



PRESENTATION SECONDARY SCHOOL, BALLYPNEHANE

Tel: 021-4961765/4961850

Fax: 021/4961767

Email: admin@presballypnehane.com

Facebook: [@presballypnehane](https://www.facebook.com/presballypnehane) Web: www.presballypnehane.com

Principal: Ms Nicola Barrett

Deputy Principal: Ms. Gillian Murphy

COVID-19 Response plan for the safe reopening of Presentation Secondary School, Ballypnehane

*This document is a template written in line with the Department of Education and Skills guidelines, ' Covid-19 Response plan for the safe and sustainable reopening of Post-Primary schools but **outlines the specific control measures relevant to Presentation Secondary School, Ballypnehane**, which are set out in the Department of Education Covid-19 Response plan.*

School COVID-19 Policy

A COVID-19 policy outlines the commitment of the school to implement the plan and help prevent the spread of the virus. The policy will be signed and dated by the chairperson and principal of the Board of Management of Presentation Secondary School and brought to the attention of the staff, students, parents and others. The policy will be in place prior to the reopening of schools for the 2020-2021 school year. **See Appendix 1**

Planning and Preparing for Return to School

The Board of Management of Presentation Secondary School aims to facilitate the resumption of school based teaching and learning and the return to the workplace of staff. The return to the workplace will be done safely and in strict adherence to the public health advice and any guidance issued by the Department of Education.

Details for the safe reopening of Presentation Secondary School, Ballypnehane and the applicable controls are outlined in this document.

Before reopening schools for the 2020/21 we will need to have processes in place to include the following:

- A means of keeping up to date with public health advice, changes to any Government plans for the safe reopening of society and Department of Education updates;
- A means of passing on this information in a timely manner to staff, students, parents and others as required;
- Ensure that staff have reviewed the training materials provided by the Department of Education
- Provide staff with access to the Return to Work (RTW) form
- Identify a Lead Worker representative
- Display posters and other signage to prevent introduction and spread of COVID-19
- Make the necessary changes to the school layout to support the redesign of classrooms to support physical distancing
- Remove unnecessary clutter to facilitate ongoing cleaning of the school but take into account the importance of having educational materials to create a stimulating learning environment;
- Update the health and safety risk assessment
- Make necessary arrangements to restrict access to the school and maintain records of contacts to the school
- Review the school buildings to check the following:
 - Does the water system need flushing at outlets following low usage to prevent Legionella disease;
 - Has school equipment and mechanical ventilation been checked for signs of deterioration or damage before being used again;

- Have bin collections and other essential services resumed

Induction Training

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

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

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

All students will undertake Induction on the first day of their return to school. The aim of such training is to ensure that students have full knowledge and understanding of:

- Physical Distancing
- Covid-19 Symptoms
- Good Hand Hygiene
- Control Measures put in place at Presentation Secondary School

Procedure for Returning to Work (RTW) - Staff

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

- A RTW form should be completed and returned 3 days before returning to work.
- On receipt of the completed form the principal will provide details of the **Induction Training** for completion by staff prior to the return to the workplace and details of any additional health and safety measures in place in the school to facilitate the staff member's return to the school facility.
- There are some school staff who may be unable to return to school. Current public health guidelines have identified these people as being in groups who are defined as being at very high risk.
- The advice for this group is available from the HSE. Details of the arrangements that will apply for these staff, which will be in accordance with those applying for the public service generally, will be updated by the Department of Education following consultation with management bodies and unions and a circular will issue to all schools.

Procedure for returning to School – Students

Prior to the first day of the return to school, parents / guardians and students over the age of 18 will be required to fill out a Covid-19 questionnaire. This is to enable school management to identify students who may be in the high risk category and plan accordingly.

Lead Worker Representative

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.

This section sets out how the provisions will operate in respect of schools. These arrangements will operate for the 2020/21 school year and will be kept under review.

Responsibility for the development and implementation of the COVID-19 Response Plan and the associated control measures lies with the Board of Management and school 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 obligation in implementing the measures contained within the Protocol in their place of work.

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;
- Keep up to date with the latest COVID-19 public health advice;
- 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;
- Consult with school management on the control measures required to minimise the risk of staff and students being exposed to COVID-19;
- Promote good hygiene practices, in conjunction with school management, 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;
- Monitor, in conjunction with school management, adherence to measures put in place to prevent the spread of COVID-19;
- Conduct reviews of safety measures that are in place to address and suppress COVID-19 in the workplace. Reviews (including an examination of the workplace) should be conducted on a regular basis (at least twice per week);
- 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.

