

Checklist for schools regarding the partial return to school - Feb 2021

The following checklist is based on the Checklist devised by CPSMA and published on 8th Feb 2021, with an additional section entitled “*Actions regarding In-Person Supplementary Programme*” and IPPN contact details

Actions for School Leaders and BoM:

- ❖ Review [Framework plan for phased return of Primary Education](#)
- ❖ Review [Summary of the required additions to the schools Covid19 Response Plan](#)
- ❖ Adopt updated [Covid-19 Response Plan i.e. V3 2021](#)
- ❖ Note updated [Ventilation Guidelines issued 30th Nov 2020](#)
- ❖ Review [HSPC guidance](#) issued January 2021
- ❖ Review the risk assessment prior to return to school. (This was also completed in Sep 2020) School should be cleaned prior to return to school and cleaning regime should be reviewed/updated as required. Cleaners should be provided with checklists as per the Updated Covid Response Plan

Actions regarding Parents and Children:

- ❖ Arrange for parents to complete [Return to Education Form](#) in respect of children returning to school and after any absence from school. Schools who use School Management Software such as Aladdin or Databiz should check with their provider to see if the software supports the return of these forms to the schools.
- ❖ Remind parents of the importance of not congregating at or near school and that communication with the school must take place by phone or online
- ❖ Remind parents of school policy in relation to children with symptoms of COVID-19
- ❖ Remind parents not to send children to school if they are close contacts of a person with COVID-19, are awaiting a test or are experiencing symptoms of COVID-19
- ❖ Advise parents not to send pupils to school if they are identified by the HSE as a close contact of a confirmed case of COVID-19 or if they live with someone who has symptoms of the virus
- ❖ Advise parents not to send pupils to school if they have travelled outside of Ireland; in such instances parents are advised to consult and follow latest Government advice in relation to foreign travel
- ❖ Advise parents to cooperate with any public health officials and the school for contact tracing purposes and follow any public health advice in the event of a case or outbreak in the school

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Actions regarding In-Person Supplementary Programme:

- ❖ School Leaders will identify those children who would be eligible for this programme and bring it to the attention of their parents
- ❖ Complete Part 1 of the [Claim Form](#) and forward it to those parents who wish to participate Forward the relevant documents in relation to the Programme to those parents
- ❖ Contact all teachers and SNAs employed by the school and ascertain their availability to participate in the programme
- ❖ Support parents in securing the services of a teacher or SNA either from within the school staff or from among teachers or SNAs known to the school
- ❖ The following websites can be used to assist parents source teachers or SNAs
 - www.educationposts.ie/notice/supprog
 - <https://ncse.ie/wp-content/uploads/2021/02/Supplementary-Programme-2021.pdf>
- ❖ Queries on the Programme can be addressed directly to the DE via the following e-mail:-
 - supplementaryprogramme@education.gov.ie

Actions regarding staff:

- ❖ Ascertain from all staff in special schools and relevant staff in mainstream schools, if they will be returning to school
- ❖ Refer all staff to [Information Note 0005 /2021](#) and [Information Note 0006/2021](#) re leave
- ❖ Allocate staff to provide remote support to children not returning to school
- ❖ All staff returning to work are required to complete the [updated Return to Work Form](#) **
- ❖ Lead Worker/Deputy Lead Worker Representative are required to be available to answer staff concerns regarding return to school
- ❖ Staff should review issued [HSPC guidance](#) issued in January 2021
- ❖ Staff should refresh the relevant [training](#) undertaken prior to September 2020 return
- ❖ Advise staff not to return to or attend school if they are identified by the HSE as a close contact of a confirmed case of COVID-19 or if they live with someone who has COVID symptoms
- ❖ Advise staff not to return or attend school if they have travelled outside of Ireland; in such instances staff are advised to consult and follow latest Government advice in relation to foreign travel
- ❖ Advise staff to cooperate with any public health officials and the school for contact tracing purposes and follow any public health advice in the event of a case or outbreak in the school

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Actions regarding PPE:

- ❖ Ensure sufficient PPE is available and in particular that surgical / medical grade masks must be available for SNA's / SET teachers

NOTE Surgical Face Masks are the same as Medical Face Masks and they are both classified as conforming to EU EN 14683

- ❖ Staff carrying out aerosol generating procedures may require gowns, gloves, goggles and respiratory masks (FPP2 or FFP3). See [HPSC Aerosol Generating Procedures](#)
- ❖ If additional funding for PPE is required, contact should be made with the Department of Education at COVID-19_alert@education.gov.ie

Useful contact numbers:

- ❖ Dedicated Schools HSE COVID-19 line for Principals - **(01) 2408785**
- ❖ Public Health contact numbers for your region
- ❖ HSE LIVE **1850 24 1850**
- ❖ Dedicated NCSE line for Principals – **(01)-6033233**
- ❖ IPPN – **1890 21 22 23 / 021 4824070** or info@ippn.ie

**** IPPN will seek further clarification from the DE in relation to Return to Work Forms. We will also be sharing best practice among members in relation to dealing with these forms**