



Kerry Education & Training Board

COVID-19 Response Plan

June 2020



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Version	Date	Author	Rationale
V.1	22/05/2020	Aileen O' Connor	First Draft
V.2	26/05/2020	Aileen O' Connor Mary Walsh	Review by H&S Officer
V.3	28/05/2020	Mary Walsh Patricia Tierney	Review by Dir OS&D
V.4	30/05/2020	Colm McEvoy	Review by CEO
V.5	04/06/2020	Colm McEvoy	Review by CEO
V.6	05/06/2020	Colm McEvoy	Review by CEO
V.7	16/05/2020	Aileen O' Connor	Update on Mental Health section

Disclaimer:

The information contained within this Response Plan can change from time to time, it must not by itself be relied upon in determining obligations or other decisions. Users of this document must independently verify any information on which they wish to rely. It is expected that all Principals/Centre Managers will have familiarised themselves with the Return to Work Safely Protocol prior to re-opening and will have implemented all relevant requirements. Kerry ETB do not assume legal or other liability for any inaccuracy, mistake, misstatement, or any other error of whatsoever nature contained herein. Kerry ETB hereby formally disclaim liability in respect of such aforesaid matters. The information accessible in this document has been compiled from many sources that are not controlled by Kerry ETB. While all reasonable care has been taken in the compilation and publication of the contents of this document, Kerry ETB makes no representations or warranties, whether express or implied, as to the accuracy or suitability of the information or materials contained in this document. Due to the evolving nature of the COVID-19 pandemic this document will be subject to change. Access to and use of the information herein is entirely at the risk of the user. Kerry ETB shall not be liable, directly, or indirectly, to the user or any other third party for any damage resulting from the use of the information contained or implied in this document. Kerry ETB has endeavoured to attribute copyright or other intellectual rights to the rightful owners where such course has been appropriate. Where any attribution has been missed or overlooked Kerry ETB, on being informed, will correct this omission. By proceeding to use this Kerry ETB Response Plan you are accepting this disclaimer



Introduction to the Kerry ETB COVID-19 Response Plan

Kerry Education and Training Board (Kerry ETB) employs over 1,100 staff and is responsible for educating over 13,500 students/learners across primary, post-primary and FET provision. The continuity of these services, safety of our staff, students and learners across County Kerry is paramount for the management of Kerry ETB.

In response to the COVID-19 Pandemic, Kerry ETB has arranged for staff to work remotely since mid-March. In line with Public Health advice staff will continue to work remotely during the COVID-19 pandemic, where possible.

The Kerry ETB COVID-19 Response Plan has been developed in line with the *Kerry ETB Business Continuity Plan*. It pays due consideration to the Government Roadmap for the Reopening Society and Business ([click here](#)), the Return to Work Safely Protocol ([click here](#)) and advice issued by the National Public Health Emergency Team.

The Kerry ETB COVID-19 Response Plan has been developed for the scheme by the Kerry ETB COVID-19 Response Team, which was established in March 2020 to manage this crisis as it evolved. The Kerry ETB COVID-19 Response Team membership is drawn from staff based in the Head Office. Each school/centre have established a local COVID-19 Response Team and the Response Plan is implemented at local level by this local Response Team. The Response Plan addresses the risks arising from COVID-19, specific to Kerry ETB facilities, and sets out appropriate and preventative measures.

Kerry ETB is wholly committed to operating in accordance with this Kerry ETB COVID-19 Response Plan.

Kerry ETB recognises that the current COVID-19 driven environment is challenging, is changing rapidly and as an organisation we need to be able to quickly respond to these changes. Therefore, this Response Plan is a dynamic document and may be supplemented by further guidance received from the Government. All measures and actions carried out by Kerry ETB aligns with appropriate national guidance and puts the safety of our staff, students and learners first.

Principals/Centre managers are advised to contact their relevant Director if they have any queries in relation to any element of the Response Plan.



Kerry ETB Employer Information

Employer Name:	Kerry ETB
Head Office Address:	Centrepoint, John Joe Sheehy Road, Tralee, Co. Kerry V92 P2FE
Chief Executive Officer:	Colm McEvoy
Director of Schools, Youth and Music:	Ann O' Dwyer
Director of Further Education and Training:	Owen O' Donnell
Director of Organisation Support and Development:	Maria Brennan

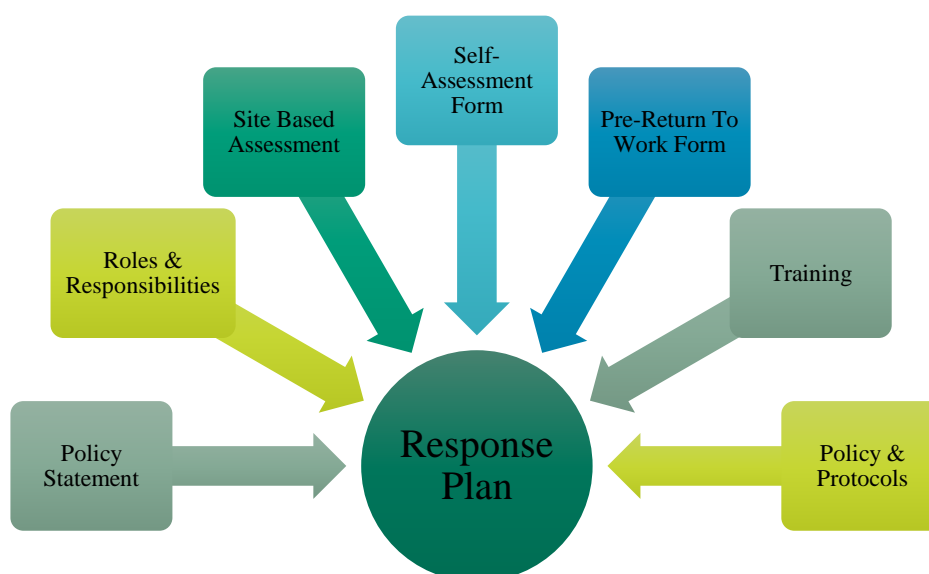


Structured Framework

Kerry ETB is a geographically dispersed organisation with circa 35 separate school/centres with a broad scope of needs, risks and issues. The Kerry ETB Response Plan sets out a structured framework to support Principals/Centre managers, local COVID-19 response teams, staff, students and learners return to Kerry ETB locations safely.