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 other s/he should contact the LWR who will engage with the Principal.

Name of Lead Worker Representative: ***Seán Walsh***

The role of LWR is separate to that of the Safety Representative under the health and safety legislation. However the Safety Representative may act as the LWR if selected to do so by the staff.

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

Access to School and Contact Log

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

- Arrangement 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 Department of Education Inspectorate may also need to visit schools and centres for education to support them as appropriate in the implementation of public health advice relating to creating a safe learning and working environment for all.

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

The Data Protection Commission has provided guidance on the data protection implications of the return to work protocols. This advice can be found here:

<https://www.dataprotection.ie/en/news-media/data-protection-implications-return-work-safely-protocol>

All school records and data will be maintained and processed in compliance with the GDPR and the Data Protection Acts. The responsibility for compliance with the legislation rests with the Board of Management of Presentation Secondary School, Ballyphehane.

Control Measures - To prevent Introduction and Spread of COVID-19 in Presentation Secondary School, Ballyphehane

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. The risk of spreading the infection once introduced exists in all interpersonal interactions within the school environment.

A range of essential control measures have been implemented to reduce the risk of the spread of COVID - 19 virus and to protect the safety, health and welfare of staff, students, parents and visitors as far as possible within the school. The control measures shall continue to be reviewed and updated as required on an ongoing basis.

It is critical that staff, students, parents and visitors are aware of, and adhere to, the control measures outlined and that they fully cooperate with all health and safety requirements.

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.

How we will minimise the Risk of Introduction of COVID-19 in Presentation Secondary School, Ballyphehane

- Awareness of COVID-19 symptoms will be promoted
- We will advise staff and students that have symptoms not to attend school, to phone their doctor and to follow HSE guidance on self-isolation;
- We will advise staff and students not to attend school if they have been identified by the HSE as contact for a person with COVID-19 and to follow the HSE advice on restriction of movement;
- We will advise staff and students that develop symptoms at school to bring this to the attention of the principal promptly;
- We will ensure that staff and students know the protocol for managing a suspected case of COVID-19 in school
- We will advise everyone entering the school building that they need to perform hand hygiene with a hand sanitiser;
- We will advise all relevant parties that visitors to the school during the day should be by prior arrangement with the principal and should be received at a specific contact point;
- Physical distancing of 1 to 2 metres should be maintained between staff and visitors where possible.

Signage

- Presentation Secondary School, Ballyphehane will display signage outlining the signs and symptoms of COVID- 19 and to support good hand and respiratory hygiene. Such signage will be displayed at entrances, bathrooms, corridors and classrooms, staffroom and offices.

Hand Hygiene

Staff and students should understand why hand hygiene is important as well as when and how to wash their hands.

- Hand Sanitisers will be placed in each classroom, entrances to the school, offices, and corridors.
- Year Groups will be allocated bathrooms and may only go to the allocated bathroom (this will be monitored)
- Practising good and hygiene and HSE guidelines on handwashing will be demonstrated to staff and students as part of the staff and student induction.

Students and staff will be advised to perform hand hygiene:

- On arrival to school
- Before eating or drinking
- After using the toilet
- After being outdoors
- When their hands are physically dirty
- When they cough or sneeze.

Physical Distancing

Physical distancing will be usefully applied in Presentation Secondary School, Ballyphehane allowing for some flexibility when needed. It will be applied in a practical way to recognise that the learning environment cannot be dominated by a potentially counterproductive focus on this issue. Care will be taken to avoid generating tension or potential conflict and some flexibility in the implementation of measures may be required at time.

It is also recognised that it is not always possible for staff to maintain physical distance from students and it is not appropriate that they would always be expected to do so where this could have a detrimental impact on the student.

However where possible staff will maintain a minimum of 1 m distance and where possible 2m. They should also take measures to avoid close contact at face to face level such as remaining standing rather than sitting beside/crouching down.

The suite of measures to maintain physical distancing that will be used in Presentation Secondary School, Ballyphehane are as follows:

Physical Distancing within the classroom

- Each student will be allocated a base classroom and will be allocated a place at least 1 metre distance from the person beside them / behind / in front of them.
- Students will only move for option subjects and where there is a divide for Higher / Ordinary Subjects.
- Face coverings are mandatory for all students and staff and visitors to the school. (See section on 'Face Coverings' below.
- If moving, students will sit near other students from their base class and not students from other classes.
- Time will be allocated at the end of each class to sanitise and wipe down the desk and chair if students are moving to a different room.

