



# msletb

Bord Oideachais agus Oiliúna  
Mhaigh Eo, Shligigh agus Liatroma  
*Mayo, Sligo and Leitrim*  
*Education and Training Board*

## **Coola PPS COVID-19 Response Plan V.5**

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26<sup>th</sup> August, 2021

Version 5

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## 1.0 Introduction and Amendment History

The Covid-19 Response Plan has been developed by Mayo, Sligo and Leitrim Education and Training Board (referred to as MSLETB throughout document) in line with Government of Ireland (GOI) **Work Safely Protocol**” and “**GOI Resilience Recovery 2020-2021 Plan for Living with COVID-19.**” which has been developed by the Government of Ireland (GOI), the Health and Safety Authority (HSA), the Health Services Executive (HSE) and the Department of Health.

<b>Employer</b>	MLSETB
<b>Address</b>	Riverstown via Boyle, Co. Sligo
<b>Director/Senior Manager/Principal in the Workplace.</b>	Mr.Damien McGoldrick
<b>Lead Worker Representative(s)</b>	Mr.Dermot Ryan Mr.Con O’Meara
<b>Teaching and Learning or Administration?</b>	Teaching
<b>Number of employees</b>	39 Teachers
<b>Number of Employees who Deal Directly with the Public</b>	41 Teachers, 2 office administrators, 3 ancillary staff
<b>Phone:</b>	07191-65365
<b>Email:</b>	coolapps@msletb.ie

The Plan will be updated should new or amended guidance be released by the Health and Safety Authority (HSA), the Health Services Executive (HSE) and the Department of Health.

That report is available [here](#).

When determining what actions to take, consider the current level in the [Plan for Living with Covid-19](#)<sup>1</sup> and conduct a Risk Assessment to ensure all risks are considered and include any specific measures or response for dealing with an outbreak of COVID-19.

The history of amendments is recorded below.

Date	Issue Number	Page Number	Reason
01.06.2020	1		First issue of the Covid 19 Response Plan
24.02.2021	2		To amend and update first issue in response to new and changing guidelines.
04.03.2021	3		To amend and update first issue in response to new and changing guidelines
07.05.21	4		To amend and update first issue in response to new and changing guidelines
26.08.21	5		To amend and update first issue in response to new and changing guidelines

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<sup>1</sup> Available at <https://www.gov.ie/en/campaigns/resilience-recovery-2020-2021-plan-for-living-with-covid-19/>

## 2.0 COVID-19 Policy Statement

MSLETB is committed to providing a safe and healthy workplace for all our employees, students, visitors and contractors and have developed a COVID-19 Response Plan. All employees are responsible for the implementation of this plan and a combined effort will help contain the spread of the virus.

MSLETB will:

- continue to monitor our COVID-19 response and amend this plan in consultation with our employees.
- provide up to date information to our employees on the latest public health advice issued.
- display information on the signs and symptoms of COVID-19 and correct hand-washing techniques.
- provide an adequate number of trained worker representative(s) who are easily identifiable and put in place a reporting system
- inform all employees of essential hygiene and respiratory etiquette and physical distancing requirements.
- adapt the workplace to facilitate physical distancing appropriate in line with the public health guidance and direction of the Department of Education
- keep a log of contact / group work to help with contact tracing.
- provide induction training which must be attended/completed by all employees.
- develop and implement a procedure to be followed in the event of someone showing symptoms of COVID-19 while at work or in the workplace.
- provide instructions for employees/ students/ learners to follow if they develop signs and symptoms of COVID-19 during work/ school/ learning time.
- Intensify cleaning in line with government advice.

All managers/principals and employees will be consulted on an ongoing basis and feedback is encouraged on any concerns, issues or suggestions which can be done through the Worker Representative(s)

Signed: Tom Grady. Date: 01.07.'20

**Chief Executive**

### 3.0 Legislation

Legislation has been introduced and amended to enable the government to implement controls and restrictions regarding COVID-19.

Legislation is under continual review as the pandemic develops but the main legislation established includes but is not limited to:

Health (Preservation and Protection and Other Emergency Measures in the Public Interest) Bill 2020  
Emergency Measures in the Public Interest (COVID-19) Act 2020.

### 4.0 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.

- a fever (high temperature - 38 degrees Celsius or above).
- a new cough - this can be any kind of cough, not just dry.
- shortness of breath or breathing difficulties.
- loss or change to your sense of smell or taste. This means you notice that you cannot smell or taste anything, or things smell or taste different to normal.

For the complete list of symptoms, please refer to the HSE Website  
<https://www2.hse.ie/conditions/coronavirus/symptoms.html>

Some people infected with the virus, so called asymptomatic cases, have experienced no symptoms at all.

- If you have any common symptom of Covid-19 (coronavirus), or feel unwell self-isolate (stay in your room) and phone your family doctor straight away to see if you need a COVID-19 test.
- Other people in your household will need to restrict their movements (stay at home). Do not go to work/school/Centre of Education.
- Stay at home if you are identified as a close contact of someone confirmed as a positive case of Covid-19. Do not go to work/school/training, and restrict movement for fourteen days.

## 5.0 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.

It is still not known how long the virus survives on surfaces in different conditions. The period of survival may vary under different conditions from hours to days. (e.g. type of surface, temperature, humidity of the environment).

Studies indicate that it can persist on surfaces for hours and up to several days in the absence of effective cleaning.

Common household disinfectants will kill the virus on surfaces. Clean the surface first and then use a disinfectant.

Thorough and regular cleaning of frequently touched surfaces is essential. If disinfection is required it must be performed in addition to cleaning, never as a substitute for cleaning.

While people are most likely to pass on the infection when they have symptoms, current information suggests that some infected people spread the virus to others prior to developing or displaying symptoms themselves.

Current information suggest that infected people can transmit the virus both when they are symptomatic (showing symptoms) and asymptomatic (not showing symptoms).

This is why it is essential that anyone who is showing symptoms suggestive of COVID-19, or anyone who has been in close contact with a confirmed case, should self-isolate and be tested.

## 6.0 Responsibilities

MSLETB have appointed the following personnel for overall implementation of the plan.

- Pat Howley – Director.
- Orla Reilly – Head of Corporate Services.

- Kieran Joyce – Human Resources.

**Point of contact for all Covid related queries**

- Michael Gaulier – Corporate Services

The following table should be completed by the location manager/principal to allocate location specific responsibility which can be delegated.

Task	Person(s) Responsible
Person(s) responsible for overall implementation of the plan.	• Damien McGoldrick Michael Rooney
Identification and training of worker representatives.	Damien McGoldrick Michael Rooney
Planning and Preparing to Return to Work.	Damien McGoldrick Michael Rooney
Control Measures.	Damien McGoldrick
COVID-19 Induction.	MSLETB
Dealing with a Suspected Case of COVID-19.	Dermot Ryan Con O’Meara Michael Rooney
Cleaning and Disinfection.	Peter McTiernan Cora McDermott Eugene Galvin
Employee Information.	Damien McGoldrick
Return-to-work forms	Michael Rooney

The measures necessary to minimise the risk of spread of infection rely on everyone taking responsibility for their actions and behaviours.

Coola PPS will encourage an open and collaborative approach with employees where issues and work activities can be openly discussed and addressed. These new requirements will require coaching, positive reinforcement and engagement of everyone.