The structured framework is made up of the following elements:

- COVID-19 Policy Statement
- COVID-19 Roles & Responsibilities
- COVID-19 Site Based Assessment ([Click Here](#))
- COVID-19 Self-Assessment Form – COVID-19 Coordinator & Response Team ([Click Here](#))
- COVID-19 Self-Assessment Form – Lead Worker Representative ([Click Here](#))
- COVID-19 Training (for all stakeholders) ([Click Here](#))
- COVID-19 Pre-Return to Work Form ([Click Here](#))
- COVID-19 Policy & Protocols

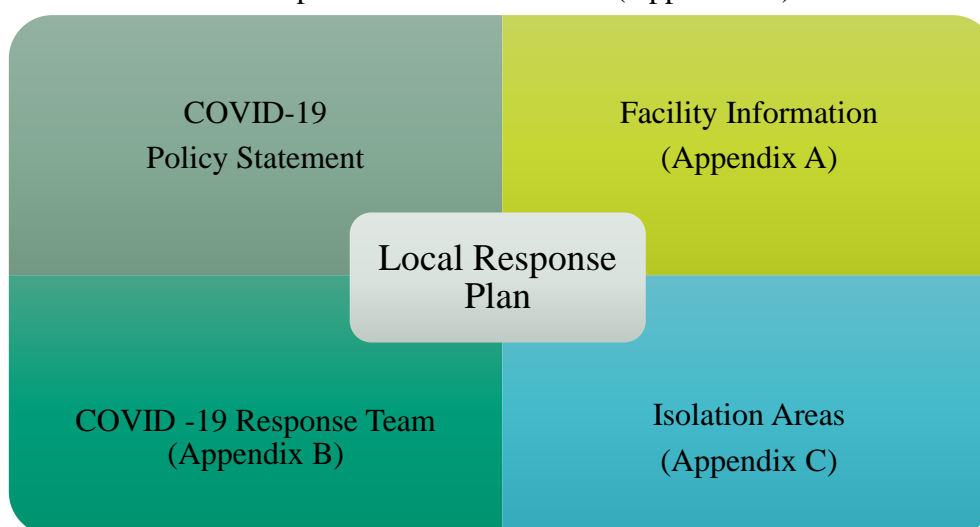




The Response Plan is a *dynamic document* that must be completed at the local school/centre level.

The following information must be inputted as part of the process in addressing the Response Plan at local school/centre level:

- Kerry ETB Policy Statement Signed and Dated
- Facility Information (Appendix A)
- COVID-19 Local School/Centre Response team Details (Appendix B)
- Isolation areas for a suspected case of Covid-19 (Appendix C)

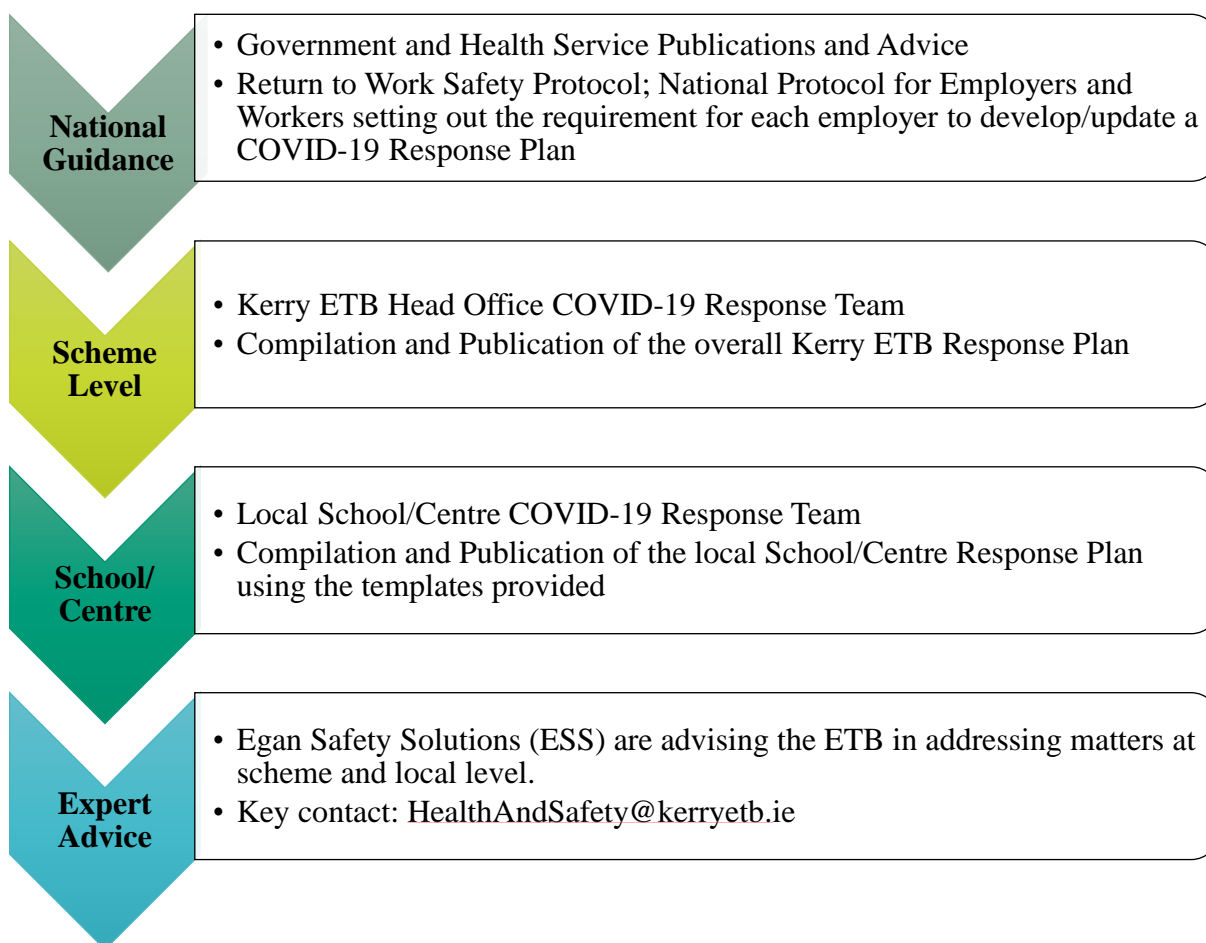


In addressing the COVID-19 Pandemic Kerry ETB adopted the following approach:

1. The Kerry ETB COVID-19 Response team was established at Head Office to address the overall response for the scheme. The membership of this team includes the CEO, Directors, Department Heads, Egan Safety Solutions etc.
2. At each local school/centre level, a local COVID-19 response team was established, as advised by the Directors. The local COVID-19 response team membership may involve some members of the local Critical Incident Team. This team is responsible at the local school/centre level of the implementation of measures in addressing the effect of this evolving situation. The local school/centre Principal/Centre manager leads this team at local level.
3. Documentation etc. developed by the Kerry ETB COVID-19 Response team issues to the local school/centre Principal/Centre manager for implementation at local level.
4. Accountability and Responsibility requirements re: addressing COVID-19 matters during this pandemic as per the Kerry ETB Health and Safety Roles and Responsibilities published document. [\(Click Here\)](#)



The local school/centre Principal/Centre manager is the overall responsible and accountable person at local school/centre level for Health and Safety matters. The relevant Director should be contacted where queries arise and advice is required. The local COVID-19 response team will support the local school/centre Principal/Centre manager in addressing matters in a structured and inclusive manner. Egan Safety Solutions (ESS) are available to support the local COVID-19 response teams with their work.



Process for Implementing the Kerry ETB COVID-19 Response Plan



Kerry ETB COVID-19 Policy Statement

The Kerry ETB COVID-19 Policy Statement outlines Kerry ETB’s commitment as an employer to implementing the COVID-19 Response Plan and helping prevent the spread of the virus.

This policy statement has been developed by the Kerry ETB COVID-19 Response Team and approved by the Chief Executive Officer and Directors. This Response Plan has been brought to the attention of the Principal/Centre manager, staff, students and learners.

Each facility will comply with the Response Plan while having their own specific control measures in place. Each facility will complete their own Response Plan, COVID-19 Site Based Assessment, Isolation Procedures, facility Information and any other relevant processes

COVID-19 Policy Statement

Kerry ETB is committed to providing a safe and healthy workplace for all our students, learners and staff. To ensure that, we have developed the following COVID-19 Response Plan. All management, staff, students and learners are responsible for the implementation of this plan and a combined effort will help contain the spread of the virus.

Within all Kerry ETB Facilities 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 on the Public Health advice issued by the HSE and Gov.ie
- display information on the signs and symptoms of COVID-19 and correct hand-washing techniques
- provide an adequate number of trained Lead Worker Representative(s) (LWR) who are easily identifiable and put in place a reporting system
- inform all staff of essential hygiene and respiratory etiquette and physical distancing requirements
- adapt the workplace to facilitate physical distancing
- keep a log of contact / group work to help with contact tracing
- have all staff, students and learners attend an induction / familiarisation briefing
- develop 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 staff to follow if they develop signs and symptoms of COVID-19 during work
- intensify cleaning in line with government advice

All management, staff, students and learners 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) _____.

Signed: _____ Date: _____

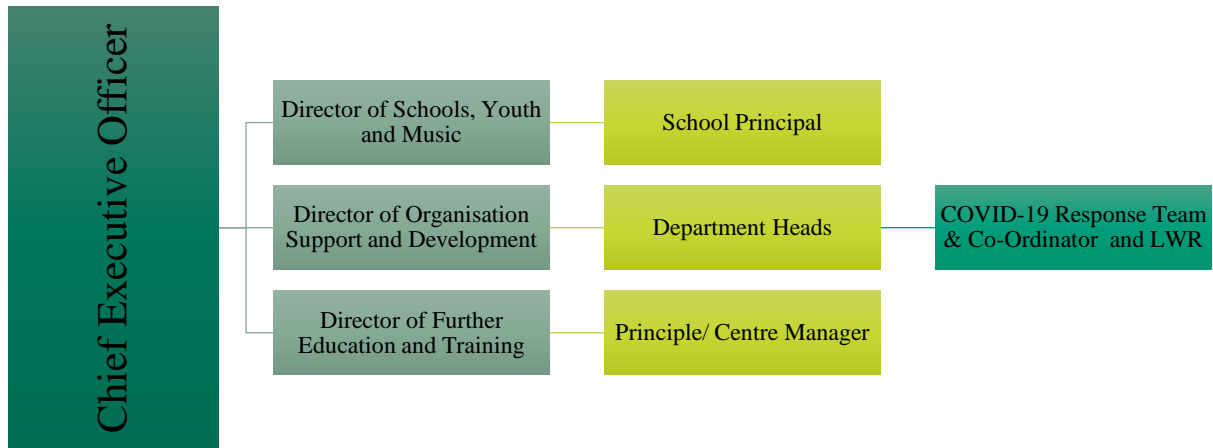
Position: Principal/Centre manager (Delete as Appropriate)