- Students and teachers must hand sanitise on entering and leaving rooms
- Students will have their break in their classroom at their allocated desk or may go outside to the field.
- Interaction with students from other year groups will be prohibited in order to keep year groups in their own pod.
- Social physical contact with others (hand to hand greetings, hugs) are not permitted.
- Students must not share personal items – stationary, books etc
- Students will be provided with a locker inside the classroom if space allows. Lockers will be spaced around the classroom.

Physical Distancing outside of the classroom and within the school

- Students should walk / cycle to school if possible
- Students are not to congregate at the gate before or after school
- Students must go straight to their designated classroom upon arrival to school

Staff

- A distance of 2m is recommended for physical distancing by staff. This is particularly relevant to distancing between adults when they are not engaged in teaching such as the staff room and arriving to work.
- If 2m cannot be maintained in staff groups, as much as distance as is possible and guidance on face covering should be observed.
- There will be 2 staffrooms and staff will be allocated to a specific staffroom for break and lunch time.
- Staff meetings will be held in the theatre or PE Hall to facilitate physical distancing.
- There is a no hand shaking policy.
- Gathering at the beginning or end of the school day will be minimised.
- There will be an allocated work room (room 5) for staff. Once finished working, the workspace and chairs must be wiped down with sanitiser.

School Lunches / Breakfast Club

- We are currently working with our food provider, 'Fresh Today', in finding the best, safest and most practical solution in regard to school lunches and breakfast club.

Corridors and Stairwells

Briefly passing someone in a hall is very unlikely to contribute significantly to the spread of infection if people do not have physical contact and avoid informal group discussions. However,

- A one-way system will be in place on the stairs – back stairs to go up, front stairs to go down.
- In other corridors, students and teachers will walk in single file on the right hand side. A divide will be put in the corridor areas.

Decreasing interaction

The extent to which decreasing interaction is possible in a post-primary setting will depend on the school setting and a common-sense approach is required recognising the limits to which this can be achieved between students.

In Presentation Secondary School, Ballyphehane physical distancing of 2m where possible or at least 1m will be maintained between desks or between individual students or staff.

Where possible and practical double classes will be planned to minimise movement during the day.

Physical distancing between the teacher and class will be observed.

We will limit interaction on arrival and departure and in hallways and other shared areas. Social physical contact (hand to hand greetings, hugs) will be prohibited.

Where students need to move about within the classroom to perform activities (access to a shared resource) it will be organized to the greatest degree possible to minimise congregation at the shared resource.

Staff and students will avoid sharing of personal items.

Where teaching and learning involves use of keyboards or tablets, the contact surface of the device should be cleaned regularly and hand hygiene encouraged.

Use of PPE

PPE will not be required to be worn within schools according to current occupational and public health guidance. However, for a limited number of staff, PPE will need to be used occasionally or constantly due to the nature of certain work activities or work areas. These will include roles such as:

- Performing intimate care
- Where a suspected case of COVID-19 is identified while the school is in operation
- Where staff are particularly vulnerable to infection but are not in the list of those categorised as people in very high risk groups, or may be living with people who are in a very high risk category.

Appropriate PPE will be available for dealing with suspected COVID-19 cases, intimate care needs and for first aid. Where staff provide healthcare to children with medical needs in the school environment they will apply standard precautions as per usual practice.

Masks

Cloth face coverings act as a barrier to help prevent respiratory droplets from travelling into the air and onto other people when the person wearing the face covering coughs, sneezes, talks or raises their voice. Cloth face coverings are therefore intended to prevent transmission of the virus from the wearer (who may not know that they are infected) to those with whom they come into close contact.

It is therefore mandatory that teachers, staff and students attending Presentation Secondary School, Ballyphehane wear a face covering when a physical distance of 2m from other staff or students cannot be maintained.

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

All students on the post primary transport scheme will be asked to wear face coverings unless there is a good reason not to do so.

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

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

All staff and students wearing face coverings will be reminded to not touch the face covering and to wash or sanitise their hands (using hand sanitiser) before putting on and after taking off the face covering.

Information will be provided on the proper use, removal, and washing of cloth face coverings during the Covid – 19 Induction for staff and students.

