



## **Templemore College of Further Education**

### **COVID 19 Response Plan and**

### **Implementation Guidelines for Public Health Measures in**

### **ETB Further Education and Training (FET).**

The guidelines and implementation measures in this response plan have been drawn up alongside and are informed by the *Implementation Guidelines for Public Health Measures in ETB Further Education and Training Centres (FET)*, developed by ETBI and SOLAS, and are equally informed by public health advice and are supported by the Department of Further and Higher Education, Research, Innovation and Science.

*Version 1.1*

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## Introduction

Please note this COVID Response Plan should be regarded as a “live document” that will respond to further guidance as received from DBEI and the relevant health authorities.

The Government’s Roadmap for Reopening Society and Business, combined with the HSA Return to Work Protocols and ongoing public health advice provide the over-arching framework for all parts of society to reopen facilities and premises. The Government has also published *Guidance for Further & Higher Education for returning to on-site activity in autumn 2020*. That Guidance provides for further “context-specific measures approved by government within public health guidelines”. In view of the specific features and context of FET campuses, colleges and centres, context-specific measures are required to accommodate the unique features of the sector while operating within the overall public health guidance framework. These Implementation Guidelines set out a range of such context-specific measures with practical guidance for FET Centres to safely deliver teaching and learning activities<sup>1</sup> in autumn 2020<sup>2</sup> which present very specific challenges and require bespoke solutions in the context of reopening.

The following social distancing guidance for the FET sector is aligned with the guidance published for the HE sector published on 7<sup>th</sup> August 2020 as part of the Public Health Implementation Guidelines for higher education. These guidelines were drawn up by expert public health specialists in higher education and the approach has been approved by the Health Protection Surveillance Unit in the Department of Health as consistent with national public health advice. Further comprehensive advice, guidance, documentation and resources related to ETBs statutory obligations are available on <https://www.hsa.ie/eng/topics/covid-19/>

## Planning for reopening Templemore College

Following the announcement made on March 12th to close all educational establishments with immediate effect, the Further Education & Training sector, along with all other provision, put in place contingency plans to deal with the disruption to teaching and learning. The sector demonstrated a swift and appropriate response to the immediacy of the situation, and the challenges compelled upon it at this time of crisis.

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<sup>1</sup> FET Provision comprehends Post Leaving Certificate (PLC), Back to Education Initiative (BTEI), Vocational Training Opportunities Scheme (VTOS), Adult Literacy, Numeracy, and ICT, Youthreach, Community Training Centres

(CTCs)Community Education, Bridging/Foundation courses, English for Speakers of Other Languages (ESOL), Apprenticeship and Traineeship, Specific Skills Training (SST), Skills for Work, Traineeship, Evening Courses, Specialist Training Providers (STPs), Local Training Initiative (LTI), Education Units in prisons.

<sup>2</sup> Informed by the HSE's Health Protection Surveillance Centre and the Department of Further, Higher Education, Research, Innovation & Science.

As with all FET Centres in Tipperary ETB, Templemore College continued to deliver a large portion of our services to learners during the period of full national lockdown with the transition to blended and remote teaching and learning and the continuation of learner supports and assessment where possible.

We, staff and management, are now working to finalise our plans for the reopening of FET in autumn 2020.

A large amount of work has been completed in this regard with detailed risk assessments carried out and preparatory measures have been put in place to facilitate reopening that recognises the following unique features of our centre:

- In the main we cater for adults.
- Our centre is multi-disciplinary with a wide range of facilities, buildings, and outdoor spaces.
- Like other FET Centres, we cater for teaching and learning in classrooms, lecture theatres, workshops, practice rooms, sport, and communal facilities.
- Learners are not generally confined to a single room or building.
- Our centre is different to primary and secondary education facilities as our daily contact hours may be considerably lower.

Our centre is a dual provision setting i.e. FET provision sits alongside post-leaving cert provision. In our centre, as is the case in all such settings, the sector specific guidelines will apply to classroom settings, all arrangements outside of the classroom will follow the appropriate public health guidance - a minimum of 2m.

The Department of Further and Higher Education, Research, Innovation and Science (DFHERIS) and SOLAS are committed to funding all costs associated with re-opening FET facilities safely and in line with public health guidelines. Provision has been made for a substantial base of funding to meet all investment needs in this regard, drawing from sources including the additional funding announced by Government on 22nd July and savings made due to the non-progression of FET activity during the period of shutdown. Additional funding to meet re-opening costs will be distributed via SOLAS and ETBs using existing mechanisms. This will take account of the complexity and variances that exist in the sector, particularly within different FET settings (recognising for example, the different needs of a

Youthreach Centre as distinct from a Training Centre). The FET funding model is based on incremental sector planning and ensuring agile responses to local needs, with evolving priorities reflected in the annual budget request and mid-term review. This mid-term review process is currently being finalised between SOLAS and ETBs and will help to ensure that the required resources to facilitate re-opening are channeled to FET providers, in line with the needs of learners and staff.

## Guiding principles

The following guiding principles will apply.

1. Templemore College will operate within the parameters of public health and safety advice at all times.
2. Specifically, the Return to Work Protocol and public health guidance, as it develops on a rolling basis, will be adhered to.
3. The safety and well-being of learners and staff will be paramount in all cases.
4. Management and staff commit to carrying out risk assessments on our facilities / buildings as required and will apply appropriate reopening solutions in accordance with the outcome of those risk assessments.
5. In keeping with the wider approach in society in response to the COVID-19 pandemic, it is recognised that the successful implementation of 'Return to FET' can only be done on a cooperative basis with shared responsibility between staff and learners.
6. Templemore College will plan for returning to education and training on the basis of the following sequence, with planning taking a phased return of learners into consideration
  - a. Learners awaiting assessment who have their course substantially completed, those who require additional tuition and practical instruction in order to complete their FET programme and continuing learners, e.g. PLC Colleges, Youthreach.
  - b. New Learners

The Implementation Guidelines set out below are based on these guiding principles.

## Background to Covid-19

COVID-19 is a viral respiratory tract infection. The virus cannot multiply outside of a living host but can persist and survive for a period of hours or days (depending on the conditions) if not cleaned away or inactivated. It is not yet clear how long such viral residue is capable of infecting someone.

Everyone sheds liquid particles (larger droplets and smaller aerosols) from their respiratory tract when they breathe, talk, laugh, cough, sneeze (you can feel the larger particles if someone coughs in your face). The liquid particles come in a very wide range of sizes forming a continuum. The larger particles are called droplets and the smaller ones' aerosols. The cut-off between droplets and aerosols is generally accepted as 5 micrometres.

The virus that causes COVID-19 (called SARS-CoV-2) is scattered from the respiratory tract of infected people. The virus can be found in droplets and aerosols. There are differences in emphasis on the relative importance of droplets and aerosols in the published literature but on current evidence the consensus is that it is overwhelmingly the larger droplets that are important in spread of COVID-19 in most circumstances. COVID-19 is therefore considered a droplet transmitted infection. The distinction between droplet transmission and aerosol/airborne transmission is critical. Droplets generally, impact on a surface within a short distance from the mouth or nose of the person generating the droplets. Virus in droplets is carried through the air over a short distance directly to the eyes nose or mouth of a susceptible person or they fall on a surface (for example skin, tabletop) close to the person generating the droplets. For as long as virus in the droplets remains viable on the surface where they land, they can subsequently be transferred to the eyes, nose or mouth of a susceptible person on hands or other items contaminated with virus as a result of contact with those surfaces. When a person generates a plume of droplets, the distance travelled by individual droplets in the plume varies with size and circumstances. The density of droplets declines rapidly with increasing distance from the nose and mouth as some fall out of the air and those remaining in the air disperse.

Some individual droplets may travel some metres. There is no invisible wall that catches all droplets at 0.5m, at 1m or at 2m. However, on current evidence a distance of 2m provides most or all of the reduction in risk of infection afforded by interpersonal distance when distance is considered as one of a package of control measures that work together to manage risk. Droplet transmission is by contrast with airborne transmission as a result of aerosols. Aerosols stay suspended in the air for a long period and can reach essentially all parts of an enclosed space within which they are generated. Aerosols are important in spread of measles, which relates to the extraordinarily rapid transmission



of measles among susceptible populations. As above, aerosols are not considered as generally important in sustaining COVID-19 transmission, but they may contribute to spread in certain specific circumstances in particular in the context of certain healthcare procedures.

## Managing the Risk of COVID-19 in Templemore College

Managing the risk of spread of COVID-19 requires:

1. Minimising the risk of introduction of infection into our centre
2. Minimising the risk of spread of the virus if it is introduced
3. Minimising the associated harm if introduction and spread happens

### Minimising the risk of introduction of the virus

If the SARS-CoV-2 virus is not introduced into FET Centres, it cannot spread or cause harm regardless of how much contact occurs between people on campus. The management of this risk is dependent on the behaviour of the individual members of the FET community at all times. If individual members of the community minimise their risk of exposure to COVID-19 in their life outside of our centre, this reduces the likelihood that they become infected and reduces the risk that they introduce the virus into our FET community. The risk of a member of our FET community acquiring infection and subsequently introducing it to our centre is dependent on the level of control of the infection in the general community at any time. If transmission in the general community is low the likelihood of any individual member of the FET community becoming infected off-campus and introducing the virus to others in the FET community is low even if adherence to risk avoidance of campus is less than optimal.