All Principals/Centre managers must sign and date this COVID-19 Policy Statement



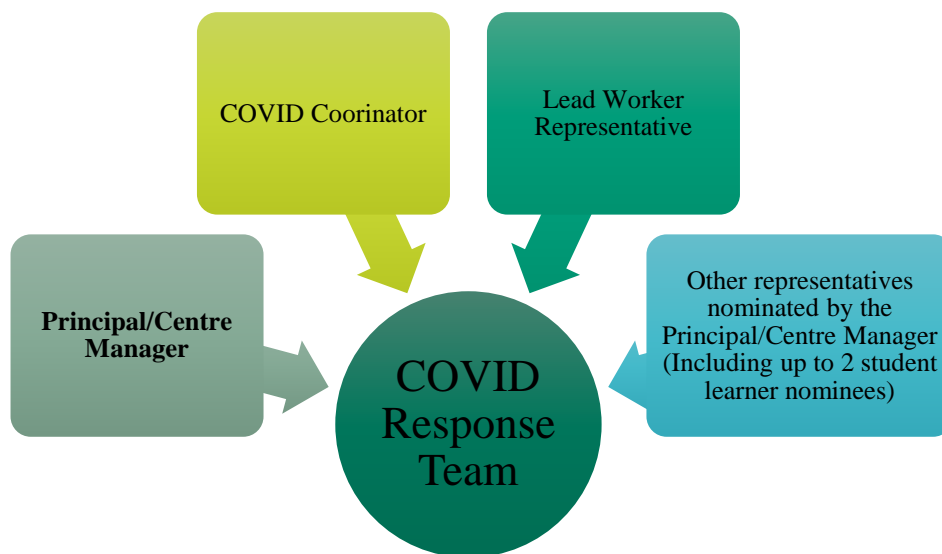
Roles & Responsibilities

The following sets out the Kerry ETB Roles & Responsibilities of those addressing the risks and setting out appropriate and preventative measures to COVID-19:



Accountability and responsibility cascades at each level in terms of ensuring the development, publication and implementation of the COVID-19 Response Plan, fully aligned to the Kerry ETB Health and Safety Roles and Responsibilities policy ([Click Here](#))

At a facility level the following structure is in place for addressing the same risks and tasks:



Local COVID-19 Response Team



Principal/Centre Manager

It is the responsibility of each Kerry ETB Principal/Centre manager to:

- Carry out the Site Based Assessment ([Click Here](#)) within their own facility
- Implement Control measures identified in the Site Based Assessment to mitigate the risk of COVID-19 infection.
- Update the Response Plan Template specific to their own facility:
 - Sign and Date the COVID-19 Policy Statement
 - Complete Appendix A; Facility Information Form
 - Complete Appendix B; Local Facility Response Team, Co-Ordinator and Lead Worker Representative
 - Complete Appendix C; Facility Isolation areas for a suspected case of COVID-19
- Complete the Kerry ETB Covid-19 Team and Co-Ordinator Self-Assessment Form ([Click Here](#)) specific to their facility
- Ensure the Lead Worker Representative (LWR) completes the LWR Self-Assessment Form ([Click Here](#))
- Ensure all other requirements highlighted in the Kerry ETB COVID-19 Response Plan are carried out in their local facility
- Complete the COVID-19 Expenditure Template for all purchasing related to COVID-19 within the facility ([Click Here](#))



COVID-19 Coordinator

The role of the COVID-19 Coordinator has been developed by Egan Safety Solutions with input from the Kerry ETB COVID-19 Response team.

The following table sets out the staff position assigned responsibility as COVID-19 Coordinator:

COVID-19 Coordinator	Kerry ETB Facility
Deputy principal, under the direction of the Principal	Post Primary schools
Principal	Primary schools
Deputy principal/Assistant manager under the direction of Principal/Centre manager/Campus manager	Kerry College
Centre manager/Program Coordinator	FET Centres
Director	Cappanalea, NCOET

It is the responsibility of the COVID-19 Coordinator to:

- Familiarise himself/herself with the National Return to Work Safely Protocol ([Click Here](#))
- Review the Kerry ETB COVID-19 Response Plan and identify measures required of him/her
- Carry out a risk assessment on the premises he/she is responsible for and record it on the COVID-19 site risk assessment template. ([Click Here](#))
 - When starting the risk assessment focus on the immediate tasks for the first phase (teaching staff accessing the school/centre from the 18th May) and update it as Kerry ETB move through the different stages of the roadmap and more staff and students return. It is a live document that must be updated as events progress.
- Implement the COVID-19 prevention and control measures identified during the risk assessment
- Complete the COVID-19 Self-Assessment form for the Coordinator ([Click Here](#))
- Following completion of the site based risk assessment develop a COVID-19 Response Plan for the school/centre
- Monitor compliance with social distancing, hygiene and other measures when the premises is open
- Develop and implement a procedure for dealing with a suspected case of COVID-19 in the workplace in line with the Kerry ETB Response Plan
- Distribute the pre return to work form ([Click Here](#)) to staff and learners to complete and return at least 3 days in advance of the planned return to work date and collate the responses from that. **Note: This is only applicable in centres where the**



COVID-19 Co-Ordinator is the line Manager within the centre. If the Covid-19 Co-Ordinator is not the line manager, the employee will forward their completed Return to Work form to their Line Manager

- Identify, in consultation with the Principal/Centre manager (where applicable), the “At risk/vulnerable” staff and learners from the returned forms and carry out individual risk assessments in consultation with them and advice from their GP and/or occupational health providers
- Distribute the online staff /learner COVID-19 induction before any staff/learner returns to the school/centre ([Click Here](#))
- Collate and record the list of staff/learners who have completed the COVID-19 induction
- Work in collaboration with the lead worker representative to monitor adherence to the control measures
- Respond to any concerns with regard to COVID-19 raised through the Lead Worker Representative
- Monitor ongoing advice from HSE and Government bodies and update measures if necessary
- Communicate Public Health information and Kerry ETB control measures to all staff and students and update them at regular intervals
- Continue to liaise with Kerry ETB Safety Advisers, ESS for advice and support
- Assist in contact tracing should there be a confirmed case of COVID-19
- Keep a log of visitors/ staff/contractors on site each day
- Maintain a log of close contacts at work if applicable
- Communicate COVID-19 measures to contractors via a contractor induction process and engage with contractors with respect to contractor management procedures ([Click Here](#))

For access to schools/centres from the 18th May 2020:

- All staff must contact the school/centre Principal/Manager to schedule their attendance in the school/centre
- To ensure safe access and egress, there should be one point of entry/exit to the school/centre during this time;
- All staff should check in and out with the COVID-19 Coordinator, a log of contact/group work must be maintained to facilitate contact tracing;
- A suitable means of communication should be established with staff members working in the school/centre e.g. staff members should carry their mobile phone, and keep in contact with COVID-19 Coordinator
- Caretakers must only undertake approved/risk-assessed activities and keep the COVID-19 Coordinator informed of their location and tasks etc.