Disciplinary process will be implemented where deemed necessary.

MSLETB have utilised the services of external health and safety consultant to assist with the development of the COVID-19 response plan and risk assessments.

All MSLETB employees are required to comply with any testing required by Public Health Authorities and must also comply with the following COVID-19 preventative measures:

- Stay at home and isolate if you are identified as a close contact of a confirmed case of COVID-19
- Stay at home and isolate if you feel unwell or have any symptoms of COVID-19
- Contact your family doctor to arrange a test.

## **7.0 Lead Worker Representatives (LWR)**

Coola PPS appointed lead worker representatives (LWR) to ensure that COVID-19 measures are monitored and strictly adhered to.

A checklist will be completed (Appendix A) with each LWR.

The names of the lead worker representatives will be covered in the localised COVID-19 induction/displayed on noticeboards in canteen and reception areas.

LWR's will receive training and information on the role and the measures that have been put in place to help prevent the spread of the virus and to highlight concerns, report defects, submit ideas and identify improvements in the workplace.

Management and the LWR's will work together to ensure that all the actions in the COVID-19 Management Plan and risk assessment are implemented and fully adhered to ensure the suppression, preventing the spread of COVID-19 in the workplace.

Management will ensure regular communication with their lead worker representative(s), about the measures being put in place to address the exposure to COVID-19 in the workplace.

LWR's are involved in communicating the latest public/government health advice around COVID-19 in the workplace.

## 8.0 Communication and Training

Coola PPS will ensure regular communication and engagement with their employees about the measures being put in place to address the occupational exposure to COVID-19 in the workplace.

All employees will complete a COVID-19 induction training and each location will deliver a localised induction for employees.

Employees will be kept up to date as new or amended guidance on COVID 19 is released.

Communication in relation to COVID-19 will also be in the form of posters displayed throughout the premises.

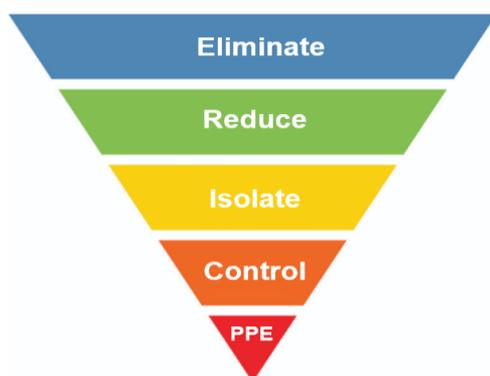
## 9.0 OH&S Documentation

MSLETB has updated their Safety Statement to include a section within the arrangements section to document control measures in relation to COVID-19.

A COVID-19 location Risk Assessment has also been developed to document the risk and control measures in relation to Covid-19 – see Appendix B.

The risk assessment will address the level of risk and how and to what sources of COVID-19 might employees be exposed, including students, visitors and contractors.

### Hierarchy of Control (HoC) Measures



The risk assessment has been completed with consideration to the hierarchy of controls.

The risk assessment will also take into account employee's individual risk factors and include the controls necessary to address the risks identified.

An email will be sent to all employees by the line manager/principal of the location to see if they fall into a vulnerable or high risk category.

**“Important:** if you are in a vulnerable or higher risk category you should let your line manager know as soon as possible. Further information on people at higher risk from Coronavirus can be accessed [here](#).”

This information be factored into the risk assessment for the location.

The HoC will assist with the selection of control measures for the planned activity.

Some measures are preferable to others and the hierarchy formalises this idea by providing a structured list of common options in order of preference.

Start at the top, considering each option in turn and decide whether it is "reasonably practicable".

For all levels below ‘Eliminate’, once you have selected the measures aimed at reducing the risk, consideration must be given to whether the residual risk is acceptable.

If not, further measures will be required.

In practice, this will mean that if you cannot eliminate the risk of COVID-19 transmission, you will have to consider control measures from other levels of the hierarchy.

In most cases more than one measure will need to be implemented. This is because:

- There are a number of different sources and transmission paths of COVID-19 that need to be controlled.
- There is a residual risk as one individual measure alone will not be 100% effective at controlling the risks (unless we can fully ‘Eliminate’ the risk).

## 10.0 Physical Distancing

Employees will be enabled to work from home were possible to reduce the number of employees on the premises.

Employees will be expected to be on site in limited numbers to perform business essential tasks as requested by Line Management.

Employees will be organised into teams/groups who consistently work and take breaks together.

All workstations within the premises will be separated in conformance with government & NPHET physical distancing guidelines.

Where possible staff should 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.

Perspex screens will be installed where identified via the risk assessment.

Canteen facilities will form part of the location specific risk assessment to consider how physical distancing can be applied e.g. tables and chairs appropriately separated in line with physical distancing guidelines and staggering break and lunch times for employees and floor markings on canteen floor.

In the event that canteen services resume self service facilities/areas will not be permitted and all food will be served.

There are COVID-19 physical distancing floor markings/signage and posters in place throughout the premises and employees will be reminded as part of the induction.

MSLETB have implemented a no handshake policy.

Windows should be open as fully as possible when classrooms/offices are not in use (e.g. during break-times or lunch-times (assuming not in use) and also at the end of each day) and partially open when classrooms/offices are in use.

**Note:** The location risk assessment will document location specific controls that have been introduced in relation to physical distancing.

Below Highlighted in yellow is for consideration for all schools and FET Centres,

Physical distancing falls into two categories:

- Increasing separation
- Decreasing interaction

### **Increasing separation**

Given that each school setting is different in terms of (i) location; (ii) physical layout (iii) available space within the school; and (iv) student numbers; schools themselves are best placed to decide on the appropriate reconfigurations / operational changes necessary to maintain physical distancing.

In recognition that a 'one size fits all' approach would not be appropriate as schools themselves are best placed to decide on the appropriate configuration for their school, the Department has developed a Framework to maintain Physical Distancing in the Classroom in Post Primary Schools with a full return of all Students for the 2020/21 School Year. This remains in place for the 2021/ 2022 School Year. The Framework sets out a suite of available measures that must be implemented at individual school level to the greatest possible extent.

The suite of measures set out in the Framework are:

1. Reconfigure class spaces to maximise physical distancing;
2. Utilising and reconfiguring all available space in the school in order to maximise physical distancing;
3. Review Timetables;
4. Reconfiguring Classes;
5. Consider Use of Live Streaming within the School; and
6. Accessing available spaces within the local community

A link to the “Framework to maintain Physical Distancing in the Classroom in Post Primary Schools with a full return of all Students for the 2020/21 School Year” is provided [here](#).

You can see a link to illustrated classroom layouts to maintain social distancing [here](#).

### **Decreasing interaction**

The extent to which decreasing interaction is possible in a post primary school 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 post primary schools physical distancing of 2m where possible or at least 1m should be maintained between desks or between individual students or staff.

As far as possible and practical, students would remain in the classroom and teachers would move between rooms.

As far as possible and practical students would be assigned to a main class cohort which would remain in the classroom for most subjects, with teachers moving between rooms.

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

Where students have an elective subject they would move quickly into the new class and would be seated with members of their class cohort, observing as much physical distance as possible.

Hand washing and/or sanitising would be required when moving between classes by teachers and students.

Physical distancing between the teacher and class would be observed.

