptoms of COVID-19
- How COVID-19 spreads
- How to prevent the spread of COVID-19
- Hand Hygiene
- Respiratory Hygiene
- Physical Distancing
- Use of PPE
- What to do if a staff or pupil develops symptoms of COVID-19
- What is the School COVID-19 Response Plan (Summer Provision)?
- Return to Work Safely
- Your role as a Staff Member
- Cleaning of Work Areas





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# What is COVID-19

- **COVID-19** is caused by a virus called severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2).
- It belongs to the broad family of viruses known as coronaviruses.
- It was first identified in the Wuhan province in China in December 2019.
- A global pandemic event was declared in March 2020.
- In Ireland, COVID-19 was added to the Infectious Diseases Regulations in February 2020.
- Exposure to COVID-19 is a public health risk which affects all citizens.
- COVID-19 also has implications for all workplaces as it can present a health risk to workers and other persons at a place of work.







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# Symptoms of COVID-19

- Infection with the virus that causes COVID-19 can cause illness, ranging from mild to severe, and, in some cases, can be fatal.
- It can take anything from 2 days up to 14 days for symptoms of coronavirus to appear. They can be similar to the symptoms of cold and flu.
- Common symptoms of coronavirus include:
  - a **fever** (high temperature - 38 degrees Celsius or above).
  - a **cough** - this can be any kind of cough, not just dry.
  - **shortness of breath** or **breathing difficulties**.
  - Loss of sense of **smell or taste**
- Some people infected with the virus, so called asymptomatic cases, have experienced no symptoms at all.
- More information regarding the most up to date signs and symptoms are available on the HSE website <https://www2.hse.ie/conditions/coronavirus/symptoms.html>.







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# How COVID-19 Spreads

- The virus that causes COVID-19 disease is spread from people in fluid and in droplets scattered from the nose or mouth of an infected person when the person with COVID-19 coughs, sneezes or speaks.
- The fluid or droplets land on objects and surfaces around the infected person.
- Other people contaminate their hands by touching these objects or surfaces and then bring the virus into contact with their eyes, nose or mouth by touching them with their contaminated hands.
- COVID-19 can also spread if droplets from an infected person land directly on the mucous membranes of the eye, nose or mouth of a person standing close to them.







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# How to prevent the spread of COVID-19

- All management, staff, pupils, parents, guardians and visitors have a responsibility as individuals and collectively to help prevent the spread of COVID-19.
- Know the Symptoms of COVID-19.
- Phone your GP if you have concerns.
- Follow the HSE guidance on self-isolation.
- Do not attend for work (if you are a staff member) and do not attend as a pupil if you have symptoms or have been identified by the HSE as a contact of a confirmed case.
- Follow the hand hygiene, respiratory hygiene and physical distancing guidance for schools.







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# Hand Hygiene

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

## The HSE guidelines on Handwashing

1. Wet your hands with warm/cold 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.







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# Hand Hygiene



At a minimum you should ensure that:

1. You are familiar with and follow hand hygiene guidance and advice.
2. Avoid touching your **eyes, mouth, or nose**.
3. You should **not** share objects that touch others mouths for example, bottles or cups.
4. Remember the frequency of hand hygiene
  1. *On arrival and leaving school.*
  2. *Before eating or drinking.*
  3. *Before and after preparing food.*
  4. *After using the toilet.*
  5. *After being outdoors.*
  6. *When your hands are physically dirty.*
  7. *When you cough or sneeze.*
  8. *Before and after being on public transport.*
  9. *Before and after being in a crowd (especially indoors).*
  10. *If you were in contact with someone who has a fever or respiratory symptoms.*





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# Hand Hygiene and Hand Sanitisers

- Hand hygiene can also be achieved by the use of a hand sanitiser (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.







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# Respiratory Hygiene



To protect everyone, we all should adopt good respiratory hygiene and cough etiquette

This includes:

1. Covering nose/mouth with flexed elbow or tissue when coughing, or sneezing.
2. If sneezing into a flexed elbow, sneeze into your non-dominant arm.
3. Disposing of tissue in the nearest bin after use.
4. Performing hand hygiene with soap and water or hand sanitiser after contact with respiratory secretions and contaminated objects/materials.
5. Keeping hands away from mucous membranes of the eyes and nose.

It is all our responsibility to ensure we are familiar with and follow good respiratory hygiene guidance.





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# Physical Distancing

- Physical distancing is recommended to reduce the spread of infection in the workplace.
- Principle of distancing can apply in schools but must be applied in a practical way recognising the nature of a learning environment
- Adults should maintain 2 metres distance where possible outside of the teaching environment i.e. staffroom.
- For children with special educational needs maintaining physical distancing in many instances will not be practical or reasonable to implement.
- Physical distancing of at least 1 metre should be maintained between individuals in the classroom setting as far as possible.
- The focus should be on emphasising that parents/guardians should have a heightened awareness of signs, symptoms or changes in baseline which might suggest illness/COVID-19 infection and where symptoms are present, children should not attend the school.





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# The Use of Personal Protective Equipment

- Where staff provide healthcare to children with medical needs in the school environment they should apply standard precautions as per usual practice.
- The use of a face covering will conceal facial expression and can make communication difficult and as such may not be practical in this setting however the wearing of a visor as an alternative to a facial covering may be considered where there is a concern that physical distancing cannot be maintained, there will be prolonged close contact and/or that exposure to fluid/respiratory droplets is likely.







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# What to do if a staff member or pupil develops symptoms of COVID-19 while at school (*Part 1*)

- 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 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.





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# What to do if a staff member or pupil develops symptoms of COVID-19 while at school (*Part 2*)

- 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.