Lead Worker Representative (LWR)

The role of the COVID-19 Lead Worker Representative (LWR) has been developed by Egan Safety Solutions with input from the Kerry ETB COVID-19 Response team.

Kerry ETB has appointed lead worker representatives charged with ensuring that COVID-19 measures are adhered to in their place of work. The persons undertaking the role have received the necessary training. There is a structured framework for the worker representative to follow within the organisation which is outlined in Kerry ETB Response Plan. Kerry ETB has meaningful engagement with LWRs about the COVID-19 Response Plan in their respective facilities by inviting them to attend the school/centre COVID-19 response team meetings. They are also afforded the opportunity to provide feedback on the implementation of measures at regular briefings with the Kerry ETB Health and Safety officer. The LWRs are appointed with input from the Unions. There is at least one lead worker representative in each school/centre/premises with a maximum of 3 (in larger facilities only.)

It is the responsibility of the Lead Worker Representative to:

- Work collaboratively with school/centre management and the COVID-19 response team to assist in the implementation of measures
- Monitor adherence to the measures to prevent the spread of COVID-19 by carrying out daily inspections
- Complete the COVID-19 Self-Assessment form for LWR ([Click Here](#))
- Report immediately to the COVID-19 Coordinator any areas of non-compliance or defects
- Keep a record of any areas of non-compliance or defects and what action was taken to remedy the issue
- Attend meetings of the COVID-19 response team to keep informed of changes/developments
- Update the COVID-19 response team at meetings on staff feedback or concerns about adherence
- Support the implementation of the measures identified in the COVID site risk assessment
- Keep up to date with the latest COVID-19 advice from government.
- Be involved in communicating public health advice about COVID-19 to staff and students/learners
- Attend regular briefing sessions with the Kerry ETB Health and Safety Officer



COVID-19 Response Team

The Terms of Reference for the Covid-19 Response team has been developed by Egan Safety Solutions with input from the Kerry ETB COVID-19 Response team.

Role

Each school/centre has a COVID-19 response team. The role of the COVID-19 Response Team is to meet regularly to monitor developments and closely follow the guidance and advisories from governments and Public Health Organisations including the development and implementation of a COVID-19 Response Plan. The COVID-19 response team identifies risks within the workplace, implements measures to mitigate the risks and monitors adherence to the implemented measures on an ongoing basis. It also works collaboratively with the Lead Worker representative to promote adherence to the control measures and facilitate staff feedback on same.

The Principal/Centre manager is responsible for the co-ordination of the COVID-19 Response Plan within their school/centre with the assistance of the COVID-19 response team. The Principal/Centre manager is accountable to their relevant Director.

The COVID-19 response plan has been prepared to comply with the Return to Work Safely protocol and the H&SA guidelines on same.

Membership

The membership of the COVID-19 Response team includes:

- COVID-19 Coordinator
- Other members of the response team are nominated by the Principal/Centre manager, the Principal/Centre Manager will ensure that staff across all grades will be afforded representation on the response team.
- Students/learners may have up to 2 representatives on the team, such as a member of the student/learner council.

The COVID-19 response team will remain in place as long as the risk from COVID-19 exists. Membership of the Response team will be reviewed annually.

It is the responsibility of the COVID-19 Response team to:

- Update the COVID-19 Response Plan as and when necessary
- Monitor implementation of the COVID-19 Response Plan
- Assist the COVID-19 Coordinator in fulfilling his/her role
- Work collaboratively with the Lead worker representative to provide information to staff and students and receive feedback from them
- Identify training needs relevant to COVID-19 and organising same
- Review emergency procedures and first aid
- Establish a reporting system to facilitate staff, student and learner feedback

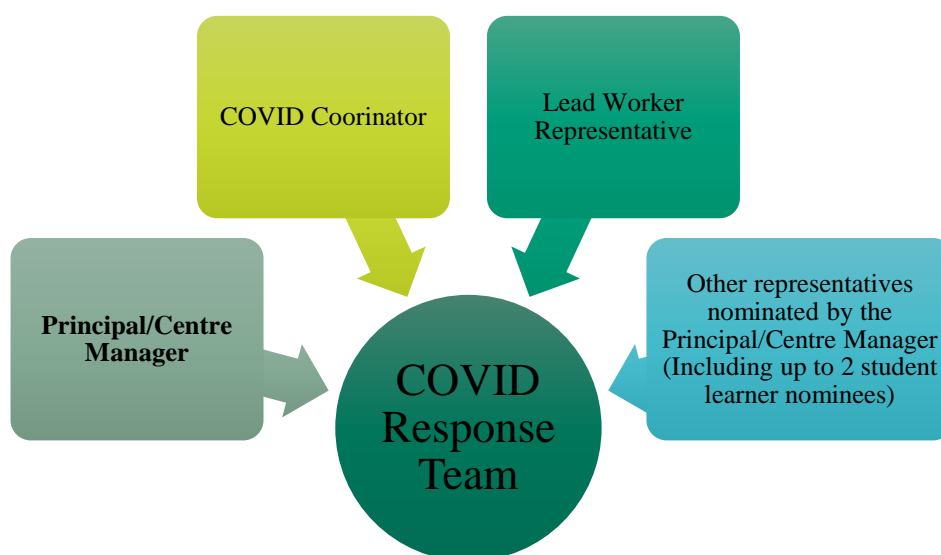


- Monitor compliance of staff with social distancing, hygiene and other infection control measures
- Assist in implementing the procedure for dealing with a suspected case of COVID-19
- Communicate Public Health information to all staff and students
- Communicate the prevention and control measures identified in the COVID-19 site risk assessment to all staff and students
- Review their own effectiveness

Meetings

Meetings take place as often as is necessary to support the roll out of the Response Plan and to monitor the implementation of same. The Lead worker representative is invited to attend. The standard items on the agenda may be:

- Risk assessment update from the COVID-19 Coordinator
- Compliance with social distancing measures
- Reports from the COVID-19 Coordinator on inspections carried out using the COVID-19 Self-Assessment Form for the Co-Ordinator ([Click Here](#))
- Reports from the Lead Worker Representative on inspections carried out using Self-Assessment form for the LWR ([Click Here](#))
- Issues or concerns raised by staff and reported by the Lead Worker Representative
- Updates on ongoing advice from the HSE, Gov.ie and H&SA.