Where movement of class groups between rooms is required it should be planned to minimise interaction with other class groups.

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

Social physical contact (hand to hand greetings, hugs) should be discouraged.

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

congregation at the shared resource.

Staff and students should 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.

## **Physical Distancing outside of the classroom and within the school**

### **School drop off/collection**

Arrangements for dropping off/collecting students should be arranged to maintain physical distancing of 2m where possible.

Walking/cycling to school should be encouraged as much as possible.

Aim of any arrangements is to avoid congregation of people at the school gates where physical distancing requirements may not be respected.

Staggered drop off/pick up should be considered where practical and feasible.

If schools have additional access points, consideration may be given to whether they can be used to reduce congestion.

Students should head straight to their designated learning space/classroom.

### **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 updated guidance on face covering should be observed.

Physical distancing should be observed between staff members within the staff room through the use of staggered breaks etc.

At post primary level consideration could be given to formation of staff “pods” or teams who work together and take breaks together.

Staff meetings should be held remotely or in small groups or in large spaces to facilitate physical distancing.

Implement no hand shaking policy.

Minimise gathering of school staff at the beginning or end of the school day.

Staff can rotate between areas/classes but this should be minimized where possible.

### **Canteen**

Ensure physical distancing is applied in canteen facilities

Stagger canteen use and extend serving times to align with class groupings.  
Implement a queue management system.

Make sure students clean their hands before and after entering the canteen area.

### **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.

### **Ventilation**

The Department 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' The 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 (assuming not in use) 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. The Department has also published guidance on how these practical steps measures can be supplemented and enhanced by the use of Carbon Dioxide (CO<sub>2</sub>) monitors. Links to all aforementioned guidance can be accessed [here](#).

## **11.0 Personal Hygiene**

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

- Hand sanitiser (which will be at least 60% ethanol or 70% isopropanol) will be available at every entry to the premises.
- All employees/visitors/contractors must sanitise their hands when entering the premises and wear a face mask.

Coola PPS will complete regular checks to ensure that there is sufficient stock of hand sanitiser/paper towels/soap.

Hand washing facilities with soap and hot water are available in the toilets.

Paper towels for drying of hands are available and are placed in a bin which is removed on a regular basis using correct hygiene measures and air hand dryers will be disconnected.

**Employees/Students/Learners must:**

- ensure they are familiar with and follow hand hygiene guidance and advice.
- wash their hands for at least 20 seconds with soap and hot water or with an alcohol-based (60% alcohol) hand sanitiser regularly and:
  - after coughing and sneezing (Cover coughs and sneeze into an elbow or a tissue)
  - when arriving and leaving the workplace and other sites.
  - before and after eating.
  - before and after preparing food.
  - before and after wearing gloves.
  - before and after removing their face mask.
  - before leaving and after arriving home.
  - if in contact with someone who is displaying any COVID-19 symptoms.
  - before and after being on public transport (if using it).
  - before having a cigarette or vaping.
  - when hands are dirty, if visibly dirty wash with soap and hot water eg. after playing outside or engaging in certain sporting activities
  - after toilet use.
  - when entering and exiting a vehicle.
  - after touching potentially contaminated surfaces.(Such as door handles).
  - Avoid touching their eyes, nose, or mouth.
  - when entering and exiting vehicles
  - when entering and exiting buildings
- use their own pens.
- maintain 2 meters physical distance at all times.

Please note that alcohol-based sanitiser must not be stored or used near heat or naked flame.

Staff/Students/Learners have been instructed not share objects that touch their mouth, for example, bottles or cups.

In addition to hand hygiene, good respiratory hygiene and etiquette is also necessary to limit the spread of COVID-19.

Coola PPS will:

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

### **Employees/Students/Learners must:**

- adopt good respiratory hygiene and cough etiquette.
- ensure they are familiar and follow respiratory hygiene guidance.
- follow good practice on the safe use, storage, disposal and cleaning of face masks.

## **12.0 Face Mask**

Wearing a face mask is a requirement at all MSLETB Sites.

Schools must provide medical grade masks in the EN14683 category to all SNAs and teachers in special schools and special classes and those staff by necessity that need to be in close and continued proximity with pupils with intimate care needs including School Bus Escorts.

Face masks are required for all staff, and learners/students/trainees/visitors.

Face masks act as a barrier to help prevent respiratory droplets from travelling into the air and onto other people when the person wearing the face mask coughs, sneezes, speaks, or raises their voice.

Face masks are therefore intended to prevent transmission of the Covid-19 virus from the wearer (who may not know that they are infected) to those with whom they come into close contact.

Exemptions to this rule apply to those who can provide a medical certificate to certify that they fall into a category listed below. The medical certificate must be provided to the Principal / Manager by, or on behalf of, any person (staff or student/learner) who claims that they are covered by the four exemptions as follows:

1. any person with difficulty breathing who cannot wear a face mask
2. any person who is unable to remove the face mask without assistance
3. any person who has special needs and who may feel upset or very uncomfortable wearing the face mask, for example persons with intellectual or developmental disabilities, mental health conditions, sensory concerns or tactile sensitivity.
4. The use of a clear visor can also be considered when a staff member is interacting with students with hearing difficulties or learning difficulties.

In circumstances where a medical certificate is not provided, that person will be refused entry to the site.

Wearing a face mask does not negate the need to self-isolate if sick.

## 13.0 Cleaning

If the location uses the services of a cleaning company to clean the premises, they will be instructed on any enhanced cleaning regimes.

Coola PPS will be subject to cleaning at least twice daily.

Examples of the high touch areas that are required to be cleaned twice daily cleaning:

- Taps and washing facilities.
- Toilets - flush and seat.
- Doors, door handles and push plates.
- Handrails.
- Light switches.
- Alarm (Security/Fire) Panels.
- Kettles/Coffee Machines.
- Toasters.
- Microwaves.
- Fridge handles.
- Dishwasher handles.
- Window handles.
- Vending Machines

Cleaners have been instructed to ensure reusable cleaning equipment (mop heads/non-disposable clothes) are clean before re-use and buckets are emptied and cleaned before re-use.

Thorough and regular cleaning of frequently touched surfaces is essential. If disinfection is required it must be performed in addition to cleaning, never as a substitute for cleaning. Common household disinfectants will kill the virus on surfaces.

Coola PPS will operate a clear desk policy and employees have been issued with cleaning materials and must keep clean their workspace at least twice daily.

Employees are asked to ensure they do not leave personal items (e.g. mobile phones/car keys/bags) on communal surfaces.

Doors within Coola PPS will be propped open where possible to avoid the need to touch handles. Fire doors should not be propped open and doors should be propped open with door stoppers.

The LWR's will ensure cleaning regimes are being implemented and report to management any issues.

All soft furnishings in common and public areas have been removed (e.g. cushions) along with

any newspapers/magazines/leaflets or brochures.

Please refer to Appendix I of the COVID-19 Response Plan (Cleaning after the presence of a suspected or confirmed case of COVID-19).

## 14.0 Meetings

Meetings should be held virtually, if meetings have to take place with the premises this should be with as few employees as possible and for as short a time as possible.

Tables and chairs within meeting rooms should be moved to ensure that they comply with physical distancing and hand sanitising should be provided at entrance to a meeting room.

There will be a sign placed on the door of the meeting room indicating the maximum capacity.

