

St. Kilian's Community School

Protocol for Dealing with a Suspected Case of COVID-19 – Student

INFORMATION

Students **should not** attend school if displaying any **symptoms** of COVID-19 including

- High temperature
- Cough
- Shortness of breath or breathing difficulties
- Loss of smell, of taste or distortion of taste

There is a marked **Designated Isolation Area** accessible to each corridor of the school following the one-way system (LB note: behind a closed door away from other people, spare masks, tissues and disposable bags stored)

Corridor A: Main Entrance/Exit at Principal's Office to Sports Hall Entrance/Exit

- Isolation Area is **Room 25 Biology** beside Sports Hall Entrance/Exit

Corridor B: Sports Hall Entrance/Exit to Metalwork Room

- Isolation Area is the **Care Room** beside the Library (LB note: has to walk two corridors)

Corridor C: Room 33 (Community) to Student Entrance at DP's Office

- Isolation Area is the **Care Room** beside the Library

Corridor D: Student Entrance at DP's Office to Main Entrance at Principal's Office

- Isolation Area is **Room 25 Biology** beside Sports Hall Entrance/Exit (LB note: has to walk two corridors)

INSTRUCTIONS

- If a student presents with a suspected case of Covid 19 the staff member to whom they report should accompany them towards the nearest isolation area travelling in the direction of the one-way system.
- In the event that the above isolation areas are occupied the staff member will identify and escort the student into the nearest available empty room.
- Ensure that everyone keeps a distance of at least 2 meters away from the symptomatic student.
- The staff member will ask an adult colleague to advise the Principal that there is a student presenting with Covid 19 symptoms, the Principal will immediately arrange for parents or guardians to be contacted and for the student to be collected.
- The Principal or designated person will supervise the student in the isolation area ensuring that everyone keeps a distance of at least 2 meters away from the symptomatic student.
 - If it is not possible to maintain a 2-meter distance the staff member caring for a student should wear a face covering or mask.
 - Ensure that the student is given a mask if they are not wearing one, masks will be available in the isolation area.
- Facilitate the student presenting with symptoms to remain in isolation if they cannot immediately go home.

- ✿ If the student is well enough to go home with a family member, arrange for them to leave the school maintaining a 2-meter distance from all others. Students may be collected at the nearest exit to the Isolation Area.
- ✿ Advise the Parent/Guardian **to inform their Doctor**, by phone, of their child's symptoms.
- ✿ Public transport of any kind should not be used.
- ✿ If the family is unable to arrange transport or if the student is too unwell to go home or advice is required, contact 999 or 112 and inform the operator that the *sick student is a COVID-19 suspect*.
- ✿ The student should avoid touching people, surfaces and objects.
- ✿ Advice should be given to the student presenting with symptoms to continue to wear their mask, should they need to remove their mask for any reason they should cover their mouth and nose with the disposable tissues provided when they cough or sneeze and these tissues should be put in the waste bag provided.
- ✿ An Incident form (LB Note: standard or designed?) is to be completed by the staff members who were involved in the situation. The Principal will carry out an assessment of the incident which will form part of determining follow-up actions.
- ✿ The isolation area will be deemed out of action until appropriate cleaning of the area has taken place. of the isolation area and work areas involved

Management Response to Cleaning/Disinfecting rooms where a student with suspected COVID 19 was present

- ✿ The Isolation Area should be cleaned as soon as is practicably possible.
- ✿ Once the room is vacated the room should not be reused until it has been thoroughly cleaned and then disinfected and all surfaces are dry.
- ✿ Person/s assigned to cleaning should avoid touching their face while they are cleaning and wear household gloves and a plastic apron. Clean the environment and furniture using disposable cleaning cloths and a household detergent followed by disinfection with a chlorine-based product (household bleach).
- ✿ Pay special attention to frequently touched surfaces, the back of chairs, couches, door handles and any surfaces that are visibly soiled with body fluids.
- ✿ Once the room has been cleaned and disinfected and all surfaces are dry, the room can be reused.
- ✿ An assessment will be carried out by the Principal (or...) on all areas visited by the student whilst on the premises and necessary action taken will be taken.

HEALTH SERVICE EXECUTIVE

The HSE will inform any staff/parents who have come into close contact with a diagnosed case via the contact tracing process. Instructions of the HSE should be followed and staff and student confidentiality is essential at all times.