Local COVID-19 Response Team



Measures to be Taken

COVID-19 Site Based Assessment

A comprehensive *COVID-19 Site Based Assessment template* ([Click Here](#)) was developed with input from the Kerry ETB COVID-19 Response Team.

Kerry ETB acknowledge that the planning and preparing phase is critical to ensure a safe return to work. This template is designed to enable all Kerry ETB facilities to perform a risk assessment to identify and mitigate all risks specific to COVID-19 in the workplace.

The local COVID-19 Response Team is responsible for the following and accountable to the Principal/Centre manager in respect of (non-exhaustive):

- Completing the COVID-19 Site Risk Assessment. ([Click Here](#))
- Implementing control measures to mitigate risks
- Continuously monitoring and reviewing the effectiveness of the control measures that have been implemented.

COVID-19 Site Based Assessment template is a dynamic document that may/will be updated overtime. Records of updated COVID-19 Site Based Assessment template must be retained on file on the H&S OneNote. These records must be retained for the purpose of future audit, either by the Kerry ETB Compliance Unit and/or an internal/external auditor.

The Principal/Centre manager is responsible for overseeing the completion of the COVID-19 Site Based Assessment and is accountable to the relevant Director.

The relevant Director is responsible for ensure overseeing the correct completion and implementation of all the COVID-19 Site Based Assessment under his/her pillar.

Control Measures following completion of COVID-19 Site Based Assessment

Following completion of the *COVID-19 Site Based Assessment*, the local COVID-19 response team will implement measures to prevent or minimise the spread of COVID-19 in the workplace, schools and centres.

Control measure will include:

- Hand hygiene/Hand Sanitising
- Respiratory hygiene
- Physical distancing
- Minimising contact. *It is the policy of Kerry ETB to refrain from hand shaking or any other unnecessary forms of close contact*
- Developing a Work From Home Policy
- Considering At-risk staff, students and/or learners
- Visiting Contractors/Others. Kerry ETB Contractors/Visitors Policy ([Click Here](#))



COVID-19 Self-Assessment Forms

- COVID-19 Self-Assessment Form – COVID-19 Coordinator & Response Team ([Click Here](#))
- COVID-19 Self-Assessment Form – Lead Worker Representative (LWR) ([Click Here](#))

A Comprehensive self-assessment form ([Click Here](#)) in line with HSA guidelines has been prepared to be reviewed by all Principal/Centre managers and COVID-19 Response teams and Co-Ordinator ensuring compliance with the Return to Work Safely Protocol. The completion and ongoing review of the self-assessment forms will provide a practical tool throughout this process.

A comprehensive LWR Self-Assessment form ([Click here](#)) has been developed by the Kerry ETB COVID-19 Response team, ESS and the Compliance unit in line with HSA guidelines. This Self-Assessment form will enable the LWR identify their roles and responsibilities and assist in helping them achieve compliance within their role.

Records of each checklist should be retained on file on the H&S OneNote for the functional area for the purpose of future audit, either by the Compliance Unit and/or an internal/external auditor.

The Principal/Centre manager is responsible for overseeing the completion of the *self-assessment forms* and is accountable to the relevant Director.

Pre-Return to Work form

The Pre Return to Work form ([Click here](#)) established by Kerry ETB identifies all staff that are in the High Risk or Very High risk category.

The Principal/Centre manager/Line Manager is responsible for ensuring staff in their functional area complete this form **at least three days** prior to returning to work.

Where possible, vulnerable staff will be facilitated to continue working from home. If it is not possible for an *at risk* staff member to work from home, Kerry ETB will ensure that they are preferentially supported to maintain a physical distance of two metres etc

The Principal/Centre manager/Line Manager is responsible for ensuring that the Return to Work Forms are completed and returned as required and accountable to their relevant Director re same.



Training

On May 19th 2020 the *COVID-19 Induction for Staff* ([Click Here](#)) issued to the Principal/Centre manager. This induction is to be circulated to staff who need to access the workplace in the short to medium term. This training, developed by Egan Safety Solutions (ESS), is in line with the *Return to Work Safely Protocol* ([Click Here](#)) and is carried out remotely. It is a requirement that staff engage fully and familiarise themselves with the content of this training and confirm to the relevant Principal/Centre manager, by e-mail, that they have read and understand same.

All staff must confirm completion of COVID-19 induction training prior to returning to Kerry ETB location(s).

The composite training programme Kerry ETB COVID-19 will provide is as follows (please note Training schedule maybe revised in line with national guidance)

Role	Course Required	Training Provider
All Staff	Pre Return to Work Training	ESS
All Students/Learners	<i>Training for all students & learners will be provided as per Government guidance</i>	
COVID-19 Co-Ordinator & Principal/Centre manager	COVID-19 Co-Ordinator Training	ESS
Lead Worker Representative	Lead Worker Representative Training	ESS
First Aider	Infection Prevention & Control	Kerry College
Cleaner/Caretaker	Principles of Hygiene & Use of PPE	Kerry College
SNA's	Principles of Hygiene & Use of PPE	Kerry College



Policies and Procedures

Protocol for Dealing with a Suspected Case of COVID-19

While a staff member or learner should not attend work if displaying any symptoms of COVID-19, the following steps outline how Kerry ETB will respond and deal with a suspected case that may arise at any of their Facilities.

Planning /Preparation:

- Kerry ETB have appointed each Principal/Centre manager/COVID-19 co-ordinator to deal with suspected cases.
- Each Principal/Centre manager identifies an isolation area in advance. The designated area and the route to the designated area are easily accessible and is accessible by people with disabilities.
- Each Principal/Centre manager needs to take into account the possibility of one or more persons displaying the signs of COVID-19 and have additional isolation areas available or another contingency plan for dealing with same.
- The Principal/Centre manager ensures the designated area has the ability to isolate the person behind a closed door. Where a closed-door area is not possible, the employer must provide for an area away from other workers. The isolation area needs to provide a means of ventilation such as opening a window or air conditioning supplied with fresh air. The isolation area or adjacent to it must have a
 - supply of tissues,
 - hand sanitiser,
 - disinfectant and/or wipes,
 - PPE - gloves, masks
 - Pedal-operated closed bin
 - clinical waste bags.