## Specific Measures

Learners, staff and management in Templemore College commit to:

1. having ongoing communication to raise awareness amongst all members of our FET community about how COVID-19 spreads and how spread can be prevented.
2. enabling safe access to and from the centre by putting measures in place to control access. We will enable safe access to indoor spaces in particular. Where practical a one-way system and or marked lanes will be used to separate flow of people into, and out our building(s).
3. support efforts to ensure our FET community scrupulously observe guidance to absent themselves if they have any symptoms that suggest that they may have COVID- 19 and if they have been identified as contacts of some someone with COVID-19, this greatly reduces the risk of introducing the virus to our centre.
4. provide information on an on-going basis regarding where learners should go to self-isolate if they develop symptoms of COVID-19. As with all ETB FET locations, we will provide an identified space where learners who develop symptoms that suggest COVID-19 can wait safely away from other learners while waiting to be picked up.
5. Ensuring that there is clear communication from management with all staff and learners that reinforces that they must not attend if they are showing COVID-19 symptoms. This communication will be re-affirmed on an ongoing basis. All members of the FET community will be encouraged to download the COVID-19 Tracker App and to use the symptom checker on the App on a daily basis. Advice on using the COVID- 19 Tracker App will be included in a communication to learners, on the ETB website and on noticeboards across FET Centres. Members of the FET community who travel to Ireland from other jurisdictions should follow current Government advice on restricted movement on arrival in Ireland.

## Minimising the risk of spread of the virus if it is introduced

The virus may be introduced to the FET community if one or more members of our community does not adhere to advice regarding absencing themselves OR if one or more members of the community with infection is present because at the time, they have no symptoms to indicate to them that they are infected. This may be because they are pre-symptomatic in which case symptoms subsequently appear one or more days later. This may be because they have true asymptomatic infection and never develop symptoms. Hand hygiene, respiratory etiquette and environmental cleaning are critical elements in the minimising risk of spread if an infected person is present on in a teaching, learning or practice, workshop, or laboratory group.

## Specific Measures

Learners, staff and management in Templemore College commit to:

1. observing standard measures to reduce risk of infection (reducing time in shared space indoors, hand hygiene, cough etiquette, cleaning, use of masks) will be promoted and facilitated. However, it is likely that adherence will be far from complete.
2. Implementing the NPHET requirement to use cloth/reusable face coverings in indoor settings where adequate physical distance cannot be maintained in exceptional circumstances (e.g. when moving through a building). The basis for this advice is that the mask is expected to minimise the scattering of droplets from the mouth and nose. Therefore, if an infected person is present it is expected that mask use will reduce direct droplet transmission (to anyone standing close by) and reduce contamination of the surfaces in the vicinity of the infected person. A similar rationale may be applied to the use of full-face visors in settings where mask use is not acceptable or not appropriate.

Note: Other than cloth face coverings (or visors where appropriate) in indoor settings, there is no requirement for other personal protective equipment related to COVID-19 risk for teaching and learning<sup>4</sup> activities.

3. Ensuring that staff are at a safe distance of 1m from the learner body. In such situations there is no need for them to wear a mask or visor. The risk to those who maintain distance and are careful with respect to hand hygiene is low. A boundary to define a safe distance for learners who have questions after a class should be marked. If FET staff wish to cover their face, a visor may be more convenient than a mask. Gloves should not be used unless required for other reasons (for example in a workshop, practice room or laboratory) and should be actively discouraged as they generate refuse and tend to distract from hand hygiene. In any situation in which gloves are required, people must be trained in their use and hand hygiene is required before putting on and after taking off gloves. Gloves must never be used as a substitute for hand hygiene.
4. Arranging and planning meetings in offices in ways to maintain distance and to check if learners/and or staff are symptomatic immediately before the meeting (for example by phone or email).
5. Carefully review of out-reach activity to consider the appropriateness of the activity at this time and where appropriate how it can be organised safely.

<sup>4</sup> personal protective equipment may be required for other reasons in particular in certain workshop, practical or laboratory settings

6. Members of the FET community must be told not to share personal items (pens, phones), beverage or food with others.
7. to the greatest extent possible, managing the entry and exit from teaching and learning spaces and taking of seats to avoid congregation at the entrance and exit. This is likely to be quite challenging<sup>5</sup>.
8. Contact Tracing Logs will be kept at all events such as award ceremonies etc. and records retained for 28 days. Any planned FET events should only be held where they comply with the current public health advice. A contact tracking log should be kept in addition to a class or any other form of attendance record.
9. maintaining a physical distance of 1m under almost all circumstances in our centre. It should be feasible to maintain 1m distance between members of staff, between staff and learners, or learners and learners under almost all circumstances, and in the exceptional circumstances where this cannot be achieved, appropriate precautions (such as face coverings, visors or barriers) should be employed.

Therefore planning for reopening Templemore College is based on maintaining a 1m distance.

10. Physical distancing should be maintained in almost all circumstances and should only be reduced below 1m in exceptional circumstances and in a limited way

A reduction of the 1m physical distancing requirement is acceptable only in workshop, laboratory or practical settings where effective teaching and learning requires close contact. For example, programmes in the Hair and Beauty area will require some level of close contact due to the nature of these programmes. In such circumstances, where possible 1m physical distance should be maintained but can be reduced for specific activities subject to staff and learners being provided with appropriate PPE.

In our centre, we will work to limit these exceptional circumstances. However, where exceptions are required to ensure effective teaching and learning, please note:

- PPE will be provided to learners and staff. The PPE provided will be to the appropriate standard practicable and will meet with industry standards common to those specific skills areas. Staff and learners should be trained on its use.
- Where there may be uncertainty on the appropriate levels of PPE in a given

programme or course, we will seek specialist advice where possible

- Provision has been made in workshop/Lab/Practical rooms for the proper storage, use and disposal of PPE, e.g. specific disposal bins provided
- Where a reduction in physical distancing is unavoidable, staff and learners will take appropriate additional mitigation measures including:
  - maintaining good hand hygiene and cough/sneeze etiquette
  - wearing face coverings in teaching situations where distancing is reduced below 1m. Staff and learners may also wear face shields, visors or other protective equipment when social distancing is reduced below 1m.
  - avoiding physical contact
  - locating staff teaching stations at least 1m from learners, or more where possible, and maintaining 1m physical distance insofar as possible.
  - observing the maximum number of people allowed in a class in accordance with the prevailing public health guidance. It is recognised that this may change in accordance with the evolving COVID-19 situation nationally.
- In dual settings (i.e. Post-Primary and FET), where rooms may be set out for 1m social distancing for post-primary use, once used for FET/adult learning, 1m social distancing must be observed. This will mean for example that school settings that can accommodate upwards of 20 post-primary students will accommodate significantly less adult learners after allowing for physical distancing.
- Where we have dedicated FET classrooms in dual settings, they have been set up and maintained at 1m physical distance.

11. A systematic and orderly return of apprentices to training based on the two priority groups identified above. Our centre has agreed a schedule in cooperation with SOLAS, and in particular with reference to our capacity as a centre to accommodate apprentices, in line with public health guidelines.

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<sup>5</sup> more time to enter and exit may need to be considered therefore scheduling an hour class with a maximum of 40 minutes of tuition/instruction may support this or reducing numbers attending

<sup>6</sup> Confined to laboratory, workshops and practice rooms.

12. As a matter of priority and on based on the capacity of our training facility, SOLAS will confirm the schedule for new apprentices to commence their Phase 2 training.
13. Communication with apprentices and their employers that is clear and comprehensive, shared on a pre-agreed basis by ETBs and SOLAS.
14. In advance of returning to or beginning training in our centre, all learners and apprentices will complete an induction on the new protocols in place. This induction will be completed online and in advance of learners and apprentices returning.
15. In planning the restarting of provision, staggered start and finish times have been used to manage the inflow and outflow of learners and apprentices throughout the day / evening.
16. A range of measures may be used to accommodate apprentice or other learner classes while adhering to the public health guidelines. Examples include prioritising space in centres where needed; splitting of classes into two groups, one for theory and one for practical; increased use of blended learning for theory elements and other measures as appropriate.
17. ETBs, in consultation with SOLAS, will optimise the use of blended learning for Phase 2 off-the-job training for apprentices. This aims to reduce the time apprentices are required to attend the FET training facility and increase the volume of apprentices who can be accommodated completion of their off-the-job training. As co-ordinating provider for apprenticeship, SOLAS has confirmed, working with QQI, that blended learning approaches are appropriate and required as part of the response to the continuation of teaching learning and assessment during the response to the COVID-19 pandemic.
18. All learners should be reminded regularly that they should leave if they have symptoms of COVID-19 and seek medical advice. In a case where a learner declares they have symptoms, they should leave the centre immediately or be assisted to the isolation room. The teacher/tutor/instructor should then record this on the class attendance record and inform management. It is critical that the learner should contact the centre to provide an update on their condition and if they have been asked to self-isolate. Where a learner has been advised to self-isolate, or is tested for COVID-19, they should provide evidence of medical advice before returning to the centre that indicates that they are fit to return. It is important to note that while it is critical that learners update their tutor/teacher or instructor in these circumstances, it is not the job of Tipperary ETB, the centre/programme manager or any staff member to notify others. Normal consideration for data protection and privacy should be observed. Contact tracing is the responsibility of the HSE.
19. There is no maximum duration of a tuition session (for example a workshop, practical or laboratory). However, staff are asked to note that from an infection, prevention and control perspective where people spend 2 hours or more in a shared space together, they may be

regarded as COVID-19 contacts in the event that someone present is subsequently identified as a case.