**Note:** meetings that last longer than two hours participants in such meetings would be classified as close contacts if one of the group then tested positive for COVID-19.

## 15.0 Managing Third Parties: Contractors and Visitors

Contractors and visitors will receive an induction in relation to the control measures that have been adopted within Coola PPS- see Appendix C.

The rules will be displayed at the entrance to the location and every contractor and visitor will be required to read the document before entering the building.

Anyone entering Coola PPS must use the hand sanitiser provided and wear a face mask.

There is a log kept -See Appendix D of all contractors and visitors to enable contract tracing to be carried out in the event of a positive case of COVID-19 within Coola PPS

This information is required only for tracing purposes and will be destroyed when a contractor/visitor is no longer at risk. (i.e. 28 days after the visit).

Contractors will be requested to provide risk assessments and method statements that cover the risk of COVID-19 associated with their activities.

## 16.0 Emergency Arrangements

Coola PPS will ensure they have a suitable number of first aiders and fire wardens (taking into consideration first aiders and fire wardens who are now working remotely).

In the event that first aid is required in the workplace it may not be possible to maintain physical distancing.

First aiders have been provided with updated guidance – see Appendix E when delivering first aid during COVID-19.

Management will have to consider reviewing emergency evacuation procedures and consider additional fire assembly points to ensure physical distancing can be applied.

## **17.0 Remote Working**

All staff should continue to work from home to the greatest extent possible. Anyone who can work from home should continue to do so. If there is any reason staff cannot work remotely, they should coordinate this with their line manager.

The Resilience and Recovery 2020-2021: Plan for Living with COVID-19, sets out when only essential workers or other designated workers should go to work.

Setting up workstations/areas correctly at home is just as important as in the office, and the same principles apply.

Employees should ensure that they are adequately set up to work remotely and to take regular breaks or change work activity.

For those employees that are using laptops at home have been encouraged to raise the laptop up rather than looking down at the screen.

For more detailed information on good positioning at the workstation the 'Position Yourself Well' guidance can be communicated to remote workers.

[https://www.hsa.ie/eng/supports\\_for\\_business/faq's\\_in\\_relation\\_to\\_home-working\\_on\\_a\\_temporary\\_basis\\_covid-19\\_position-yourself-well-dse-ruler.pdf](https://www.hsa.ie/eng/supports_for_business/faq's_in_relation_to_home-working_on_a_temporary_basis_covid-19_position-yourself-well-dse-ruler.pdf)

If ergonomic concerns are identified by an employee working from home, they can inform their line manager/principal.

Ensure there is regular communication in place with employees working from home.

Additional guidance for employees on best practice on ergonomics and home workstations can be found below.

<https://www.hse.ie/eng/staff/safetywellbeing/healthsafetyand%20wellbeing/safetystateme>

## **18.0 COVID-19 Case Management**

A Pre-Return to Work/FET Pre-Return to Learning Form (Appendix F/Appendix G) must be completed at least 3 days in advance of the return to work/Centre after the site opens for the first time, reopens after closures or after an absence.

This form should seek confirmation that employees/learners, to the best of their knowledge, have no symptoms of COVID-19 and confirm that the employee/learner is not self-isolating, restricting their movements, cocooning, awaiting the results of a COVID-19 test, has not returned from travel abroad or been identified as a close contact.

Employees/Learners must:

- complete and return the pre-return to work/pre return to learning form three day before they return to work/learning.
- 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/learning.
- self-isolate at home and contact their GP promptly for further advice if they have any COVID-19 symptom, if identified as a close contact, and if answering yes to any questions on the form.
- stay out of work/learning until all symptoms have cleared following self-isolation and have a negative test result from their doctor.

Employees and Learners should follow the latest government guidelines in relation to return from a holiday abroad and follow the required quarantine period on return.

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

The key message is that people should not attend work/school/training, if they are displaying any signs or symptoms of Covid-19 or are feeling unwell.

A nominated member of management/senior management team will be will be responsible for ensuring that all aspects of the protocol to deal with suspected cases have been adhered to.

The following contact person(s) are responsible to deal with a suspected case:

- Dermot Ryan
- Con O'Meara
- Michael Rooney

Coola PPS will allocate an isolation room(s) for personnel who become symptomatic.

Ideally the room should be somewhere that an employee can be isolated behind a closed door and have a window for ventilation have the following items:

- Tissues, hand sanitiser, disinfectant and/or wipes.
- PPE - gloves, masks, visor (Only for exceptions and first aiders)
- Waste bin.

When accompanying a suspected case outside or to an isolation room the responsible person will keep at least 2m away and will ensure that all other employees also remain at least 2meters away.

The suspected case will be provided with a mask and this must be worn when exiting the premises.

The suspected case will immediately be directed to go home, call their doctor for advice and follow that advice.

The suspected case will be advised to avoid touching people, surfaces and objects and also advised to cover their mouth and nose with disposable tissues provided when they cough or sneeze and put the tissue in the covered waste bin provided.

If the suspected case is unable to make their own way home, the responsible person should arrange transport to their home or to hospital as advised by a medical practitioner and public transport of any kind should not be used.

The person responsible will complete a report of the incident, (using COVID-19 Incident Report Form See Appendix J). Include an assessment of any necessary follow-up actions and ensure that these actions are carried out and notify the LWR.

The isolation room(s) and any of the other work areas involved in the case will be cleaned-see Appendix I.

The personnel responsible to deal with a suspected case will also provide assistance if contacted by the HSE.

The prompt identification and isolation of potentially infectious individuals is a crucial step in reducing the risk of transmission.

Coola PPS will display information on the signs and symptoms of COVID-19, share up to date information on public health advice issued and provide instruction for employees to follow if they develop signs and symptoms of COVID-19 during work.

Employees 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 manager/principal immediately if any symptoms develop during work.

## 20.0 Confirmed COVID-19 Case at Work

If a confirmed case is identified, the HSE will provide the responsible persons with advice.

This may include:

- Any employee/student/learner in close face-to-face or touching contact.
- Any employee/student/learner talking with or being coughed on for any length of time while the employee was symptomatic.
- Anyone who has cleaned up any bodily fluids.
- Close friendship groups or workgroups.
- Any employee living in the same household as a confirmed case.

Those who have had close contact will be asked to stay at home for 14 days from the last time they had contact with the confirmed case and follow the home isolation information guidance.

See Appendix H self-declaration for special leave with pay form which will be retained as part of personnel records for the appropriate period of time.

If they develop new symptoms or their existing symptoms worsen within their 14-day observation period they should call their doctor for reassessment.

See Appendix J Covid-19 Incident Report Form for all suspected cases of COVID-19 on site.

Staff who have not had close contact with the original confirmed case do not need to take any precautions and can continue to attend work.

**Note:** Close contact is defined by the HSE as spending more than 15 minutes in total in face-to-face contact within 2 meters of an infected person in 1 day.

### Return to Work

In the event of an employee either being a suspected / confirmed case of COVID-19 or a known close contact of a confirmed or suspected case, this protocol must be followed to ensure they are fit to return to work by means of self-declaration.

- An individual must only return to work if deemed fit to do so and upon approval from their Doctor/Medical Advisor and coordinating with their line manager/Principal.
- Pre-Return to Work Form is to be completed after Site opens for the first time/reopens after closures, or when returning from an absence.