If a staff member or learner displays symptoms of COVID-19 during work, the Principal/Centre manager and the local COVID-19 response team must

- Isolate the worker and have a procedure in place to accompany the individual to the designated isolation area via the isolation route, keeping at least 2 metres away from the symptomatic person and also making sure that others maintain a distance of at least 2 metres from the symptomatic person at all times. If necessary, send a message/make an announcement that all staff, students and learners are to stay in their rooms until further notice. If the route to the isolation area passes rooms people are occupying send members of the local COVID-19 response team ahead to ask them to leave (without specifying why)



- Provide a mask for the person presenting with symptoms. (available in the isolation room and first aid boxes) The worker should wear the mask if in a common area with other people or while exiting the premises.
- Assess whether the unwell individual can immediately be directed to go home and call their doctor and continue self-isolation at home.
- Facilitate the person presenting with symptoms remaining in isolation if they cannot immediately go home and facilitate them calling their doctor. Ask the worker to avoid touching people, surfaces and objects. Advice should be given to the person presenting with symptoms to cover their mouth and nose with the disposable tissue provided when they cough or sneeze and put the tissue in the waste bag provided.
- Arrange transport home or to hospital for medical assessment.
- The affected person is advised
 - not to go to their GP's surgery or any pharmacy or hospital
 - that public transport of any kind should not be used
 - to continue wearing the face mask until they reach home

Follow up after the incident

- Carry out an assessment of the incident which will form part of determining follow-up actions and recovery
- Provide assistance if contacted by the HSE
- Take the isolation area and any work areas where the person was involved out-of-use until cleaned and disinfected
- Wait 3 hours before cleaning the isolation area
- Arrange for appropriate cleaning of the isolation area and work areas involved by cleaners trained in dealing with contaminated areas and wearing appropriate PPE including
 - Gloves,
 - Disposable overalls
 - Face mask
 - Safety goggles

Each Kerry ETB facility is to complete the ***Kerry ETB Isolations Areas for a Suspected Case of COVID-19 (Appendix C)*** for their own facility and ensure that this information is communicated to all staff, students and/or learners.



Cleaning & Disinfection in the Facility

Each Kerry ETB facility will be cleaned at regular intervals based on each findings of the *COVID-19 Site Based Risk Assessment*.

It is the responsibility of each Kerry ETB Principal/Centre manager to ensure arrangements are in place to implement thorough and regular cleaning of frequently touched surfaces. If disinfection of an area is required it must be performed in addition to cleaning, never as a substitute for cleaning.

- Ensure contact/touch surfaces such as table tops, work equipment, door handles and handrails are visibly clean at all times and are cleaned at least twice daily.
- Implement modified cleaning intervals for rooms and work areas. This applies especially for washroom facilities and communal spaces. Cleaning should be performed at least twice per day and whenever facilities are visibly dirty.
- Provide staff and learners with essential cleaning materials to keep their own workspace clean (for example wipes/disinfection products, single-use towels and waste bins/bags).
- Provide an adequate number of waste collection points and ensure these are emptied regularly throughout and at the end of each day.

In advance of the return to teaching/training and learning, Kerry ETB will update the cleaning advice/requirement in line with further Government and Health Service Advice/Publications.

Measures to reduce the risk of Legionella in all Kerry ETB sites have been put in place by ensuring that the hot water system will be flushed out at outlets e.g showers, backwashes etc following low usage to prevent legionnaires disease.

Mental Health & Well-Being

Kerry ETB have supports in place for workers, students and learners who may be suffering from anxiety or stress. A stress/anxiety policy is currently being developed by the Kerry ETB HR department. Kerry ETB also have in place an Employee Assistance Programme for Teachers ([Click Here](#)) and an Employee Assistance Programme for all staff other than Teachers and SNA's ([Click Here](#)). A rang of other supports and advice is also available from the Health & Safety Authority on work related stress at <https://www.hsa.ie/eng/Topics/Workplace Stress/> . The Governments “In this Together Campaign” ([Click Here](#)) also provides information on minding one’s mental health as well as tips on staying active and connected and may be useful for use by employers and workers. [Kerry ETB supports for students mental health can be accessed here](#)



Communication

The key to effective implementation of the infection prevention and control measures as well as occupational health and safety measures in the workplace is having a strong communication and shared collaborative approach between all in the workplace. Kerry ETB will ensure clear lines of communication are kept with all staff and students whilst implementing these measures.

Kerry ETB have created a **COVID-19 SharePoint** to which all relevant forms and documentation will be uploaded. All Staff have access to this SharePoint logging in via their *All Staff* email ([Log in SharePoint](#)). Any adjustments or updates to the Response Plan will be carried out on the COVID-19 SharePoint. Communication of such changes will be published through the Head of HR and it is the responsibility of each Principal/Centre manager to review and amend their Response Plan in line with the changes.

Signage will be erected throughout every Kerry ETB facility to remind all stakeholders of their responsibilities in helping reduce the spread of COVID-19.

If a Principal/Centre manager is notified of an impending inspection or a complaint received, they are to notify the Kerry ETB Health & Safety Officer and their relevant Director immediately.

All Kerry ETB local COVID-19 Response teams are strongly advised to review their COVID-19 Self-Assessment form at their team meetings.

Provision and Use of Personal Protective Equipment (PPE)

Kerry ETB will ensure that any necessary PPE identified from the COVID-19 Site Based Assessment will be provided as necessary. Examples of PPE include gloves, goggles, respiratory protection, etc.

Kerry ETB will ensure that

- PPE must be selected based on the hazard to the staff, students and learners.
- They provide PPE and protective clothing to the staff, students and learners in accordance with Public Health Advice.
- Staff, students and learners will be trained in the proper use, cleaning, storing and disposal of PPE.



Staff, Students and Learners Responsibilities

The COVID-19 Pandemic brings new challenges that staff, students and learners need to be aware of so that the return to work safely protocol can be implemented effectively

Staff, students and learners must keep themselves updated on the latest advice from the Government and the HSE. They must also co-operate in maintaining the control measures put in place to help prevent the spread of the virus and report any issues or concerns they may have.