20. Our centre will adhere to the cleaning protocols recommended by the Practical Guidance for Further and Higher Education for returning to on site activity issued by the Department.
21. Outsourced food service provision in our centre conforms to national guidance for food business operators.
22. Areas that support the consumption of food require particular attention to ensure that they are kept clean at all times.
23. Office hours and class timetable have been organised to avoid learners waiting in groups and with appropriate arrangements for distancing and mask use in keeping with Public Health Guidance.
24. Teaching and learning activities use rooms capable of adhering to public health guidance. In the case of workshops, laboratories or practical rooms additional measures will be in place where in exceptional circumstances less than 1m physical distance is possible.
25. Staff have developed rotas for use of self-catering facilities to ensure that distance can be maintained. Rotas in so far as practical ensure consistent groups using facilities at the same time.
26. Where group work is required the groups should be as small as practical and in so far as practical the membership of groups should be consistent for as many activities as possible (pods) to minimise mixing of people.

## Minimising Harm if the virus is introduced and spreads

There are three key elements to managing the risk of harm to members of the FET community if the virus is introduced and spreads. The first is the vulnerability of individual members of the FET community to develop severe disease. Templemore College has appropriate arrangements in place whereby staff or learners who are vulnerable can declare this to their teacher/tutor/instructor or to a member of management. The specific measures in place in our centre to allow staff or learners to declare they are vulnerable are as follows:

### **Learners**

Where a learner is vulnerable and cannot attend their classes in centre for medical reasons, they should provide evidence so that accommodation can be made for their attendance. While learners do not need to share personal information, they will need to provide a general medical cert, letter from their doctor etc. to confirm they should be considered vulnerable and accommodated. This evidence

can be presented to their centre/programme manager or to their teacher/tutor or instructor and a record kept that the evidence has been seen. There is no need to retain a copy of the evidence provided. Where physical evidence is received by post, it should be recorded that it has been verified and securely shredded immediately.

Where vulnerable learners cannot attend the centre, every effort will be made, as much as reasonable and practical, to allow learning continues through remote/blended learning.

### **Staff**

Procedures for staff who may be vulnerable are as set out in circular 49/2020 or 50/2020 as appropriate.

The second key element of reducing risk of harm is that the FET Centre has processes in place to identify as rapidly as practical if there is any evidence of spread of COVID-19 and has a plan to respond appropriately.

The final element of harm reduction is timely access to good medical care for anyone who becomes infected.

The specific measures in place in our centre are detailed below:

#### Specific measures

Staff and management will work to:

1. enhance programmes to promote a healthy lifestyle to the greatest extent possible.
2. encourage members of our FET community to signal to a central point early if they are diagnosed with COVID-19<sup>7</sup>. We will support identifying early if there is evidence of transmission of COVID-19 related to FET community activity so that we can respond appropriately in association with public health authorities.
3. ensure pathways for access to local healthcare are communicated to our FET Community so that people are clear who to contact for access to healthcare at any time if they develop symptoms of illness.
4. ensure staff who consider themselves specifically at risk of severe illness, or with vulnerable members of their household, should engage with Tipperary ETB as their employer through HR and their line manager to manage that risk as appropriate.

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<sup>7</sup> confidentiality and data protection issues pertain



## Lead Worker Representative

The Return to Work Protocols provide for the appointment of a Lead Worker Representative (LWR) in each workplace. The LWR will work in collaboration with the management in our centre to assist in the implementation of measures to prevent the spread of COVID -19 and monitor adherence to those measures and to be involved in communicating the health advice around COVID-19 in the workplace.

Strong communication and a shared collaborative approach is key to protecting against the spread of COVID-19 in FET centres, and looking after the health, safety and wellbeing of staff and learners. Adherence to the Return to Work Protocol will only be achieved if everyone has a shared obligation in implementing the measures contained within the Protocol in their place of work.

If a staff member has any concerns or observations in relation to the COVID-19 Response Plan, control measures or the adherence to such measures by staff, students or others, they should contact the LWR who will engage with school management. The role of LWR is separate to that of the Safety Representative under the health and safety legislation. However the Safety Representative may act as the LWR if selected to do so by the staff.

Please Note: Normal line management structures continue and staff are always welcome to speak to their line manager about any concerns they may have. The LWR provides an additional support and line of communication for staff to enhance our response to COVID-19. LWRs are not expected to be available at all times to staff and in the event of any emergency situations, staff should contact and notify their line manager in the usual way.

If a staff member has any concerns or observations in relation to the COVID-19 response plan, control measures or the adherence to such measures by staff, students or other s/he may contact the LWR/s who will engage with management.

**See Appendix 3 for more detail on the role of the LWR**

Names of Lead Worker Representative/s:	Contact details:
John Butler	<a href="mailto:John.butler@tcfe.ie">John.butler@tcfe.ie</a> 087 1484264

FURTHER EDUCATION  
YOUTHREACH PROGRESSION

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YOUTHREACH



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## COVID-19 Policy Statement

Céim Eile is committed to providing a safe and healthy workplace for all our staff and a safe learning environment for all our learners. To ensure that, we have developed the following COVID-19 Response Plan. The BOM/ETB and all staff are responsible for the implementation of this plan and a combined effort will help contain the spread of the virus. We will:

- o continue to monitor our COVID-19 response and amend this plan in consultation with our staff
- o provide up to date information to our staff and learners on the Public Health advice issued by the HSE and Gov.ie
- o display information on the signs and symptoms of COVID-19 and correct hand-washing techniques
- o agree with staff as per protocol, a lead worker representative who is easily identifiable to carry out the role outlined in this plan
- o inform all staff and learners of essential hygiene and respiratory etiquette and physical distancing requirements
- o adapt the facility to facilitate physical distancing as appropriate in line with the public health guidance
- o keep a contact log to help with contact tracing
- o ensure staff and learners engage with the induction / familiarisation briefing
- o implement the agreed procedures to be followed in the event of someone showing symptoms of COVID-19 while at the facilities
- o provide instructions for staff and learners to follow if they develop signs and symptoms of COVID-19 during the time they are at the facilities
- o implement cleaning in line with HSE and GOV.ie advice

All staff 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: 20/08/2020

Youthreach is co-funded by the Government of Ireland, the European Social Fund and the Youth Employment Initiative as part of the ESF Programme for Employability, Inclusion and Learning 2014-2020.



Ireland's European Structural and  
Investment Funds Programmes  
2014-2020

Co-funded by the Irish Government  
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European Social Fund



An Roinn Oideachais  
agus Scileanna  
Department of  
Education and Skills



etb  
Employment Training  
Board  
Tipperary Education and  
Training Board

SOLAS  
learning works



## COVID -19 Policy Statement

Templemore College of Further Education is committed to providing a safe and healthy workplace for all our staff and a safe learning environment for all our students. To ensure that, we have developed the following COVID-19 Response Plan. The BOM/ETB and all school staff are responsible for the implementation of this plan and a combined effort will help contain the spread of the virus. 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 and students 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
- agree with staff, a worker representative who is easily identifiable to carry out the role outlined in this plan in relation to summer provision
- inform all staff and students of essential hygiene and respiratory etiquette and physical distancing requirements
- adapt the school to facilitate physical distancing as appropriate in line with the public health guidance and direction of the Department of Education
- keep a contact log to help with contact tracing
- ensure staff and students engage with the induction / familiarisation briefing provided by the Department of Education
- implement the agreed procedures to be followed in the event of someone showing symptoms of COVID-19 while at school
- provide instructions for staff and students to follow if they develop signs and symptoms of COVID-19 during school time
- implement cleaning in line with Department of Education advice

All school staff 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), who will be supported in line with the agreement between the Department and education partners.

Signed: Noel Collieran Ph.D.  
College Principal

Date: August 20<sup>th</sup> 2020

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Web: www.tcf.ie

FURTHER EDUCATION  
YOUTHREACH PROGRESSION  
BACK TO EDUCATION  
NIGHT CLASSES

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For Social Security, DE  
Education and Skills  
Department of Education  
and Skills  
Dublin



etb  
Education and Training  
Board  
Tipperary Education and  
Training Board



## Tipperary Education and Training Board (TETB)

### COVID-19 Return to Work Safely Protocol

In order to reduce the risk of the spread of COVID-19 in the workplace, TETB employees should follow all Public Health advice and guidance issued by the HSE and Gov.ie, as well as any specific direction from TETB.

Good hygiene practices must be adopted, such as frequent hand washing, respiratory etiquette and physical distancing, to protect themselves and their work colleagues against infection and should seek professional healthcare advice if feeling unwell.

If an employee has any symptoms of COVID-19, they should not attend work. Employees should also avoid making contact with their face and in particular their eyes, nose and mouth. Where necessary, employees should wash their hands immediately before touching their face.

Employees are advised to keep up to date with the latest measures introduced by the Government and any advice issued as a result.

#### **Prior to returning to work in a TETB School/Centre/Office all employees must:**

- Complete and return the Pre-Return to Work Form (below) at **least 3 days** before they return to work.
- Inform their Principal/Line Manager 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.
- Self-isolate at home and contact their GP promptly for further advice if they have any COVID-19 symptoms.
- Stay out of the workplace until all symptoms have cleared following self-isolation.
- Participate in any induction training provided by TETB on their return to the workplace.
- Complete any temperature testing as implemented by TETB and in line with Public Health Advice.

## Tipperary Education and Training Board (TETB)

### Pre-Return to Work Form

This form must be completed by all staff members and returned to their Principal or Line Manager **before** returning to work.

If you answer **Yes** to any of the questions below, you are strongly advised to seek medical advice before returning to the workplace and follow this medical advice:

Question		Yes or 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 in the last 14 days?	
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)?	
4.	Have you been advised by a doctor to self-isolate at this time?	
5.	Have you been advised by a doctor to cocoon at this time?	

Proposed Date of Return to Work:	
Employee Name:	
Manager/Principal Name:	
FET Centre:	
Date:	

Please return the completed form by email to your Principal/Line Manager at least 3 days before you return to the workplace.