## **21.0 Reporting Requirements if an employee contracts COVID-19**

There is no requirement for an employer to notify the Health and Safety Authority if a worker contracts COVID-19.

Diseases are not reportable under the Safety, Health and Welfare at Work (Reporting of Accidents and Dangerous Occurrences) Regulations 2016 (S.I. No. 370 of 2016).

COVID-19 is reportable under the Infectious Diseases (Amendment) Regulations 2020 and would be reported by a medical practitioner.

## **22.0 Building Maintenance**

Planned Preventative Maintenance (PPM) Schedule will be kept up to date (e.g. fire alarm service records).

Air conditioning is not generally considered as contributing significantly to the spread of COVID-19.

Switching off air conditioning is not required to manage the risk of COVID-19.

Coola PPS will ensure suitable control measures are in place to avoid the potential for Legionnaires' disease before they reopen.

## **23.0 Managing Mental Health and Wellbeing**

MSLETB recognises that employees may encounter anxiety and stress in the course of their duties and will ensure, in so far as is reasonably practicable, that work-related stress factors are managed as any other occupational hazard.

Employees also have a responsibility to care for their own health and mental wellbeing so as not to contribute adversely to their stress levels and should seek assistance from their doctor if required.

If an employee feels that they are being exposed to pressure at work that leads to stress likely to adversely affect their physical / mental health and / or their capacity to undertake their duties, they should approach their line manager/principal or their local HR Department.

The manager/principal and affected employee should discuss the issues in an honest and open manner. The manager/principal will identify any reasonable actions they feel appropriate and inform the affected employee of their intended actions.

All approaches received by management from employees will be treated with fairness and sensitivity and dealt with in confidence.

To help support employees through difficult times, MSL ETB has an Employee Assistance Service (EAS) programme which is a confidential employee support service designed to support employees resolve personal or work related concerns, through telephone support, specialist information and telephone or face to face counselling.

Currently the EAS is provided by Spectrum.Life under the logo of 'Wellbeing Together: Folláinne Le Chéile' they are an independent company.

You can contact the EAS through a designated 24/7 Freephone helpline on 1800 411 057 to access support covering a wide range of issues such as wellbeing, legal, financial, mediation, management support and so on, or text 'Hi' to 087 369 0010 to avail of EAS support on SMS & WhatsApp.

The EAS is completely confidential and voluntary, and we recommend anyone requiring support to use this worthwhile service.

## **24.0 Business Travel**

Business trips and face to face meetings should be reduced to the absolute minimum as far as is practicable. Online and other alternatives should be made available.

Employees travelling to work should use their own cars and travel alone, avoiding car sharing.

Those living very close to work will be encouraged to walk or cycle.

Meetings should be held virtually avoiding the need to travel for business and travelling should only be a last resort if the meeting cannot be held virtually.

Public transport should be avoided with the preference being for employees to use their own cars if possible.

Government Travel Guidelines; for those required to travel internationally, the new European Traffic Light System, DFA advice, and specific requirements must be taken into account.

## 25.0 Personal Protective Equipment (PPE)

Coola PPS will provide PPE to employees in accordance with identified COVID-19 exposure risks and in line with public health advice.

- Employees should be trained in the proper use, cleaning, storing and disposal of PPE.
- PPE should never be shared.
- PPE needs to be consistently and properly worn when required. Additionally it must be regularly inspected, cleaned, maintained, and replaced as necessary.
- Face masks should be clean, dry, and not shared or handled by others.
- Face masks must not contain any slogans/logos/images that may cause upset or be deemed offensive.

Face visors that have been issued to first aiders will be marked with their name and it must not be shared with another first aider.

- Face Mask must be worn with the Face Visor by the first aider.
- First aiders will disinfect and clean their face visor after use.

Ensure there are pedal operated covered bins provided in which employees can place used masks and gloves. These bins will be removed after each shift and replaced using proper hygiene controls.

Where gloves are necessary, they will not be considered a substitute for hand hygiene and hands must be cleaned whenever gloves are removed.

See below illustration for the correct method for the disposal of gloves.

- Pinch and hold the outside of the glove near the wrist area.
- Peel downwards, away from the wrist, turning the glove inside out.
- Pull the glove away until it is removed from the hand and hold the inside-out glove with the gloved hand.
- With your un-gloved hand, slide your fingers under the wrist of the remaining glove, taking care not to touch the outside of the glove.
- Again, peel downwards, away from the wrist, turning the glove inside out.
- Continue to pull the glove down and over the inside-out glove being held in your

gloved hand.

- This will ensure that both gloves are inside out, one glove enveloped inside the other, with no contaminant on the bare hands.



## 26.0 Heating, Ventilation, and Air-Conditioning (HVAC)

Ventilation refers to the movement of outdoor air into a building, and the circulation of that air within the building or room, that will assist in minimising the spread of COVID-19.

This can be achieved through natural means (e.g. opening a window/door) or mechanical means (e.g. a central heating, ventilation and air conditioning).

- Natural ventilation through the introduction of fresh air into the building. e.g. opening doors and windows weather permitting and without causing discomfort.
- Cross-ventilation is a good option for window ventilation as it facilitates the quick exchange of room air for fresh air through widely opened windows opposite to each other where possible, weather permitting.
- Propping open internal doors may increase air movement and increase natural ventilation rate. (Note: fire doors should not be propped open unless fitted with approved automatic closers so that they function as fire doors in the event of an alarm or fire).
- Mechanical ventilation through the use of HVAC (Heating, Ventilation and Air Conditioning) systems. These provide comfortable environmental conditions (temperature and humidity) and clean air in indoor settings such as buildings and vehicles.
- All mechanical ventilation systems should be set at 100% fresh air.
- Switching off air conditioning is not required to manage the risk of COVID-19

However, as many air conditioning, heat pump units just heat, cool and recirculate the air, it is important to check ventilation systems to ensure that there is an adequate supply of fresh air (from a clean source) and that recirculation of untreated air is avoided.

Where buildings have Local Exhaust Ventilation, the make-up air should ideally come from outdoor air rather than from adjacent rooms.

The overall approach to ventilation to minimise the spread of COVID-19 should be to have windows open as fully possible when rooms are unoccupied and partially open when the room is in use. Windows do not need to be open as wide in windy/colder weather to achieve the same level of airflow into the room and will assist in managing comfort levels.

Check that boilers are operating at a temperature recommended by manufacturer to maximise available heat in the building. Heating should be operated for extended periods during cold weather to counteract, as best as possible, the impact of windows being open

(partially when the room is in use and fully when it is unoccupied) in order to maintain an appropriate balance between good ventilation and comfort levels.