St. Kilian's Community School

Protocol for Dealing with a Suspected Case of COVID-19 – Staff

INFORMATION

A member of staff **should not** attend school if displaying any **symptoms** of COVID-19 including

- High temperature
- Cough
- Shortness of breath or breathing difficulties
- Loss of smell, of taste or distortion of taste

There is a marked **Designated Isolation Area** accessible to each corridor of the school following the one-way system (LB note: behind a closed door away from other people, spare masks, tissues and disposable bags stored)

Corridor A: Main Entrance/Exit at Principal's Office to Sports Hall Entrance/Exit

- Isolation Area is **Room 25 Biology** beside Sports Hall Entrance/Exit

Corridor B: Sports Hall Entrance/Exit to Metalwork Room

- Isolation Area is the **Care Room** beside the Library (LB note: has to walk two corridors)

Corridor C: Room 33 (Community) to Student Entrance at DP's Office

- Isolation Area is the **Care Room** beside the Library

Corridor D: Student Entrance at DP's Office to Main Entrance at Principal's Office

- Isolation Area is **Room 25 Biology** beside Sports Hall Entrance/Exit (LB note: has to walk two corridors)

INSTRUCTIONS

- If a member of staff presents with a suspected case of Covid 19 they should ensure that they are wearing a mask or face covering and report immediately to the Principal in the first instance (LB note: or DP or Main Office?).
- The Principal (or DP or ?) will direct the staff member to their car if available. If the staff member is unwell and not in a position to drive home, they will be accompanied by the Principal to the nearest isolation area walking in the direction of the one-way system.
- In the event that the above isolation areas are occupied the Principal (DP or ?) will identify and escort the staff member into the nearest available empty room.
- Ensure that everyone keeps a distance of at least 2 meters away from the symptomatic staff member.
- The Principal will immediately arrange for a family member to be contacted and for the staff member to be collected.
- The Principal or designated person will supervise the staff member in the isolation area ensuring that everyone keeps a distance of at least 2 meters
 - If it is not possible to maintain a distance of 2m all staff members should wear a face covering or mask.
 - Masks will be available in the isolation area.
- If the family is unable to arrange transport or if the staff member is too unwell to go home or advice is required, contact 999 or 112 and inform the operator that the *sick member of staff is a COVID-19 suspect*.

Reference document **COVID-19 Response Plan for the safe and sustainable reopening of Post Primary Schools**

Department of Education and Skills, v2 August 2020

<https://www.gov.ie/en/publication/7acad-reopening-our-post-primary-schools/>

- ✿ **Public transport of any kind should not be used.**
- ✿ Staff members who have not left the school immediately may be collected to the nearest exit to the Isolation Area; a 2-meter distance is to be maintained from all others.
- ✿ Advise the staff member to **inform their Doctor, by phone**, of their symptoms.
- ✿ The staff member should avoid touching people, surfaces and objects.
- ✿ Advice should be given to the staff member presenting with symptoms to continue to wear their mask, should they need to remove their mask for any reason they should cover their mouth and nose with the disposable tissues provided when they cough or sneeze and these tissues should be put in the waste bag provided.
- ✿ An Incident form (LB Note: standard or designed?) is to be completed by the staff members who were involved in the situation. The Principal will carry out an assessment of the incident which will form part of determining follow-up actions.
- ✿ The isolation area will be deemed out of action until appropriate cleaning of the area has taken place.

Management Response to Cleaning/Disinfecting rooms where a member of staff with suspected COVID 19 was present

- ✿ The Isolation Area and rooms should be cleaned as soon as is practicably possible.
- ✿ Once the room is vacated the room should not be reused until it has been thoroughly cleaned and then disinfected and all surfaces are dry.
- ✿ Person/s assigned to cleaning should avoid touching their face while they are cleaning and should wear household gloves and a plastic apron. Clean the environment and furniture using disposable cleaning cloths and a household detergent followed by disinfection with a chlorine-based product (household bleach).
- ✿ Pay special attention to frequently touched surfaces, the back of chairs, couches, door handles and any surfaces that are visibly soiled with body fluids.
- ✿ Once the room has been cleaned and disinfected and all surfaces are dry, the room can be reused.
- ✿ An assessment will be carried out by the Principal (or...) on all areas visited by the staff member whilst on the premises and necessary action will be taken.

HEALTH SERVICE EXECUTIVE

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