## APPENDIX 3 Lead Worker Representative – Further Education and Training

The COVID-19 Return to Work Safely Protocol is designed to support employers and workers to put measures in place that will prevent the spread of COVID19 in the workplace. The Protocol was developed following discussion and agreement between the Government, Trade Unions and Employers at the Labour Employer Economic Forum.

The Protocol provides for the appointment of a Lead Worker Representative (LWR) in each workplace. The LWR will work in collaboration with the employer to assist in the implementation of measures to prevent the spread of COVID -19 and monitor adherence to those measures and to be involved in communicating the health advice around COVID-19 in the workplace.

The purpose of this section is to set out the provisions in respect of the LWR in FET Centres. These arrangements will operate for the 2020/21 schoolyear and will be kept under review by the parties.

This document should be read in conjunction with:

- the COVID-19 Return to Work Safely Protocol;
- the Guidance and FAQs for Public Service Employers during COVID-19;
- Guidance for Further and Higher Education for returning to on-site activity in 2020: Roadmap and COVID-19 Adaptation Framework.

### **1. Collaborative Approach**

Responsibility for the development and implementation of the COVID-19 Response Plan and the associated control measures lies with the Board of Management/ Education and Training Board FET Centre management.

Strong communication and a shared collaborative approach are key to protecting against the spread of COVID-19 in FET, and looking after the health, safety and wellbeing of staff and learners. Adherence to the Return to Work Protocol will only be achieved if everyone has a shared obligation in implementing the measures contained within the Protocol in their place of work.

If a staff member has any concerns or observations in relation to the COVID-19 Response Plan, control measures or the adherence to such measures by staff, learners, or others, they should contact the LWR who will engage with the management.

## **2. Role of the Lead Worker Representative**

The role of LWR is separate to that of the Safety Representative under the health and safety legislation. However, the Safety Representative may act as the LWR if selected to do so by the staff.

In summary, the role of the LWR is to:

- Represent all staff in the workplace regardless of role, and be aware of specific issues that may arise in respect of different staff cohorts;
- Keep up to date with the latest COVID-19 public health advice;
- Work collaboratively with the management to ensure, so far as is reasonably practicable, the safety, health and welfare of employees in relation to COVID-19;
- Consult with the management on the control measures required to minimise the risk of staff and learners being exposed to COVID-19;
- Promote good hygiene practices, in conjunction with the management, such as washing hands regularly and maintaining good respiratory etiquette along with maintaining social distancing in accordance with public health advice;
- Assist the management with the implementation of measures to suppress COVID-19 in the workplace in line with the Return to Work Safely Protocol and current public health advice;
- Monitor, in conjunction with the management, adherence to measures put in place to prevent the spread of COVID-19;
- Conduct reviews of safety measures that are in place to address and suppress COVID-19 in the workplace. Reviews (including an examination of the workplace) should be conducted on a regular basis (at least twice per week);
- Report any issues of concern immediately to the management and keep records of such issues and actions taken to rectify them;
- Consult with the management on the COVID-19 Response Plan in the event of someone developing COVID-19 while in FET Centre including the location of an isolation area and a safe route to that area;
- Following any incident, assess with the management any follow up action that is required;
- Consult with colleagues on matters relating to COVID-19 in the workplace;
- Make representations to the management on behalf of their colleagues on matters relating to COVID-19 in the workplace.

### **3. What can a Lead Worker Representative Do?**

The LWR may consult with, and make representations to, the management on any issue of concern in relation to COVID-19. These include issues in

relation to:

- Cleaning protocols and their implementation
- Physical Distancing
- Configuration/re-configuration of the facilities, including classrooms, corridors, halls, open areas, entry and exit points, grounds etc.
- Implementation of one-way systems to ensure social distancing including when entering and exiting the buildings.
- Hand Hygiene facilities including their location and whether they are stocked and maintained
- Hand sanitising
- Staff awareness around hand hygiene in the facility
- Respiratory hygiene
- Personal Protective Equipment
- At Risk Groups
- Visitors/Contractors

### **4. Does an LWR have any legal responsibilities?**

No. A Lead Worker Representative does not have any duties in relation to COVID-19 other than those that apply to employees generally. In other words, the LWR is not responsible for the control measures within an organisation, which remains the employer's responsibility.

### **5. Lead Worker Representative(s)**

A Lead Worker Representative will be appointed to an individual FET Centre or with a cluster of smaller FET delivery sites. In FET Centres with more than 40 staff, a second Lead Worker Representative will be appointed.

### **6. Selection of Lead Worker Representative(s)**

The staff are entitled to select staff members for the LWR position(s). The LWR(s) represent all staff in the workplace regardless of role and must be aware of specific issues that may arise in respect of different staff cohorts. In this regard, where a FET Centre has two LWRs, the roles should be spread between teaching and non-teaching staff where feasible e.g. where there is a significant number of



non-teaching staff in the school and one or more expressions of interest are received from that cohort (this will be discussed further between the parties).

The process for the selection and appointment of the LWR(s) is that management will seek expressions of interest from all staff in the first instance. A template email for this purpose is attached. If an election is necessary, all FET Centre staff have a vote to select the LWR(s).

The LWR(s) will, following selection by the staff, be formally appointed by the BoM/ETB. The LWR(s) will be required to confirm, prior to taking up the role, that they have been provided with and have completed the requisite training and that they are fully aware of the requirements of the role.

## **7. Supports for the Lead Worker Representative/s**

The LWR(s) shall be entitled to:

- Be provided with information and training in respect of their role [further detail to be provided];
- Be consulted by the management on the control measures being put in place by the FET Centre to minimise the risk of being exposed to COVID-19;
- Regular communication with the management on issues related to COVID-19;
- Be informed of changes in practice arising from COVID-19 response measures;
- Have access to any risk assessments prepared or carried out in relation to COVID-19 and to details of incidents of suspected COVID-19 cases that have been notified to the HSE, where they occurred, and any actions taken.
- Be provided with the necessary facilities to enable them to consult with employees or prepare any submissions or reports. These might include access to a meeting room, photocopier, communications, and equipment.
- Where the LWR is an Instructor/Teacher/Tutor/Resource Worker they will receive protected time of 2 hours per week from timetable to enable them to carry out their duties in that role.
- Where the reduction to the timetable of the person selected for the LWR would cause difficulties in delivery which cannot be resolved, management will examine internal and external possibilities to enable the appointment to the role of LWR. Where the matter cannot be resolved, management will set out the reasons why this is the case. In this circumstance, an alternative individual must be appointed as LWR.
- Where the LWR is not directly involved in delivery of education and training, a re- prioritisation of duties by management should be carried out to afford the staff member sufficient time to carry out their duties in that role within the scope of their normal contracted hours.

## **8. Procedure for dealing with issues that arise**

Where a COVID-19 control concern is identified by the LWR (or is notified to the LWR by a staff member), the LWR should bring this to the attention of the management of the FET Centre. Action points for addressing

the issue should where possible be agreed between the LWR and the management of the FET Centre as a matter of urgency. Staff should be informed of the outcome. It is envisaged that issues will be resolved at FET Centre level to the maximum extent possible.

If agreement cannot be reached, the LWR should notify the ETB Director of FET of the issue. Action points for addressing the issue should where possible be agreed between the LWR and the BoM/ETB head office as a matter of urgency. Staff should be informed of the outcome.

If, having exhausted the process above, a serious issue of concern remains outstanding, the LWR may have recourse to the Health and Safety Authority.

## 9. Glossary of Terms

- **COVID-19 Response Plan:** plan designed to support the staff and BOM/ ETB in putting measures in place that will prevent the spread of COVID-19 in the FET Centre environment. The plan details the policies and practices necessary for a FET Centre to meet the Return to Work Safely Protocol, the Guidance and FAQs for Public Service Employers during COVID-19; Guidance for Further and Higher Education for returning to on-site activity in 2020: Roadmap and COVID-19 Adaptation Framework which are available on gov.ie website.
- **Labour Employer Economic Forum (LEEF):** the forum for high level dialogue between Government, Trade Union and Employer representatives on matters of strategic national importance - involves the Irish Congress of Trade Unions, Government & Employers.
- **Return to Work Protocol:** national protocol designed to support employers and workers to put measures in place that will prevent the spread of COVID19 in the workplace.
- **Safety Representative:** Section 25 of the Safety, Health and Welfare at Work Act 2005 sets out the selection and role of the Safety Representative in the workplace. The rights of the Safety Representative are set out in legislation. (Note: A Safety Representative has rights and not duties under the 2005 Act). This role is separate to the LWR under COVID- 19, but the Safety Representative may act as the LWR if selected to do so by the staff.