All teachers and staff will be made aware that they should wash or sanitize hands (using a hand sanitizer) before and after helping a student put on or adjust a face covering.

Face coverings will be stored in a space designated for each student that is separate from others when not being worn (e.g., in individually labelled containers or bags).

Cloth face coverings should be washed after every day of use and/or before being used again, or if visibly soiled.

Face coverings should not be worn if they are wet. A wet cloth face covering may make it difficult to breathe.

Presentation Secondary School, Ballyphehane will have additional disposable face coverings available for students, teachers, and staff in case a back-up face covering is needed during the day.

Wearing a face covering or mask does not negate the need to stay at home if symptomatic.

Gloves

The use of disposable gloves in the school by students or staff is not generally appropriate but may be necessary for matters such as cleaning or intimate care settings. Routine use does not protect the wearer and may expose others to risk from contaminated gloves.

Routine use of disposable gloves is not a substitute for hand hygiene.

Impact of COVID-19 on certain school activities

The Department will work with stakeholders to provide more detailed advice on school activities in advance of school reopening.

Choir/Music Performance

Choir practices/performance and music practices/performance involving singing / wind instruments may pose a higher level of risk. Should such practices / performance be held, special consideration will be given to how they are held ensuring that the room is well-ventilated and the distance between performers is maintained.

Sport Activities

Presentation Secondary School, Ballyphehane will practice all sporting activities in conjunction with the HPSC guidance on Return to Sport.

Shared Equipment

Art – All students must have their own individual art and equipment supplies.

Electronics – Shared electronic devices such as tablets, touch screens, keyboards will be cleaned between use and consideration will be given to the use of wipeable covers for electronics to facilitate cleaning.

Musical Equipment/Instruments – To the greatest extent possible, instruments will not be shared between students and if sharing is required, the instruments should be cleaned between use.

Books - Students must have their own books. The 5th and 1st year book rental scheme will continue this year. All books will be covered in a wipeable plastic and will be wiped with anti-bacterial wipes before they are given to students.

Shared Sports Equipment – Equipment sharing will be minimised and cleaned between uses by different people.

Hygiene and Cleaning

The Department of Education will provide additional funding to schools to support the enhanced cleaning required to minimise the risks of COVID-19. The funding will be provided to schools in advance of reopening.

The specific advice in relation to school cleaning is set out in the HPSC advice and will be covered in the induction training. This 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 cases of COVID-19. Presentation Secondary School will take particular care of the hygiene arrangements for hand washing and toilet facilities.

- The school will be cleaned at **least once per day**. Additional cleaning if available will be focused on frequently touched surfaces – door handles, hand rails, chairs/arm rests, communal eating areas, sink and toilet facilities.
- If students are moving between classrooms cleaning products will be provided to enable them to wipe down their desk, chair and surface before leaving the room.
- All staff will have access to cleaning products and will be required to maintain cleanliness of their own work area. Under no circumstances should these cleaning materials be removed from the building.
- Staff should thoroughly clean and disinfect their work area before and after use each day.
- There will be regular collection of used waste disposal bags from offices and other areas within the school facility.
- Shower facilities shall not be available for use by staff or students.
- Staff must use and clean their own equipment and utensils (cup, cutlery, plate etc.) or bring their own to school.

Cleaning/Disinfecting rooms where a student/staff member with suspected COVID-19 was present

- The room will be cleaned as soon as practicable possible.
- Once the room is vacated the room will not be reused until it has been thoroughly cleaned and disinfected and all surfaces are dry.
- Disinfection only works on things that are clean. Therefore when disinfection is required it is always in addition to cleaning.
- Person/s assigned to cleaning should avoid touching their face while they are cleaning and wear household gloves and a plastic apron.
- The environment and furniture will be cleaned using disposable cleaning cloths and a household detergent followed by disinfection with a chlorine based product (household bleach).
- Special attention will be given to frequently touched surfaces, the back of chairs, couches, door handles and any surfaces that are visibly soiled with body fluids.

Once the room has been cleaned and disinfected and all surfaces are dry, the room can be reused.

Dealing with a Suspected Case of COVID-19

Staff or students should not attend school if displaying any symptoms of COVID-19. The following outlines how Presentation Secondary School, Ballyphehane will deal with a suspected case that may arise.

- A designated isolation area behind closed doors and away from other staff and students will be identified within the school building. A contingency plan for dealing with additional cases at the same time will be put in place.