## Appendix A – Lead Worker Representative Checklist

### Checklist for Lead Worker Representative

	Checklist	Comment
Q.1	Have you been selected by your colleagues on the staff and have you agreed with the ETB management of your School/Centre to act as a Lead Worker Representative?	
2	Have you been provided with information and training in relation to the role of Lead Worker Representative?	
3	Are you keeping up to date with the latest COVID-19 advice from Government?	
4	Are you aware of the signs and symptoms of COVID-19?	
5	Do you know how the virus is spread?	
6	Do you know how to help prevent the spread of COVID-19?	
7	Have you watched and do you understand the online Induction Training provided by the Department of Education before returning to school?	
8	Are you helping in keeping your fellow workers up to date with the latest COVID-19 advice from Government?	
9	Have you completed the COVID-19 return-to-work form and given it to your School/Centre?	
10	Are you aware of the control measures your ETB has put in place to minimise the risk of you and others being exposed to COVID-19?	
11	Did your school consult with you when putting control measures in place? Control measures have been agreed centrally between the Department and education partners. Consultation at school level should take place on any specific local arrangements necessary to implement the protocol	
12	Have you a means of regular communication with the person with overall responsibility for the school COVID-19 plan?	
13	Are you co-operating with your ETB to make sure these control measures are maintained?	
14	Have you familiarised yourself with the cleaning requirements needed to help prevent cross contamination? (Checklist for Cleaning available)	

15	Have you been asked to walk around and check that the control measures are in place and are being maintained?	
16	Are you reporting immediately to the person with overall responsibility for the school COVID-19 plan any problems, areas of non-compliance or defects that you see?	
17	Are you keeping a record of any problems, areas of non-compliance or defects and what action was taken to remedy the issue?	
18	Are you familiar with what to do in the event of someone developing the symptoms of COVID-19 while at the School/Centre?	
19	Are you co-operating with your ETB and school/centre in identifying an isolation area and a safe route to that area? (Checklist for dealing with suspected case of COVID-19 available)	
20	Are you helping in the management of someone developing symptoms of COVID-19 while at school?	
21	Once the affected person has left the facility, are you helping in assessing what follow-up action is needed?	
22	Are you helping in maintaining the staff and learner contact log?	
23	Have you been made aware of any changes to the emergency plans or first aid procedures for your school/centre?	
24	Are you making yourself available to fellow staff to listen to any COVID-19 control concerns or suggestions they may have?	
25	Are you raising those control concerns or suggestions with your manager and feeding back the response to the staff member/s who raised the issue?	
26	Are you aware of the availability of the Spectrum Life Wellbeing Together Programme?	
27	Have you been provided by the Principal/ school management with the supports to which you are entitled in your role as Lead Worker Representative?	
28	If you are a teacher, have you been provided with the 2 hours per week of protected time off class contact hours, as provided for in the protocol?	

29	If you are a school secretary or a caretaker have your duties been re-prioritised by school management to afford you sufficient time to carry out your duties as LWR within the scope of your normal contracted hours, as provide for in the protocol?	
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## Appendix B – COVID-19 Location Risk Assessment

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Control measures	Is this control in place? Y/N	If no, what actions are required to implement the control?	Person responsible	Date action completed

## Appendix C- Visitor/Contractor Induction

**You must not** enter Coola PPS If you have:

- Symptoms of a cough, fever, high temperature, sore throat, runny nose, breathlessness, loss or change to your sense of smell or taste, or flu like symptoms now or in the past 14 days.
- Been diagnosed with confirmed or suspected COVID-19 infection in the last 14 days.
- Been 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).
- Travelled internationally in the past 14 days.
- Been advised to self-isolate or cocoon by a medical professional in the past 14 days.

**You must**

1. Clean your hands the at the hand sanitising station.
2. Complete the contact log at reception to enable contract tracing in the event of a positive case of COVID-19. (The information will be managed in line with MSLETB Data Protection and Record Retention Policy) and if you can use your own pen.
3. Ensure physical distancing at all times whilst on the premises and follow all signage, floor markings and instruction given to you by a member of staff. Failure to do so will result in you being removed from the premises
4. Avoid the need to touch objects and surfaces so far as is practical during your time within the premises. Use of your own tools and avoid using any tools/equipment owned by MSLETB.
5. Stay in the immediate area of your essential work; do not enter offices, workshops, classrooms or any other area.

**Note:**

1. MSLETB have implemented a no handshake policy please observe.
2. Please observe good respiratory hygiene and etiquette whilst on the premises - catch coughs and sneezes in tissues and place in a bin.
3. If you become symptomatic whilst on the premises please speak to a member of staff ensuring physical distancing who will implement the procedure for dealing with a suspected case of COVID-19 on Site.

## Appendix D- Visitor/Contractor Contact Log

### Visitor/Contractor Contact Log

MSLETB are implementing all necessary procedures and adhering to all regulations and guidance around COVID-19 to ensure that we provide a safe environment for our employees and for those who need to visit our premises.

#### Tracing

Should an outbreak of COVID-19 occur on our premises after your visit it is important that we have contact details for tracing purposes.

**This information will be used only for this purpose and no other.  
Treat with care in accordance with GDPR.**

**This form will be securely destroyed when enough time has elapsed to ensure there is zero risk to you (i.e. 28 days after the visit).**

#### Details

**Name** **(print)**

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**Company (if Applicable)** **(print)**

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**Date**

---

**Contact telephone number (mobile preferred)**

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**Email address (secondary method of contact if required)**

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## **Appendix E- First Aid Guidance during COVID-19**

In the event that first aid is required in the workplace it may not be possible to maintain a distance of 2 metres.

All first aiders will be provided with the following PPE:

- Face masks (surgical or FFP2)
- Face Visor/Eye Protection
- Protective gloves

Face visors/eye protection issued should be marked with your name and it must not be shared with another first aider and always disinfect and clean the face visor/eye protection after use.

Due to the COVID-19 the following must be considered when administrating first aid:

First Aiders should wash their hands thoroughly before putting on PPE and dealing with the injured party (IP).

First Aiders will wear a face visor, gloves, and face mask.

If possible, have the IP place a face mask over their nose and mouth, if they have not done so already, and limit contact by staying back at least 2m until that person has done so.

While wearing PPE, clean and disinfect items which have touched the IP and after cleaning, dispose of PPE and wash hands.

Due to the current coronavirus pandemic, there are several important changes to CPR that are advised.

If you find someone unconscious follow these simple steps:

- Step 1: Call for help.
- Step 2: Shake and shout for help. Do not put your face close to theirs.

- Step 3: Call 112.
- Step 4: Call for the First Aid Responder; the First Aid Box and the Defibrillator (AED) (if one available) to be brought to you.
- CPR steps:
  - Wash and sanitize hands.
  - Keep hands away from face.
  - Put on face mask, then
  - Put on eye protection.
  - Put on gloves.
  - Place a Face Mask, face covering or cloth over nose & mouth of person being treated.
  - Perform check compression CPR only, until Ambulance staff with BVM (Bag Valve Mask) arrive.
  - Do not place hands into mouth or airway of person being treated.
  - If a defibrillator is available and required; normal hygiene protocols should be followed.
  - Keep going until ambulance staff arrives and takes over, or the person being treated starts to show signs of regaining consciousness, such as coughing, opening their eyes, speaking, or breathing normally.
  - If the person being treated, regains consciousness, they should be placed into the Recovery position.

#### Following Treatment:

- Avoid touching face.
- Remove disposable examination gloves.
- Wash and sanitize hands.
- Remove eye protection.
- Disposable gloves and masks should be disposed as clinical waste (double bagged & tied).
- Reusable Eye protection should be cleaned & disinfected thoroughly with surface contact disinfectant before re-use or storage.
- Wash and sanitize hands.
- Replenish first aid stock as appropriate.

#### **Important:**

If, under exceptional circumstances, a First Aid Responder has given mouth-to-mouth ventilation; they should contact their GP for advice.