## APPENDIX 4 Risk Assessment

COVID-19 Risk Template (List identifies COVID-19 as the hazard and outlines control measures required to deal with this risk)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk Rating H=High M=Medium L=Low	Controls (When all controls are in place risk will be reduced)	Is this control in place?	Action/ to do list/ outstanding controls  *Risk rating applies to outstanding controls outlined in this column	Person responsible
COVID-19	Y	<ul style="list-style-type: none"> <li>Spread of Covid 19 Virus</li> <li>Serious Illness to staff and Learners</li> </ul>	H	<ul style="list-style-type: none"> <li>Covid19 Response Plan in place in line with the Return to Work Safely Protocol and Public Health Advice</li> <li>Completed Covid-19 Policy Statement</li> <li>Induction Training completed by all staff and learners</li> <li>LWR appointed</li> <li>All staff /parents/ learners are made aware of hand hygiene, respiratory etiquette &amp; social distancing</li> <li>Staff also made aware of symptoms and how to deal with a suspected case</li> <li>Plan in Place for Arrival &amp; Leaving the Centre, Breaktimes &amp; Lunchtimes in place</li> <li>All staff made aware of the procedures &amp; protocols to be followed</li> <li>Contact Log in place for visitor, Staff and Learners</li> <li>Use of PPE as recommended by DES- all staff to wear face coverings unless able to main 1m distance</li> <li>Isolation rooms set up in centre for suspected cases and procedures in place</li> </ul>	Y  Y Y Y Y Y Y Y Y Y Y Y	<p>Actions</p> <ul style="list-style-type: none"> <li>Follow public health guidance from HSE re hygiene and respiratory etiquette</li> <li>Review and update COVID-19 Policy Statement</li> <li>Return to Work Forms received and reviewed.</li> <li>Undertake Induction Training.</li> <li>Maintain log of staff, learner and visitors</li> <li>Complete checklists as required: <ul style="list-style-type: none"> <li>Management</li> <li>How to deal with a suspected case</li> <li>Physical distancing</li> </ul> </li> </ul>	College Management  Principal  LWR  Resource Staff  Teachers  Collective Responsibility of Whole School Community

Hazards	Is the hazard present? Y/N	What is the risk?	Risk Rating H=High M=Medium L=Low	Controls (When all controls are in place risk will be reduced)	Is this control in place?	Action/ to do list/ outstanding controls  *Risk rating applies to outstanding controls outlined in this column	Person responsible
Arrival and Leaving of learner to and from the Centre	Y	<ul style="list-style-type: none"> <li>Learners interacting with each other</li> <li>Social Distancing not being observed</li> <li>Crowding entrance to the building</li> </ul>	H	<ul style="list-style-type: none"> <li>Supervision to ensure that social distancing is maintained where possible</li> <li>Staff, and Learners to wear a mask when arriving and leaving the centre</li> <li>Appropriate Covid 19 signage to be placed at entrance of the centre advising of required procedures and protocols</li> <li>Hand sterilising points with appropriate signage provided at all entry and exit point within the centre (Main entrances and all class rooms)</li> <li>2 meter distancing markers installed at the main entrance to the centre</li> </ul>	Y  Y  Y  Y	<ul style="list-style-type: none"> <li>Staff Supervision for bus arrival</li> <li>Physical distancing</li> <li>Managed entry</li> </ul>	Principal/ designated staff Learners in cooperation with teachers and school management All Staff



Hazards	Is the hazard present? Y/N	What is the risk?	Risk Rating H=High M=Medium L=Low	Controls (When all controls are in place risk will be reduced)	Is this control in place?	Action/ to do list/ outstanding controls  *Risk rating applies to outstanding controls outlined in this column	Person responsible
Entry to classrooms	Y	<ul style="list-style-type: none"> <li>Size of rooms</li> <li>Not observing social distancing</li> <li>Learners moving around room</li> <li>Learners sharing resources</li> <li>Using toilets</li> <li>Storage of books</li> </ul>	M/H	<ul style="list-style-type: none"> <li>Hand sanitation stations provided at all entry and exit points</li> <li>Staff supervision</li> <li>Perspex screens at teaching stations</li> <li>All classrooms re-configured to maximise space and unnecessary furniture removed</li> <li>When Learners have to move within the classroom, minimised contact must be maintained</li> <li>Learners required to wear masks in practical classroom (1m distancing)</li> <li>Physical Distancing and Respiratory etiquette is explained to all learners and reinforced constantly</li> <li>All learners are assigned desk or work station (for practical classes)</li> <li>Staff required to wear a face covering at all times when unable to maintain 1m distance, in the classroom, outside the classroom on corridors, on supervision duty</li> <li>All desk, computers and work station positions are marked to ensure 1m distancing</li> <li>Teachers remain with their class at all times unless the Learners are under the supervision of another member of staff where possible</li> </ul>	Y  Y Y  Y  Y  Y  Y  Y	<ul style="list-style-type: none"> <li>Sanitation station in hall of each building or standalone room</li> <li>Staff supervision</li> <li>Mask to be supplied to learners if they do not have one</li> <li>2m signage throughout the Centre</li> <li>2m floor markings in classrooms</li> <li>Teacher</li> </ul>	School management All Staff

Hazards	Is the hazard present? Y/N	What is the risk?	Risk Rating H=High M=Medium L=Low	Controls (When all controls are in place risk will be reduced)	Is this control in place?	Action/ to do list/ outstanding controls  *Risk rating applies to outstanding controls outlined in this column	Person responsible
Use of Corridors- social distancing	Y	<ul style="list-style-type: none"> <li>• Maintain Physical distancing</li> <li>• Supervise the movement of Learners and Staff Managing classroom logistics safely.</li> <li>• Risk of Covid contamination.</li> </ul>	M	<ul style="list-style-type: none"> <li>• Staggered break and lunch times within TCFE to minimize the amount of traffic in the hallways at one time.</li> <li>• One-way system in corridors</li> <li>• Staggered entry and exit to classrooms supervised by classroom Teacher</li> <li>• Learners will be supervised while using hand sterilizing facilities when entering and before exiting the classroom</li> <li>• Learners to sanitise workstations on entering and before exiting the classroom.</li> <li>• All staff and learners to adhere to the indicated floor Signage- directional arrows and tape in the corridor</li> <li>• Correct hand washing procedure posters will be displayed throughout the centre</li> <li>• In the classroom, sanitizers are hung on the wall</li> </ul>	Y  Y  Y  Y  Y  Y	<ul style="list-style-type: none"> <li>• Sanitation station in hall of each building or standalone room</li> <li>• Staff supervision</li> <li>• Mask to be supplied to learners if they do not have one</li> <li>• 2m signage throughout the Centre</li> <li>• One way system marked in corridors.</li> <li>• Teacher</li> </ul>	School management All Staff

Hazards	Is the hazard present? Y/N	What is the risk?	Risk Rating H=High M=Medium L=Low	Controls (When all controls are in place risk will be reduced)	Is this control in place?	Action/ to do list/ outstanding controls  *Risk rating applies to outstanding controls outlined in this column	Person responsible
Break-time	Y	<ul style="list-style-type: none"> <li>Learners congregation at exit and entry points</li> <li>Use of toilets while on breaks</li> </ul>	H	<ul style="list-style-type: none"> <li>Staggered break times to limit the number of learners in the yard at a time</li> <li>Learners are to hand sanitize as they leave the classroom &amp; re-enter the centre after breaks and lunch</li> <li>Breaks and lunch times to be supervised</li> </ul>	Y   Y   y	<ul style="list-style-type: none"> <li>Ceim Eile Learners to have a different break time to the other Learners in TCFE</li> </ul>	All Staff



Hazards	Is the hazard present? Y/N	What is the risk?	Risk Rating H=High M=Medium L=Low	Controls (When all controls are in place risk will be reduced)	Is this control in place?	Action/ to do list/ outstanding controls  *Risk rating applies to outstanding controls outlined in this column	Person responsible
Use of Toilets by Learners	Y	<ul style="list-style-type: none"> <li>Learners not washing hands or hand sanitizing correctly</li> <li>Learners congregating in the toilets</li> </ul>	H	<ul style="list-style-type: none"> <li>Encourage learners to correct hand washing etiquette, using hand-soap and warm water</li> <li>Dry hands properly using dryers supplied</li> <li>Always hand sanitize before leaving the toilet area</li> <li>Toilets to be cleaned regularly during the day</li> </ul>	Y  Y  Y  Y	<ul style="list-style-type: none"> <li>Correct hand washing and sanitizing etiquette to be demonstrated during induction.</li> </ul>	Principal Teaching staff All other staff members
Use of classroom materials/ resources	Y	<ul style="list-style-type: none"> <li>Classroom materials</li> <li>or resources being used by different classes</li> <li>Contamination through shared use</li> </ul>	H	<ul style="list-style-type: none"> <li>Learners to ensure that they have their own individual pack, containing classroom materials.</li> <li>Clean all packs before &amp; after class</li> <li>Learners to avoid hand to mouth contact (such as putting pens/pencils in mouth) <ul style="list-style-type: none"> <li>Computers –all computer equipment to be cleaned with provided sterilizing wipes and fogging aerosols provided before use by another class</li> </ul> </li> </ul>	Y  Y  Y  Y		All Staff

Hazards	Is the hazard present? Y/N	What is the risk?	Risk Rating H=High M=Medium L=Low	Controls (When all controls are in place risk will be reduced)	Is this control in place?	Action/ to do list/ outstanding controls  *Risk rating applies to outstanding controls outlined in this column	Person responsible
Principal And centre office	Y	<ul style="list-style-type: none"> <li>Principal and Staff dealing with learners, parents and visitors</li> <li>Size of office rooms</li> </ul>	H	<ul style="list-style-type: none"> <li>No entry to Principal's office except in case of an emergency.</li> <li>Only 1 person at a time may enter the school office.</li> <li>Meeting Room: Use of appropriately sized room to host meeting to adhere to 1m distancing with learners/parents and visitors.</li> <li>Face masks must be used when entering both offices</li> <li>Hand sanitizer must be used prior to entering offices</li> </ul>			Principal Staff

If there are one or more High Risk (H) actions needed, then the risk of injury could be high and immediate action should be taken. Medium Risk (M) actions should be dealt with as soon as possible. Low Risk (L) actions should be dealt with as soon as practicable.