If a staff member/student displays symptoms of COVID-19 while at school the following are the procedures to be implemented:

- If the person with the suspected case is a student, the parents/guardians will be contacted immediately;
- The person will be isolated. The individual will be accompanied to the designated isolation area via the isolation route. The person accompanying will keep 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;
- The isolation area will allow for 2m distance to be maintained between persons in the room.
- If it is not possible to maintain a distance of 2m a staff member caring for a student will wear a face covering or mask. Gloves will not be used as the virus does not pass through skin;
- A mask for the person presenting with symptoms will be provided. He/she will wear the mask if in a common area with other people or while exiting the premises;
- We will 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;
- We will 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 will 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, we will 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 will not be used;
- If they are too unwell to go home or advice is required, we will contact 999 or 112 and inform them that the sick person is a COVID-19 suspect;
- We will carry out an assessment of the incident which will form part of determining follow-up actions and recovery;
- We will arrange for appropriate cleaning of the isolation area and work areas involved as outlined in the section ***Cleaning/Disinfecting rooms where a student/staff member with suspected COVID-19 was present***

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

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.

The cooperation and assistance of all staff is essential to reduce the risk of spread of COVID19 and to protect health and safety as far as possible within the school. All staff have a key role to play.

In this regard and in order to facilitate a safe return to work, these duties include, but are not limited to, the following:

- Staff must adhere to the School COVID-19 Response Plan and the control measures outlined.
- Must complete the RTW form before they return to work.
- Must inform the Principal if there are any other circumstances relating to COVID- 19, not included in the form, which may need to be disclosed to facilitate their safe return to the workplace.
- Must complete COVID-19 Induction Training and any other training required prior to their return to school.
- Must be aware of, and adhere to, good hygiene and respiratory etiquette.
- Must coordinate practices 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.

- Must self-isolate at home and contact their GP promptly for further advice if they display any symptoms of COVID-19.
- Must not return to or attend school if they have symptoms of COVID-19 under any circumstances.
- Must adhere to the procedure outlined above if they develop any symptoms of COVID-19 whilst within the school facility. .
- Must keep themselves informed of the updated advice of the public health authorities and comply with same.

COVID-19 related absence management

- The management of a COVID-19 related absence will be managed in line with agreed procedures with the Department of Education as set out in Circular 0049/2020. This circular has been disseminated to all staff.

Employee Assistance and Wellbeing Programme

- The Department recognises the need for school staff wellbeing and collective self-care. Support for school staff wellbeing will be provided by Department Support Services including the PDST and CSL, as well as by the HSE's Health Promotion Team. An Occupational Health Strategy is in place as a supportive resource for individual staff members in schools. The aim of the Occupational Health Strategy is to promote the health and wellbeing of employees in the workplace, with a strong focus on prevention. The Occupational Health Strategy comprises the Employee Assistance Service and the Occupational Health Service. The Employee Assistance Service (EAS) is provided by Spectrum.Life under the logo of 'Wellbeing Together: Folláinne Le Chéile'.
- Under the EAS, employees have a dedicated free-phone confidential helpline 1800 411 057 available 24 hours a day, 365 days a year providing advice on a range of issues such as wellbeing, legal, financial, mediation, management support etc. Where required, short-term counselling is available to employees and their families (over the age of 18 years and living at home). A bespoke wellbeing portal and app which offers access to podcasts and blogs on topics around wellbeing and mental health, family life, exercise and nutrition is also available. In addition online cognitive behavioural therapy is provided. As part of the services provided by Spectrum.Life a Mental Health Promotion Manager is available to develop and deliver evidence based mental health and wellbeing initiatives to reduce stigma and improve mental health literacy and to increase engagement with the service. They will also be providing a series of webinars and presentations to promote staff wellbeing in schools as schools reopen and during the upcoming school year.



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Principal: Ms Nicola Barrett

Deputy Principal: Ms. Gillian Murphy.

Appendix 1 - COVID-19 Policy Statement

Presentation Secondary School, Ballyphehane 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 Board of Management 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 handwashing techniques
- agree with staff, a worker representative who is easily identifiable to carry out the role outlined in this plan in relation to summer provision
- 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: _____

Dr. FJ. Steele

Ms. Nicola Barrett

Chairperson BOM

Principal

Date: _____

Date: _____

Striving for Excellence in a Christian Environment