Appendix 6   Checklist for School Management

This checklist supports planning and preparation, control measures and induction needed to support a safe return to school for students, staff, parents and others.

For completion by the agreed person with overall responsibility of managing the implementation of the COVID-19 Response plan. This is likely to be the principal (with supports as agreed with the Department).

Planning and Systems

1. Is there a system in place to keep up to date with the latest advice from Government and DES, to ensure that advice is made available in a timely manner to staff and students and to adjust your plans and procedures in line with that advice?
2. Have you appointed staff member/s to the Lead Worker Representative (LWR) position in accordance with the agreed protocol?
3. Have you advised staff as to who has been appointed to the position of LWR?
4. Have you prepared a school COVID-19 response plan and made it available to staff and students?
5. Have you a system in place to provide staff and students with information and guidance on the measures that have been put in place to help prevent the spread of the virus and what is expected of them?
6. Have you displayed the COVID-19 posters in suitable locations highlighting the signs and symptoms of COVID-19?
7. Have you told staff and students of the purpose of the COVID-19 contact log?
8. Have you a COVID-19 contact log in place to support HSE tracing efforts if required?
9. Have you informed staff on the measures that have been put in place to help prevent the spread of the virus and what is expected of them, and provided a system for them to raise issues or concerns and to have them responded to?
10. Have you reviewed and updated risk assessments in line with Department advice to take account of any controls to help prevent the spread of COVID-19?
11. Have you updated emergency plans, in particular to take account of the COVID response plan?

Staff

12. Have you made available to each staff member a COVID-19 return-to-work form to be completed and returned 3 days before they return to the workplace?
13. Are you aware of staff members who are at very high risk under the HSE guidance on people most at risk and advised them of the Department of Education's agreed arrangements for management of those staff?
14. Have you advised staff and students they must stay at home if sick or if they have any symptoms of COVID-19?
15. Have you told staff and students what to do and what to expect if they start to develop symptoms of COVID-19 while in school, including where the isolation area is?
16. Have you advised staff of the availability of the supports of the occupational health and wellbeing programme through Spectrum Life?

Training and Induction

17. Have you advised staff and students to [view the Department of Education's training materials](#) which are available online?
18. Have you taken the necessary steps to update your school induction / familiarisation training to include all information relating to COVID-19?
19. Have first aiders, if available, been given updated training on infection prevention and control re hand hygiene and use of PPE as appropriate? *(It is intended that training will be provided as part of the DES online training programme).*

Buildings / Equipment

20. If you have mechanical ventilation does it need cleaning or maintenance before the school reopens?
21. Does your water system need flushing at outlets following low usage to prevent [Legionnaire's Disease?](#)
22. Have you visually checked, or had an appropriate person check, all equipment in the school for signs of deterioration or damage before being used again?
23. Have you arranged for the school including all equipment, desks, benches, doors and frequently touched surfaces points, been thoroughly cleaned before reopening?

Control Measures in place

Hand / respiratory hygiene

24. Have you accessed supplies of hand sanitizers and any necessary PPE equipment in line with the [HPSC health guidance relating to the reopening of schools](#), from the national framework provided by the Department? This framework close to being finalised and will be available for drawdown with guidance as to how and what to order accompanying it.
25. Are there hand washing/hand sanitising stations in place to accommodate staff, students and visitors adhering to hand hygiene measures in accordance with Department guidance?
26. Have arrangements been made for staff and students to have regular access to hand-washing/hand sanitising facilities as appropriate?
27. Are hand sanitisers easily available and accessible for all staff, students and visitors – e.g. in each classroom and at entry and exit points to school buildings?
28. Have you made arrangements to ensure hand hygiene facilities are regularly checked and well-stocked?
29. Does the alcohol-based hand sanitiser have at least 60% ethanol or 70% isopropanol as the active ingredient?
30. Have you informed staff and students about the importance of hand washing?
31. Have you arranged for staff and students to view [how to wash their hands](#) (with soap and water for at least 20 seconds) and dry them correctly through the use of the HSE video resource?
32. Have you shown staff and students how to use hand sanitiser correctly and where hand-sanitising stations are located?
33. Have you displayed posters on how to wash hands correctly in appropriate locations?
34. Have you told staff and students when they need to wash their hands or use hand sanitiser? This includes:
    - before and after eating and preparing food
    - after coughing or sneezing
    - after using the toilet

- ➢ where hands are dirty
- ➢ before and after wearing gloves
- ➢ before and after being on public transport
- ➢ before leaving home
- ➢ when arriving/leaving the school /other sites
- ➢ after each class
- ➢ after touching potentially contaminated surfaces
- ➢ if in contact with someone displaying any COVID-19 symptoms

35. Have you told staff and students of the importance of good respiratory measures to limit the spread of the virus, including?
   - ➢ avoid touching the face, eyes, nose and mouth
   - ➢ cover coughs and sneezes with an elbow or a tissue
   - ➢ dispose of tissues in a covered bin

Physical Distancing:

36. Have you identified all available school space to be used to maximise physical distancing?
37. Have you reviewed the [templates provided by the Department of Education which show](#) options for revised layout of school rooms to meet physical distancing requirements?
38. Have you arranged to revise the layout of the rooms and furniture as per the Department guidelines?
39. Have you arranged in each room that the teacher's desk should be at least 1 metres (and where possible 2 metres) away from student desks?
40. Have you arranged in each room that students would be, at least 1 metres and (where possible 2 metres) away from each other?
41. Have you where possible and practicable assigned students to main class cohorts to minimise the risk of infection from COVID-19?
42. Have you arranged the timetable to facilitate double classes where possible and practicable?
43. Have you advised staff and students that when students are moving to an elective subject they would, where practicable be seated with members of their main class cohort?
44. Have you made arrangements to limit interaction on arrival and departure from school and in other shared areas?
45. Have you encouraged walking or cycling to school as much as possible?
46. Have you made arrangements, in so far as possible, to open additional access points to school to reduce congestion?
47. Can you provide a one system for entering and exiting the school, where practical?
48. Have you arranged for staff meetings to be held remotely or in small groups or in large spaces to facilitate physical distancing?
49. Have you taken steps to minimise rotation of staff between classes where possible?
50. Have you a system to regularly remind staff and students to maintain physical distancing?
51. Have you advised staff and students not to shake hands and to avoid any physical contact?
52. Have you stopped all non-essential travel for school activities?

Visitors to Schools

53. Have you identified the activities that involve interacting with essential visitors to schools, made arrangements to minimise the number of such visitors and put in place measures to prevent physical contact, as far as possible?

54. Are there arrangements in place to inform essential visitors to schools of the measures to help prevent the spread of infection?

55. Have you a system in place for all visitors who do need to come to the school to make appointment, arrange to contact a central point and to record their visit using the [contact tracing log?](#)