Risk Assessment carried out by: TCFE Management Team

Date: 27-08-2021

## APPENDIX 5 Contact Tracing Log

This data is being collected at the direction of the HSE and will only be used for the purpose of Covid- 19 contact tracing and for no other purpose. It will be retained for no longer than 28 Days. Please note the following to ensure that the use of the Contact Tracing Log below follows all appropriate GDPR data protection requirements:

Checklist		Comment
1	Contact tracing logs should be kept daily. Where there is a managed reception, one contact tracing log for all may be kept, preferably as people enter. For Centres with no reception in place or available, a Contract Tracing Log should be kept by the TETB Teacher/Tutor and given to the Programme Manager to keep on file for 28 days. A Contact Log should be returned for each group.	Yes - see Procedures
2	Visitors to a centre, where they spend longer than 15 minutes in the centre, should be recorded on a Contact Tracing Log	
3	For Centres where TETB is working in the Community, it is the duty of the Community Centre to keep the Contact Tracing Log.	
4	Where possible teachers/tutors/instructors complete the form recording the names of learners attending classes. In some PLC settings, online attendance systems are used to record attendance. These online systems can be used as a contact tracing log where learners are made aware that the attendance record is being used for this purpose. Principals and coordinators should ensure that they are satisfied that using the online record as a contact tracing log is in line with data protection and GDPR requirements. If there are any concerns or questions regarding the use of online attendance records as contact tracing logs, please contact Bernie Harty.	
5	Normal procedures for recording attendance should continue in conjunction with the use of the contact tracing log, which is being kept only for the purposes of assisting contact tracing should it be required.	
6	A log of visitors to the centre should be kept separately to the log being kept for learners. In the case of visitors to a centre, their mobile number will need to be recorded. Visitor details should be recorded on the log by a member of staff e.g. receptionist where possible, so that visitors do not have access to any personal details of other visitors to the centre.	
7	Contact tracing logs should be given to [named centre contact person] each day and securely filed.	
8	Contact tracing logs should be securely shredded on a 28-day rotation.	

## Contact Tracing Procedure

- On arrival the learners will;
  - a. Ceim Eile: place their phone in their locker, collect their pencil case and sign in.
  - b. PLC: Attend their class and the teacher will take note on his/her roll book.
- The sign in sheet will be used for the purposes of creating/maintaining a contact tracing log.
- The learners will be informed that the contact tracing log will only be kept on file for 28 days, during which time it must be available for inspection by the HSE. After 28 days the log will be destroyed, by shredding.
- All visitors to the College must report to the main office to give their details.
- Visitor details should be recorded on the log by a member of staff e.g. the receptionist where possible, so that visitors do not have access to any personal details of other visitors to the centre.
- There will be a separate contact tracing log kept for learners and visitors.
  - a. Templemore College contact tracing logs will be given to David Young, Templemore College Coordinator, each day and securely filed.
  - b. PLC contact tracing logs will be kept with the teachers
  - c. The visitor contact tracing log will be given to Pauline Ryan, college receptionist, each day and securely filed.



## APPENDIX 6 Checklist for Management

This checklist supports planning and preparation, control measures and induction needed to support a safe return to education facilities for learners, staff, and others.

**For completion by the agreed person with overall responsibility of managing the implementation of the COVID-19 Response plan within a FET Centre or cluster of smaller FET sites (with supports as agreed with the ETB).**

### Planning and Systems

Control Measure	Y/N	Description of control measure in the centre
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 learners and to adjust your plans and procedures in line with that advice?	Y	New Public Address System to inform Staff and Students Emails to Staff and Students On the College website <a href="http://www.tcfе.ie">www.tcfе.ie</a>
2. Have you appointed staff member/s to the Lead Worker Representative (LWR) position in accordance with the agreed protocol?	Y	John Butler
3. Have you advised staff as to who has been appointed to the position of LWR?	Y	Email sent
4. Have you prepared a COVID-19 response plan and made it available to staff and learners?	Y	On the College website <a href="http://www.tcfе.ie">www.tcfе.ie</a> Learner Induction Emailed to staff and Students
5. Have you a system in place to provide staff and learners 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?	Y	Staff and Learner Induction
6. Have you displayed the COVID-19 posters in suitable locations highlighting the signs and symptoms of COVID-19?	Y	Walkthrough was done and designated areas were highlighted
7. Have you told staff and learners of the purpose of the COVID-19 contact log?	Y	Staff and Learner Induction
8. Have you a COVID-19 contact log in place to support HSE tracing efforts if required?	Y	
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?	Y	Staff Induction

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?	Y	See Appendix 4
11. Have you updated emergency plans, in particular to take account of the COVID response plan?	Y	See Appendix 7

## Staff

Control Measure	Y/N	Description of control measure in the centre
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?	Y	
13. Are you aware of staff members who are in the very high-risk group under the HSE Guidelines on people more at risk and advised them of ETB agreed arrangements for management of those staff?  <a href="https://www2.hse.ie/conditions/coronavirus/people-at-higher-risk.html">https://www2.hse.ie/conditions/coronavirus/people-at-higher-risk.html</a>	Y	
14. Have you advised staff and learners they must stay at home if sick or if they have any symptoms of Covid-19?  <a href="https://www2.hse.ie/conditions/coronavirus/symptoms.html">https://www2.hse.ie/conditions/coronavirus/symptoms.html</a>	Y	Staff and Learner Induction
15. Have you told staff and learners what to do and what to expect if they start to develop symptoms of COVID-19 while at FET Institutions, including where the isolation area is?	Y	Staff and Learner Induction

## Training and Induction

Control Measure	Y/N	Description of Control Measure in the centre
16. Have you advised staff and learners to view the Department of Education's training materials which are available online?  <a href="https://www.gov.ie/en/publication/dd7fb-induction-training-for-reopening-schools/">https://www.gov.ie/en/publication/dd7fb-induction-training-for-reopening-schools/</a>	Y	Staff and Learner Induction
17. Have you taken the necessary steps to update your induction / familiarisation training to include all information relating to COVID-19?	Y	

18. Have first aiders, if available, been given updated training on infection prevention and control re hand hygiene and use of PPE as appropriate?	N	
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### Buildings and Equipment

Control Measure	Y/N	Description of Control Measure in the Centre
19. If you have mechanical ventilation, does it need cleaning or maintenance before the facilities reopen?	N/A	
20. Does the water system need flushing at outlets following recent building closures? Has the water been running?	Y	Caretaker
21. Have you visually checked, or had an appropriate person check, all equipment in the facility for signs of deterioration or damage before being used again?	Y	All staff/teachers carried out an assessment of their equipment/resources
22. Have you arranged for the facility including all equipment, desks, benches, doors, and frequently touched surfaces points, been thoroughly cleaned before reopening?	Y	Cleaner

### Control Measures in place - Hand/Respiratory Hygiene

Control Measure	Y/N	Description of Control Measure in the Centre
23. Have you accessed supplies of hand sanitisers and any necessary PPE equipment in line with the HPSC health guidance relating to the reopening of schools and educational facilities from the supply agreement provided by the Department of education? <a href="https://www.gov.ie/en/publication/532b6-health-advice-provided-by-the-health-protection-surveillance-centre-hpsc-for-the-safe-reopening-of-schools-and-educational-facilities/">https://www.gov.ie/en/publication/532b6-health-advice-provided-by-the-health-protection-surveillance-centre-hpsc-for-the-safe-reopening-of-schools-and-educational-facilities/</a>	Y	
24. Are there hand washing/ hand sanitising stations in place to accommodate staff, learners and visitors?	Y	
25. Have arrangements been made for staff and learners to have regular access to handwashing/hand sanitising facilities as appropriate?	Y	
26. Are hand sanitiser's easily available and accessible for all staff, learners, and visitors – e.g. in each classroom and at entry and exit points to the buildings?	Y	



27. Have you made arrangements to ensure hand hygiene facilities are regularly checked and well-stocked?	Y	Caretaker
28. Does the alcohol-based hand sanitiser have at least 60% ethanol or 70% isopropanol as the active ingredient?	Y	
29. Have you informed staff and learners about the importance of hand washing?	Y	Staff and Learner Induction
30. Have you arranged for staff and learners 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?  <a href="https://www2.hse.ie/wellbeing/how-to-wash-your-hands.html">https://www2.hse.ie/wellbeing/how-to-wash-your-hands.html</a>	Y	Staff and Learner Induction
31. Have you shown staff and learners how to use hand sanitiser correctly and where hand-sanitising stations are located?	Y	Staff and Learner Induction
32. Have you displayed posters on how to wash hands correctly in appropriate locations?	Y	
33. Have you told staff and learners when they need to wash their hands or use hand sanitiser? This includes: <ul style="list-style-type: none"> <li>• before and after eating and preparing food</li> <li>• after coughing or sneezing</li> <li>• after using the toilet</li> <li>• where hands are dirty</li> <li>• before and after wearing gloves</li> <li>• before and after being on public transport</li> <li>• before leaving home</li> <li>• when arriving/leaving the facilities /other sites</li> <li>• after each class</li> <li>• after touching potentially contaminated surfaces</li> <li>• if in contact with someone displaying any COVID-19 symptoms</li> </ul>	Y	Staff and Learner Induction
34. Have you told staff and learners of the importance of good respiratory measures to limit the spread of the virus, including? <ul style="list-style-type: none"> <li>• avoid touching the face, eyes, nose, and mouth</li> <li>• cover coughs and sneezes with an elbow or a tissue</li> <li>• dispose of tissues in a covered pedal bin</li> </ul>	Y	Staff and Learner Induction