Staff, students and learners will be informed of their responsibilities prior to returning to work, school/centre and measures will be taken to ensure that there is ongoing communication of roles and responsibilities in all the Kerry ETB facilities including Signage, telecommunication and ongoing training.



Checklist for Each Principal/Centre manager

Action	Tick-Box
Review Return to Work Protocol (Click Here)	✓
Appoint Local COVID-19 Response Team	✓
Appoint Local COVID-19 Co-Ordinator	✓
Appoint Local COVID-19 Lead Worker Representative	✓
Adjust COVID-19 Response Plan to ensure that it is Site Specific:	
- Sign and Date Policy Statement	✓
- Complete Appendix A (Facility Information Form)	✓
- Complete Appendix B (Facility COVID-19 Response Team, Co-Ordinator & LWR)	✓
- Complete Appendix C Isolation Areas for Suspected COVID-19 Case	✓
Complete Site-Based Assessment in relevant facility (Click Here)	✓
Complete COVID-19 Self-Assessment Forms (Click Here)	✓
Implement control measures	✓
Ensure all relevant training is carried out	✓
Ensure all staff returning to work have completed and returned the return to work form (Click Here)	✓

The Principal/Centre manager is ultimately responsible for the implementation of all COVID-19 related measures





Checklist for COVID-19 Co-Ordinator

Action	Tick-Box
Review Return to Work Protocol (Click Here)	✓
Review the Kerry ETB COVID-19 Response Plan	✓
Complete Risk Assessment in the premises (Click Here)	✓
Implement Control Measures Identified within the Risk Assessment	✓
Complete the COVID-19 Self-Assessment form for Co-Ordinators (Click Here)	✓
Assist in adjusting the Response Plan to ensure it is Site Specific	✓
Monitor Compliance with Social Distancing	✓
Distribute Pre Return to Work forms, (Click Here), where applicable, to staff and Learners to be returned and reviewed at least 3 days prior to the proposed return to work date	✓
Identify, in consultation with the Principal/Centre manager (where applicable), the “At risk/vulnerable” staff and learners from the returned forms and carry out individual risk assessments in consultation with them and advice from their GP and/or occupational health providers	✓
Distribute the COVID-19 Induction (Click Here) to all staff/Students/Learners prior to return to work/ school/centres.	✓
Collate and record list of staff/learners who have completed COVID-19 Training	✓
Work in Collaboration with the LWR	✓
Respond to any concerns raised by the LWR	✓
Monitor ongoing advice from government bodies and update measures if necessary	✓
Communicate Public Health information and Kerry ETB control measures to all staff and students and update them at regular intervals.	✓
Continue to liaise with Kerry ETB Safety Advisers, ESS for advice and support	✓
Assist in contact tracing should there be a confirmed case of COVID-19	✓
Keep a log of visitors/ staff/contractors on site each day	✓
Maintain a log of close contacts at work if applicable	✓
Communicate COVID-19 measures to contractors via a contractor induction process and engage with contractors with respect to contractor management procedures (Click Here)	✓



The Principal/Centre manager is ultimately responsible for the implementation of all COVID-19 related measures

Appendix A: Facility Information form

Each Kerry ETB facility is to complete the Facility Information form for their own facility and ensure that this information is communicated to all staff, students and/or learners.

Please complete the following:

Principal/Centre manager:	<i>Iseult Glynn</i>
COVID-19 Coordinator:	<i>Anne Marie Hassett</i>
Lead Worker Representative(s):	<i>Jimmy Laide & Maria Fitzgerald</i>
Type of Business:	<i>Post Primary School & FE College</i>
Number of Staff:	<i>53</i>
Number of Students/Learners:	<i>250 approx</i>
Number of Staff who Deal Directly with the Public on a face to face basis:	<i>52</i>
Phone:	<i>06821023</i>
Email:	<i>Info@colaistenariochta.ie</i>



Appendix B: COVID-19 Response Team & Lead Worker Representative

The membership of the <enter facility name> COVID-19 Response Team, Coordinator & Lead Worker Representative (LWR) is as follows:

Name	Role	Email
Iseult Glynn	Principal	Principal@colaistenariochta.ie Iseult.glynn@kerrycollege.ie
AnneMarie Hassett	Deputy Principal	Dp@colaistenariochta.ie
Jimmy Laide	Lead Worker Rep	Jimmy.laide@colaistenariochta.ie
Maria Fitzgerald	Lead Worker Rep	Maria.fitzgerald@kerrycollege.ie
Patrick Joy	Caretaker	Patrick.joy@colaistenariochta.ie

This information must be made available to staff, students and/or learners.



Appendix C: Isolation Areas for a Suspected Case of COVID-19

Each Kerry ETB facility is to complete the *Isolation Areas for a Suspected Case of COVID-19* for their own facility and ensure that this information is communicated to all staff, students and/or learners.

Please complete the following:

Kerry ETB Isolation areas	
Facility:	Isolation Room/Area
Colaiste na Ríochta & Kerry College Listowel	First Aid booth off reception area.

This information must be made available to staff, students and/or learners



Appendix D: Table of Kerry ETB COVID-19 Documents

• <u>Kerry ETB COVID-19 Coordinator and Team Self-Assessment Form</u>
• <u>Kerry ETB Site Based Risk Assessment</u>
• <u>Kerry ETB COVID-19 Pre-Return To Work Form</u>
• <u>Kerry ETB COVID-19 LWR Self-Assessment Form</u>
• <u>Kerry ETB COVID-19 Training Information</u>
• Kerry ETB Work from Home Policy (Still in Development)
• Kerry ETB stress/anxiety management Policy (Still in Development)
• <u>Employee Assistance Programme for Teachers</u>
• <u>Employee Assistance Programme for All staff other than Teachers and SNA's</u>
• <u>Kerry ETB COVID-19 Expenditure Template</u>

This Response Plan and all documentation relating to COVID-19 can be accessed at:

<https://kerryeducationandt.sharepoint.com/sites/COVID>



COVID-19 SHAREPOINT

This Response Plan and all documentation relating to COVID-19 can be accessed at:

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