## Appendix F- Pre-Return to Work Form

### Pre-Return to Work Form / Declaration

This Pre-Return to Work form has been introduced in line with Government Guidelines and the manager/principal is responsible for managing (issuing, reviewing, archiving) these forms, and must be kept in accordance with GDPR guidelines.

The Pre-Return to work form must be completed at least 3 days in advance of the return to work. This form is to provide confirmation that the employee, to the best of their knowledge, has no symptoms of COVID-19 and confirm that the worker is not self-isolating or awaiting the results of a COVID-19 test and have not travelled abroad in the past 14 days.

**NAME:** \_\_\_\_\_ **SCHOOL/CENTRE:** \_\_\_\_\_  
(Please Print)

Please circle "Yes/No"

1. Do you have symptoms of cough, fever, high temperature, sore throat, runny nose, breathlessness or flu like symptoms or loss or change to your sense of smell or taste now or in the past 14 days?  
Yes                      No
  
2. Have you been diagnosed with a confirmed or suspected COVID-19 infection in the last 14 days?  
Yes                      No
  
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                      No.
  
4. Have you been advised by a doctor to self-isolate at this time?  
Yes                      No
  
5. Have you been advised to restrict your movements at this time?  
Yes                      No
  
6. Have you been categorised as 'Very High Risk' or 'High Risk' by the Occupational Health Service (OHS)  
Yes                      No

Please provide details below of any other circumstances relating to COVID-19, not included in the above, which may need to be considered to allow your safe return to work e.g. returning from travel abroad.

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

Date: \_\_\_\_\_

**Schools/centres/offices should request staff (verbally or in writing) to confirm that the details in the pre-return to work form, previously submitted, remain unchanged following subsequent periods of closure such as holidays periods.**

## Appendix G – FET Pre-Return to Learning Form

### PRE-RETURN TO LEARNING QUESTIONNAIRE COVID-19

This questionnaire must be completed by learners **at least 3 days** in advance of returning to an MSLETB Further Education Institution.

If the answer is Yes to any of the below questions, you are advised to seek medical advice before returning to learning.

Name: \_\_\_\_\_

Name of ETB Institution: \_\_\_\_\_ Date: \_\_\_\_\_

	Questions	YES	NO
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?		
2.	Have you been diagnosed with confirmed or suspected COVID-19 infection or awaiting a test result in the last 14 days?		
3.	Have you been advised by the HSE that you are you a close contact of a person who is a confirmed or suspected case of COVID-19 in the past 14 days?		
4.	Have you travelled abroad in the past 14 days?		
5.	Have you been advised by a doctor to self-isolate at this time?		
6.	Have you been advised by a doctor to cocoon at this time?		
7.	Have you been advised by your doctor that you or a member of your household are in the very high-risk group? If yes, please liaise with your doctor and Principal/Manager before re return to work/learning.		

I confirm, to the best of my knowledge that I have no symptoms of COVID-19, am not self-isolating, awaiting results of a COVID-19 test or been advised to restrict my movements or travelled abroad. Please note: MSLETB 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 as set out in GDPR guidelines.

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

Date: \_\_\_\_\_

## Appendix H - Self Declaration for Special Leave with Pay

### Employee Details

<b>Name</b>	
<b>Grade</b>	
<b>Department</b>	
<b>Section</b>	

### Dates of Special Leave with Pay for COVID – 19 related self-isolation/self-quarantine

<b>Number of days advised to self-isolate/self-quarantine</b>	
<b>Commencing on dd/mm/yyyy</b>	
<b>Returning to work on dd/mm/yyyy</b>	

### Advised to self-isolate/self-quarantine (X)

<b>GP</b>	<input type="checkbox"/>	<b>HSE</b>	<input type="checkbox"/>
<b>Hospital</b>	<input type="checkbox"/>	<b>Other (please specify)</b> _____	<input type="checkbox"/>

### Advice received via (X)

<b>Telephone</b>	<input type="checkbox"/>	<b>Letter/email/text (please attach copy to this form)</b>	<input type="checkbox"/>
<b>In person</b>	<input type="checkbox"/>	<b>Other (please specify)</b> _____	<input type="checkbox"/>

### Details of advice to self-isolate/self-quarantine

<b>Name of adviser (e.g. name of GP, HSE worker)</b>	
<b>Date and time advice given</b>	
<b>Details provided to the adviser by you (e.g. places and dates of exposure)</b>	

### Declaration

I have read and understand the provisions of Special Leave with Pay as set out in Part IX of <b>Circular 02/1976</b>	Yes	<input type="checkbox"/>
I understand that in the event of non-compliance with the provisions of special leave with pay (including the requirement to provide bona-fide* confirmation of self-isolation/diagnosis/self-quarantine of COVID-19) existing procedures including disciplinary measures can be invoked.	Yes	<input type="checkbox"/>
I understand that any overpayment of salary which may arise from non-compliance with the provisions of special leave with pay will be repaid	Yes	<input type="checkbox"/>
I have attached relevant documentation (where applicable)	Yes	<input type="checkbox"/>

<b>Employee Signature</b>	
<b>Date</b>	

<b>Line Manager/Principal Signature</b>	
<b>Date</b>	

**\*Bona fide in relation to a representation or communication means in good faith and well founded in fact. The employer reserves the right to request further confirmation.**

### ***Data Protection***

*The data requested in this form will be used to process your application for Special Leave with Pay (COVID – 19 related) and will be retained as part of your personnel record for the securely retained for the minimum time necessary, depending on the duration of the current emergency, related restrictions and government guidelines. If you have any questions or concerns in relation to your privacy rights, you can contact the Data Protection Officer at MSLETB at [dataprotection@msletb.ie](mailto:dataprotection@msletb.ie) 'Also worth noting that the COVID-19 Privacy Notice must be attached to these forms. The employer will treat all information and personal data you give according to the law.*

## **Appendix I - Cleaning after the presence of a suspected or confirmed case of COVID-19.**

In the event a suspected or confirmed case of COVID-19 has been in a specific area of the premises (e.g. public waiting area, first aid room, as well as an area used for self-isolation);

The room should be first well ventilated with fresh air for a minimum of 1 hour

After ventilation, the area should be carefully cleaned with a neutral detergent, followed by decontamination of surfaces using a disinfectant effective against viruses.

The following products can be used.

- Neutral detergent AND,
- Virucidal disinfectant OR,
- 0.05% sodium hypochlorite OR,
- 70% ethanol.

Cleaning of toilets, bathroom sinks and sanitary facilities need to be carefully performed, avoiding splashes.

All textiles (e.g. chair coverings, clothing etc.) should be washed using a hot-water cycle (90°C) with regular laundry detergent.

If a hot-water cycle cannot be used due to the characteristics of the material, bleach or other laundry products for decontamination of textiles need to be added to the wash cycle.

The use of single-use disposable cleaning equipment (e.g. disposable towels) is recommended.

If disposable cleaning equipment is not available, the cleaning material (cloth, sponge etc.) should be placed in a disinfectant solution effective against viruses, or 0.1% sodium hypochlorite.

If neither solution is available, the material should be discarded and not reused.

Staff engaged in cleaning in areas after a suspected or confirmed COVID-19 person was present should wear personal protective equipment (PPE) as follows:

- Face Mask.
- Single-use plastic apron.
- Eye protection/face visor.
- Gloves.