## Physical Distancing

Control Measure	Y/N	Description of Control Measure in the Centre
35. Have you identified all available facilities space to be used to maximise physical distancing?	Y	Declutter carried out on all areas and rooms.
36. Have you arranged to revise the layout of the rooms and furniture?	Y	Assessment carried out on all areas and rooms.
37. Have you arranged in each room of the FET Institution so that staff desks are 2 metres away from learners' desks?	Y	Assessment carried out on all areas and rooms.
38. Have you arranged in each room that learners are 2 metres away from each other?	Y	Assessment carried out on all areas and rooms.
39. Have you where possible and practicable assigned learners to main group cohorts to minimise the risk of infection from COVID-19?	Y	Timetabling
40. Have you made arrangements to limit interaction on arrival and departure from FET Institution and in other shared areas?	Y	Staff and Learner Induction Signs and Arrows
41. Have you made arrangements, in so far as possible, to open additional access points to reduce congestion?	Y	
42. Can you provide a one system for entering and exiting the building, where practical?	N	Directional marking in hallways and other pinchpoints
43. Have you made arrangements for staff meetings to be held remotely or in small groups or in large spaces to facilitate social distancing of 2 metres?	Y	
44. Have you taken steps to minimise rotation of staff between classes where possible?	Y	Timetabling
45. Have you a system to regularly remind staff and learners to maintain physical distancing?	Y	Signs and amended Code of Behaviour
46. Have you advised staff and learners not to shake hands and to avoid any physical contact?	Y	Staff and Learner Induction and Learner amended Code of Behaviour
47. Have you stopped all non-essential travel for learner activities?	Y	

## Visitors to FET Institutions

Control Measure	Y/N	Description of Control Measure in the Centre
48. Have you identified the activities that involve interacting with essential visitors to facilities, made arrangements to minimise the number of such visitors and put in place measures to prevent physical contact, as far as possible?	Y	
49. Are there arrangements in place to inform essential visitors to facilities of the measures to help prevent the spread of infection?	Y	College Administrator
50. Have you a system in place for all visitors who do need to come to the facilities to make appointment, arrange to contact a central point and to record their visit using the contact tracing log?	Y	Signs in Place, College Administrator

***Please verify and sign:***

<b>TETB FET Centre:</b>	Templemore College
<b>TETB Programme Manager/Principal:</b>	
<b>TETB (Additional member of staff):</b>	
<b>Date of check:</b>	27/08/2021

## APPENDIX 7 Checklist for dealing with a suspected case of COVID-19

Each main group / cohort should be considered a separate group for the purpose of managing suspected cases. Each staff member will be required to manage a suspected case in line with the protocol and training.

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

- Noel or David depending on person infected

Checklist		Comment
<b>Isolation Area</b>		
1	Have you identified a place that can be used as an isolation area, preferably with a door that can close?	Yes – Room opposite Room 19. (Ceim Eile Resource Room)
2	The isolation area does not have to be a separate room but if it is not a room it should be 2m away from others in the room. A screened off area may be used if a separate room is not available.	Yes – Separate Room
3	Is the isolation area accessible, including to staff and learners with disabilities?	Yes
4	Is the route to the isolation area accessible?	Yes
5	Have you a contingency plan for dealing with more than one suspected case of COVID-19?	Yes
6	Are the following available in the isolation area(s)? <ul style="list-style-type: none"> <li>• Tissues</li> <li>• Hand sanitiser</li> <li>• Disinfectant/wipes</li> <li>• Gloves/Masks</li> <li>• Waste Bags</li> <li>• Bins</li> </ul>	Yes
<b>Isolating a Person</b>		
1	Are procedures in place to accompany the infected person to the isolation area, along the isolation route with physical distancing from them?	Yes
2	Are staff familiar with this procedure?	Yes – A sign is placed on all classroom doors and emailed to staff Response Plan emailed to Staff
3	Have others been advised to maintain a distance of at least 2m from the affected person at all times?	Yes – Signs up on room door
4	Is there a disposable mask to wear for the affected person while in the common area and when exiting the building?	Yes
<b>Arranging for the affected person to leave the FET Centre</b>		
1	Staff – have you established by asking them if the staff members feel well enough to travel home?	Yes - see Procedures
2	Learner – have you established by asking them if the learner feels well enough to travel home? Under no circumstances can a learner use public transport to travel home if they are a suspected case of COVID-19.	Yes - see Procedures
3	The affected person should be advised to avoid touching other people, surfaces and objects.	Yes - see Procedures

4	The affected person should be advised to cover their mouth and nose with disposable tissue(s) when they cough or sneeze, and to put the tissue in the bin.	Yes - see Procedures
5	Has transport home or to an assessment centre been arranged if the affected person has been directed to go there by their GP?	Yes - see Procedures
6	Has the affected person been advised not to go to their GP's surgery or any pharmacy or hospital?	Yes - see Procedures
7	Has the affected person been advised they must not use public transport?	Yes - see Procedures
8	Has the affected person been advised to continue wearing the face mask until they reach home?	Yes - see Procedures
<b>Follow Up</b>		
1	Have you carried out an assessment of the incident to identify any follow-up actions needed?	Yes - see Procedures
2	Have you advised the LWR of the incident in accordance with the agreed protocol?	Yes - see Procedures
3	Are you available to provide advice and assistance if contacted by the HSE?	Yes - see Procedures
<b>Cleaning</b>		
1	Have you taken the isolation area out-of-use until cleaned and disinfected?	Yes - see Procedures
2	Have you made arrangements to clean and disinfect any classroom space where the staff or learners were located?	Yes - see Procedures
3	Have you arranged for cleaning and disinfection of the isolation area and any other areas involved, as soon as practical after the affected person has left the building?	Yes - see Procedures
4	Have the cleaners been trained in dealing with contaminated areas and supplied with the appropriate PPE?	In Process

### **Procedures for Dealing with a Suspected Case of COVID-19 at Templemore College**

Staff or learners should not attend college if displaying any symptoms of COVID-19. The following outlines how Templemore College will deal with a suspected case that may arise in the centre setting. A designated isolation area has been identified within the centre building. The designated isolation area is behind a closed door and away from other staff and learners. This room is located in the old canteen area, opposite room 19. The room will be equipped with Tissues, Hand sanitiser, Disinfectant/wipes, Gloves/Masks, Waste Bags and Bins.

**The Principal, Deputy Principal and YR Coordinator are members of the management team that will be responsible for ensuring that all aspects of the protocol to deal with suspected cases have been adhered to.**

**If a staff member/learner/visitor displays symptoms of COVID-19 while at the centre, the following are the procedures to be implemented:**

- Isolate the person and get the individual accompanied to the designated isolation area via the most isolated route, or to their car, 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. (The staff member or LWR will accompany the person safely to the isolation room/their car once notified).
- If the person with the suspected case is a learner under 18 yrs. of age, the parents/guardians will be contacted immediately (One of the aforementioned personnel or his/her nominee will make this call).
- The staff member caring for a learner/teacher/visitor should wear a face mask. Gloves are optional as Covid-19 does not pass through the skin. Gloves and masks will be available in first aid boxes at designated areas throughout the college, and can be accessed when required.

- The person with suspected Covid-19 symptoms should wear a mask at all times until such time as he/she exits the premises.
- The staff member will advise the individual who is displaying symptoms to immediately go home/be brought home by parents or guardian. The staff member will advise the parent or guardian to contact a doctor and continue self-isolation at home until medical advice and guidance is sought.
- The staff member or LWR will stay with the person presenting with symptoms while he/she is in isolation until they can go home. In the case of an immediate concern, they may also facilitate them calling their doctor. The individual should 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.
- If the person is well enough to go home, arrange for them to be transported home by a family member, as soon as possible and advise them to inform their general practitioner by phone of their symptoms. Ensure they are feeling well enough to travel home. Make sure transport home or to an assessment centre been arranged if the affected person has been directed to go there by their GP? Public transport of any kind should **not** be used.
- After the person has left the centre, the staff member must inform the LWR of the incident. The LWR will follow protocol and you may have to provide assistance in reporting to HSE.
  - A report of the incident is recorded by the supporting staff member (Isolation Team Member) see Suspected COVID-19 symptoms - Isolation room record below.
- The LWR will take the isolation area out of use until it is cleaned and disinfected. He/she will liaise with management on the cleaning and disinfecting of any classroom, toilet, office, isolation room or other space where the staff or learners were located. The ETB will be informed of such incidents and recommendations will be given on this.
- In the case where there are more than one suspected case of COVID-19, Room 9 and Room 24 will be used.

**The HSE will inform any staff/learner/parent who have come into close contact with a diagnosed case via the contact tracing process. The HSE will contact all relevant persons where a diagnosis of COVID-19 is made. The instructions of the HSE should be followed and staff and learner confidentiality is essential at all times.**

### Sign placed in all rooms

## DEALING WITH A SUSPECTED COVID 19 CASE AT TCFE

- ISOLATE THE PERSON AWAY FROM OTHER PERSONNEL
- ENSURE THEY ARE WEARING A FACE MASK
  - MASKS/GLOVES/APRONS AVAILABLE IN FIRST AID BOXES AT DESIGNATED LOCATIONS AROUND THE COLLEGE
- ACCOMPANY THEM TO EITHER THEIR CAR OR THE ISOLATION ROOM
- IF LEARNER IS TRAVELLING BY CAR THEN ADVISE THEM TO:
  - GO STRAIGHT HOME AND ISOLATE
  - RING THEIR GP and
  - FOLLOW THE ADVICE GIVEN BY THEIR GP
- IF THE LEARNER DOES NOT HAVE TRANSPORT THEN:
  - BRING THEM TO THE ISOLATION AREA
  - ASSIST THEM TO RING FOR TRANSPORT HOME
  - **ADVISE THEM THAT THEY CANNOT USE PUBLIC TRANSPORT**
  - ASSIST THEM TO RING THEIR GP
  - ADVISE THE COLLEGE MANAGEMENT OF THE SITUATION
  - WAIT FOR THEIR TRANSPORT TO ARRIVE
  - ENSURE THE PERSON STAYS IN THE ISOLATION AREA UNTIL SUCH TIME AS THEY CAN LEAVE THE COLLEGE
- ALL AREAS THAT THE PERSON CAME IN CONTACT WITH MUST NOW BE CLEANED AND DISINFECTED – SEE LWR
- A REPORT OF THE INCIDENT MUST BE RECORDED BY THE SUPPORTING STAFF MEMBER (ISOLATION TEAM MEMBER) – SEE LWR