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# What is the School COVID-19 Response Plan (Summer Provision)

- This *Covid-19 Response Plan* is designed to support the school in putting measures in place that will prevent the spread of Covid-19 in schools.
- 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 Re-opening 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 (NPHE).
- The plan includes:
  - *Planning and Preparing for Return to School.*
  - *General advice to prevent the spread of the virus.*
  - *Procedure for Returning to Work (RTW).*
  - *Control Measures.*
  - *Dealing with a suspected case of Covid-19.*
  - *Staff Duties.*





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# Return to Work Safely



**Staff:** You must follow the steps below before you return to school:

- Complete this Induction programme and contact your School to request any specific local guidelines.
- Having viewed, read and understood the induction and the local guidelines you must then complete and return the **Pre-Return to Work Form**.
- You must submit the **Pre-Return to Work Form** before returning to school for the first time.

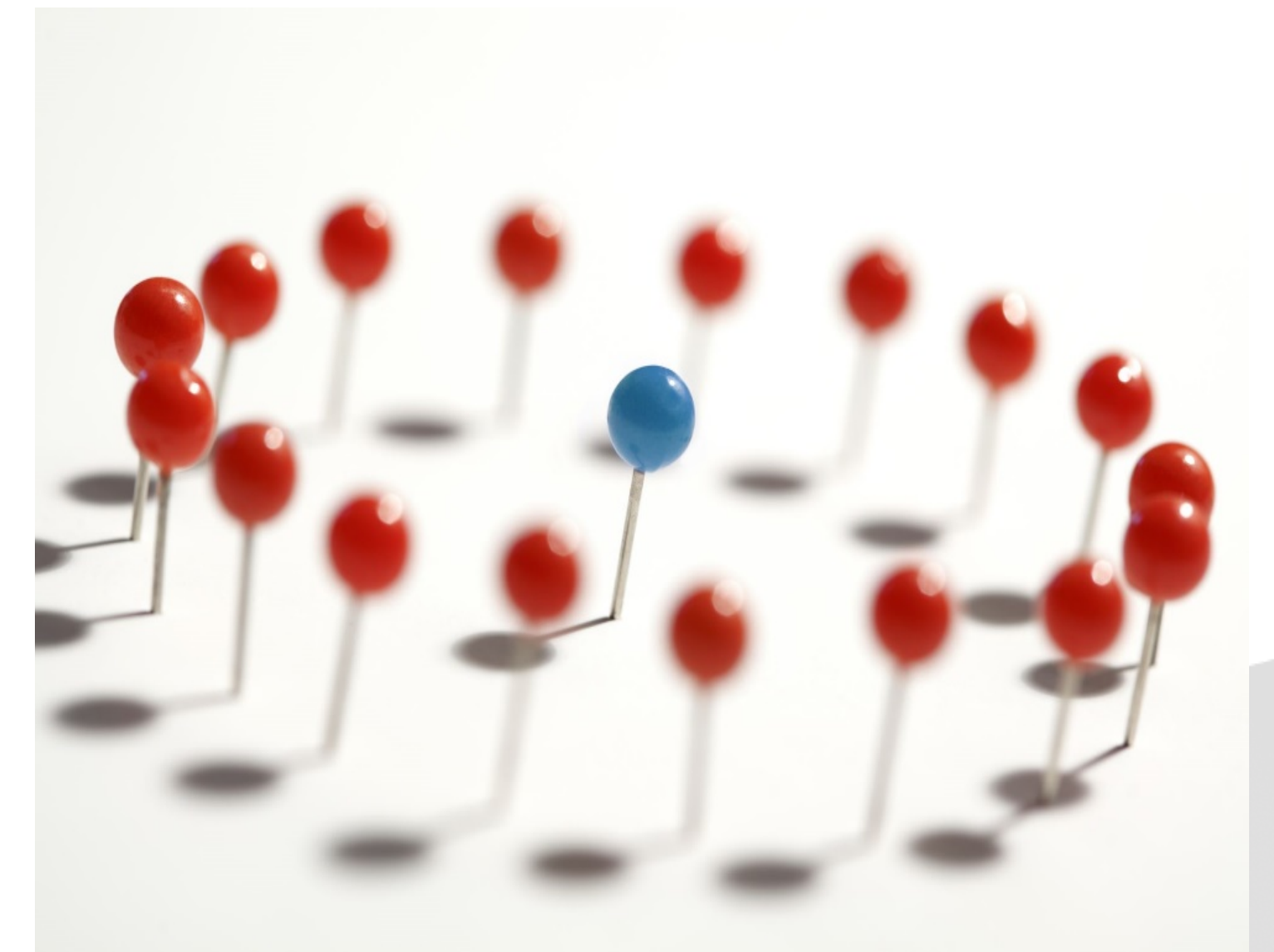




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# Your role as a staff member

- You should follow the public health advice and guidance, as well as any specific direction from your school.
- You should also adopt good hygiene practices, such as frequent hand washing, and respiratory etiquette to protect yourself, your colleagues and pupils against infection.
- You should seek professional healthcare advice if you are unwell
- If you have any symptoms of COVID-19, you should not attend school
- The key to effective implementation of the infection prevention and control is having a strong communication and shared collaborative approach between everyone in school.
- It's about safety for everyone.







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# Cleaning of Work Areas

- Each staff member has a responsibility to maintain a clean and safe working environment.
- Cleaning of your own work area must be conducted at regular intervals.
- Maintain good hand hygiene during your time in school.
- Use the hand sanitisation stations regularly and wash your hands frequently.
- Wipe down your work area /desk/chair etc. before and after use.
- Arrangements will be put in place for cleaning of frequently touched areas such as light switches/door handles.







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# Questions

If you have any further questions or queries regarding your Return to Workplace Safely Induction for Summer Provision please contact your Principal or Manager of the Programme.