Staff should ensure that PPE is suitable (in good order, correct fit etc.) and is used in accordance with the instructions and training provided.

For the cleaning of an area used for self-isolation, the same procedures apply.

Hand hygiene should be performed each time after removing PPE.

Waste material produced during the cleaning should be placed in a separate bag, which can be disposed in the unsorted garbage.

## Appendix J - COVID-19 Incident Report Form.

# COVID-19 INCIDENT REPORT FORM

**Important note:** this form should be completed by the Lead Worker Representative or Person Responsible (as identified in Section 6 of your Covid-19 Response Plan) and returned to the Principal / Centre Manager / Head of Department. The Director of OSD should also be put on notice of a suspected or confirmed case of Covid-19.

Please refer to Appendix I of the Covid-19 Response Plan V.2 (Cleaning after the presence of a suspected or confirmed case of Covid-19).

Please make sure that the information you give is as clear and complete as possible.

Please complete in BLOCK CAPITALS, or complete and save online in a secure folder with restricted access.

Please treat this form in the strictest confidence. You must not release the name of any persons who present as a suspected case of Covid-19 to anyone other than the Principal / Centre Manager / Head of Department.

### CENTRE DETAILS

School/Centre:

Telephone Number:

### INCIDENT DETAILS

School/Centre/Office  
Address:

Date:

### Description of Incident

This should include the nature in which the person was identified as suspected case of Covid-19, when the incident occurred and whether the Supervisor was present.

Give a full description of:

- How the person was identified as a suspected case (i.e. whether they were referred by another member of staff or self-presented)
- Symptoms that the person presented with
- Nature of work or course that person is involved in (e.g. Teacher/Administrator/Student/Learner/Course etc.)
- Whether the person has attended other MSLETB premises in the course of their duties/studies
- How you dealt with the situation (e.g. PPE provided, isolated, etc.)
- How the person left the premises (e.g. collected by spouse, parent, ambulance etc.)

## PERSON DETAILS

Name:

Work Address:

Telephone No.:

Job Title/Course:

Please tick as appropriate:

Staff

Student/Learner

Apprentice

Contractor\*

Visitor\*

Other\*

\*If Contractor/Visitor/Other please provide Name and Contact details:

## DETAILS OF LEAD WORKER REPRESENTATIVE/PERSON RESPONSIBLE

Name:

Work Address:

Job Title:

## DECLARATION

I/We hereby declare that the statements on this form and the information provided in addition are true and complete, to the best of my/our knowledge and belief:

Signature of Person Completing Form:

Date:

Signature of Principal/Centre Manager:

Date:

## COVID-19 Privacy Notice

Please return completed form securely to: **Principal/Centre Manager/Head of Department**

**This form must be kept in accordance with GDPR guidelines.**



**msletb**

Bord Oideachais agus Oiliúna  
Mhaigh Eo, Shligigh agus Liatroma  
*Mayo, Sligo and Leitrim*  
*Education and Training Board*

## COVID-19 PRIVACY NOTICE

This Privacy Notice is an addendum to Mayo, Sligo and Leitrim Education and Training Board (MSLETB) main Privacy Notice and it explains how MSLETB (as Data Controller) may use your personal data, specifically in relation to the COVID-19 (coronavirus) pandemic.

We are MSLETB. Our address and contact details are: Mayo, Sligo and Leitrim ETB, Newtown, Castlebar, Co Mayo, F23 DV78. We provide second level education, second chance education; further education and training including apprenticeships; Youthwork, community-based education programmes; outdoor education; outreach programmes, specialist programmes, for example, through Music Generation, and other programmes/courses as maybe delivered/funded/sponsored in whole or part or in co-operation with other bodies/agencies etc. For further information, see section 1 of our Data Protection Policy available at [www.msletb.ie](http://www.msletb.ie) <https://msletb.ie/about-us/corporate/access-to-information/data-protection/>

At this time, we seek to collect and process special category personal data in response to the recent outbreak of Coronavirus, which is in addition to the data that would ordinarily be collected from you by MSLETB. This additional personal data being collected includes whether you, as a data subject, have experienced, or are experiencing, Covid-19 symptoms, are in any of the high-risk categories which are most vulnerable to become infected and/or seriously ill, have been advised by a doctor to isolate or cocoon, or have been in close contact with someone who has diagnosis of suspected, or confirmed, Covid-19. It may also include additional information such as recent foreign travel, if this is required or advised by the Government and/or national or international health organisations. The purpose of collecting this data is to ensure the safety and well-being of our employees, learners and the general public and to comply with Government guidelines and legislation regarding employees returning to work etc. The information sought from you is limited to what is proportionate and necessary, taking into account the latest guidance issued by the Government and health professionals, in order to manage and contain the virus.

The General Data Protection Regulation requires specific legal conditions to be met to ensure that the processing of personal data is lawful. The conditions relevant to MSLETB processing of the data in question are:

- Article 6 (1) (c) – processing is necessary for compliance with a legal obligation to which the controller is subject.
- Article 6(1)(d) – processing is necessary in order to protect the vital interests of the data subject or another natural person.

Recital 46 adds that “some processing may serve both important grounds of public interest and the vital interests of the data subject as for instance when processing is necessary for humanitarian purposes, including for monitoring epidemics and their spread”.

- Article 6(1)(e) – is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.

Additionally, the processing of special categories of personal data, which includes data concerning a person’s health, are prohibited unless specific further conditions can be met. These further conditions relevant to MSLETB’s processing of the data in question are:

- Article 9(2)(b) – processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law in so far as it is authorised by Union or Member State law or a collective agreement pursuant to Member State law providing for appropriate safeguards for the fundamental rights and the interests of the data subject.
- Article 9(2)(i) – processing is necessary for reasons of public interest in the area of public health, such as protecting against serious cross-border threats to health or ensuring high standards of quality and safety of health care.

In this current pandemic, we may share your information with other public authorities and emergency services; when necessary in a proportionate and secure manner. Contact with you to obtain consent before sharing will not be required where consent is not the legal basis for processing such data, as set out above. Please be assured that protection of personal data remains a priority at this time. We will only share your personal information where the law allows, and we always aim to share the minimum data necessary to achieve the purpose required. The information will not be shared outside the EEA. Further, the information will only be used for the purposes mentioned in this Privacy Notice and MSLETB’s Data Protection Policy. Therefore, health information provided by you in relation to the outbreak of Covid-19/Coronavirus will not be used for any other purpose. Such health information will also only be retained for limited specific times. That is, we will only keep your information for as long as it is necessary, taking into account Government advice and the ongoing risk presented by Covid-19/Coronavirus. When the information is no longer needed for this purpose, it will be securely deleted.

We do not engage in automated decision making/profiling.

You have rights with respect to your personal data, which remain intact during the coronavirus pandemic. For further information, please see section 7 of our Data Protection Policy available at [www.msletb.ie](http://www.msletb.ie)

<https://msletb.ie/about-us/corporate/access-to-information/data-protection/>

If you require further information about how we process your personal data, you can contact our Data Protection Officer by email at [dataprotection@msletb.ie](mailto:dataprotection@msletb.ie) or by post to Data Protection Officer, Mayo, Sligo and Leitrim ETB, Newtown, Castlebar, Co Mayo, F23 DV78.