## Suspected COVID-19 symptoms - Isolation room record

Isolation Team member: \_\_\_\_\_

<b>Name of School</b>	Templemore College of Further Education		<b>School Contact Person</b>	Dr Noel Colleran
<b>Address of School</b>	Richmond, Templemore, Co. Tipperary.		<b>For Queries only: Phone No</b>	086 1724710
			<b>Email</b>	ncolleran@tipperaryetb.ie
<b>Name of pupil (+Class)/staff member</b>				Pupil <input type="checkbox"/> Staff <input type="checkbox"/>
<b>Date of isolation</b>	___/___/___	<b>Time</b>	<b>Entry to Room</b> _____ am <input type="checkbox"/> pm <input type="checkbox"/>	<b>Exit from School</b> _____ am <input type="checkbox"/> pm <input type="checkbox"/>
<b>Record of symptoms while in the isolation room:</b>				
✓ High temperature	Yes <input type="checkbox"/> No <input type="checkbox"/>		Temperature: _____	
✓ Cough	Yes <input type="checkbox"/> No <input type="checkbox"/>		Is it persistent? Yes <input type="checkbox"/> No <input type="checkbox"/>	



✓ Shortness of breath or breathing difficulties	Yes <input type="checkbox"/> No <input type="checkbox"/>
✓ Loss of smell, of taste or distortion of taste.	Yes <input type="checkbox"/> No <input type="checkbox"/>
Record of symptoms while in isolation room - notes:	

## APPENDIX 8 Checklist Lead Worker Representative

Checklist		Comment
1	Have you been selected by your colleagues on the staff and have you agreed with the ETB management of your FET Centre to act as a Lead Worker Representative?	Yes
2	Have you been provided with information and training in relation to the role of Lead Worker Representative? ( <i>Training for this role is currently being explored with the HSA</i> ).	Yes
3	Are you keeping up to date with the latest COVID-19 advice from Government?	Yes
4	Are you aware of the signs and symptoms of COVID-19?	Yes
5	Do you know how the virus is spread?	Yes
6	Do you know how to help prevent the spread of COVID-19?	Yes
7	Have training supports been provided to you to support you in this role?	Yes
8	Have you been made aware of the control measures your FET Centre has put in place to minimise the risk of you and others being exposed to COVID-19?	Yes
9	Are you helping in keeping your fellow workers up to date with the latest COVID-19 advice from Government?	Yes
10	Have you completed the COVID-19 return-to-work form and given it to your FET Centre? ( <i>FET template Return-to-Work form available</i> )	Yes
11	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? ( <i>Checklist for FET Management available</i> )	Yes
12	On behalf of the employer did your line manager consult with you when putting control measures in place. Consultation at ETB level should take place on any specific local arrangements necessary to implement the protocol.	Yes
13	Have you a means of regular communication with the management of your FET Centre and where applicable any other person with overall responsibility for the ETB COVID-19 plan?	Yes
14	Are you co-operating with your ETB to make sure these control measures are maintained?	Yes
15	Have you familiarised yourself with the cleaning requirements needed to help prevent cross contamination? ( <i>Checklist for Cleaning available</i> )	Yes
16	Have you been asked to walk around and check that the control measures are in place and are being maintained?	Yes
17	Are you reporting immediately to the appropriate person within the management of the FET Centre that holds overall responsibility for the ETB COVID-19 plan any problems, areas of non-compliance or defects that you see?	Yes
18	Are you keeping a record of any problems, areas of non-compliance or defects and what action was taken to remedy the issue?	Yes
19	Are you familiar with what to do in the event of someone developing the symptoms of COVID-19 while at the FET Centre?	Yes
20	Are you co-operating with your ETB and FET Centre in identifying an isolation area and a safe route to that area? ( <i>Checklist for dealing with suspected case of COVID-19 available</i> )	Yes
21	Are you helping in the monitoring and keeping under review the management of someone developing symptoms of COVID-19 while at the facility?	Yes
22	Once the affected person has left the facility, are you helping in assessing what follow-up action is needed?	Yes
23	Are you helping in maintaining the staff and learner contact log?	Yes
24	Have you been made aware of any changes to the emergency plans or first aid procedures for your FET Centre?	Yes
25	Are you making yourself available to fellow staff to listen to any COVID-19 control concerns or suggestions they may have?	Yes
26	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?	Yes
27	Have you been provided by the management with the supports to which you are entitled in your role as Lead Worker Representative?	Yes

## APPENDIX 9 Checklist for Cleaning

Checklist		Comment
1	FET Centres should adhere to the cleaning protocols recommended by the Practical Guidance for Further and Higher Education for returning on site activity issued by the Department.	
2	Have you a system in place for checking and keeping up to date with the latest public health advice from Government and the Department of Education, to ensure that advice is made available in a timely manner to staff and learners and to adjust your cleaning procedures in line with that advice?	Yes
3	Have you reviewed the HPSC health advice for the safe re-opening of, in particular <i>Section 5.6 Environmental Hygiene</i> ?	Yes
4	Have you explained the need for the enhanced cleaning regime to staff and learners?	Yes
5	Are you aware that cleaning is best achieved using a general-purpose detergent and warm water, clean cloths, mops and the mechanical action of wiping and cleaning, following by rinsing and drying?	Yes
6	Have you sufficient cleaning materials in place to support the enhanced cleaning regime?	Yes
7	Have you provided training for cleaning staff on the enhanced cleaning regime?	In Process
8	Have you made arrangements for the regular and safe emptying of bins?	Yes
9	Are you familiar with the cleaning options for education settings set out in the HPSC health advice for education settings for surfaces, toilets, cleaning equipment, PPE and wastemanagement?	Yes
10	Are you aware that each FET Centre/setting should be cleaned once per day?	Yes
11	Have you in place a system for regular cleaning of the following frequently touched surfaces? <ul style="list-style-type: none"> <li>• Door handles,</li> <li>• Handrails</li> <li>• Chairs/arm rests</li> <li>• Communal eating areas</li> <li>• Sinks</li> <li>• Toilets facilities</li> </ul>	Yes
12	Have you provided cleaning materials to staff and learners so that they can clean their own desk or immediate workspace?	Yes
13	Have you advised staff that they are responsible for cleaning personal items that have been brought to work and are likely to be handled at work or during breaks? E.g. mobile phone laptop and to avoid leaving them down on communal surfaces or they will need to clean the surface after the personal item is removed.	Yes
14	Have you advised staff and learners to avoid sharing items such as cups, bottles, cutlery, pens?	Yes
15	Have you put in place a written cleaning schedule to be made available to cleaning staff including: <ul style="list-style-type: none"> <li>• Items and areas to be cleaned</li> <li>• Frequency of cleaning</li> <li>• Cleaning materials to be used</li> <li>• Equipment to be used and method of operation</li> </ul>	Yes
16	Details of how to clean following a suspected case of COVID-19 are at Appendix 8. <i>(can be added here again if considered useful)</i>	In Process
17	If disinfection of contaminated surfaces is required, is a system in place to do this following cleaning?	In Process
18	If cleaning staff have been instructed to wear gloves when cleaning, are they aware of the need to wash their hands thoroughly with soap and water, both before and after wearing gloves?	Yes

19	Have you a system in place for the disposal of cleaning cloths and used wipes in a rubbish bag? <i>Current HSE guidance recommends waste such as cleaning waste, tissues etc. from a person suspected of having COVID-19 should be double bagged and stored in a secure area for 72 hours before being presented for general waste collection.</i>	Yes
20	Have you ensured there is a system in place to make sure reusable cleaning equipment including mop heads and non-disposable cloths are clean before re-use?	Yes
21	Have you ensured there is a system in place to ensure that equipment such as buckets are emptied and cleaned with a fresh solution of disinfectant before re-use?	Yes

## Appendix 10 - COVID-19 Individual Risk Assessment



### Tipperary Education and Training Board (TETB)

#### COVID-19 Return to Work Safely Protocol - Individual Risk Assessment

Staff should inform Tipperary ETB of their high risk status following the current return to work protocols and criteria for remote working. Line managers will be informed by HR where a staff member is considered in the high or very high risk categories.

Staff who are high or very high risk should consider the following provision of Circular 49/2020 Coronavirus (COVID-19): Arrangements for Teachers and Special Needs Assistants employed in recognised Primary and Post Primary schools or Circular 50/2020

##### Extract from Circular 49/2020 - Section 11

###### 11.1

*The HSE advice on the 'high risk' group is at: <https://www2.hse.ie/conditions/coronavirus/people-at-higher-risk.html>. An employee in the 'high risk' group who is not ill must attend the workplace, unless advised otherwise by the OHS.*

###### 11.2

*In accordance with HSE advice, an employee in the 'high risk' group should take extra care to practice social distancing and hand hygiene. The use of face coverings and personal protective equipment may also be considered where maintaining social distancing is difficult.*

###### 11.3

*Where concerns remain, particularly where an employee in the 'high risk' group has a role that requires close contact with pupils for prolonged periods, further advice can be sought by the employee from the OHS by completing the online OHS Covid-19 Risk Assessment available on the OHS website and submitting to the OHS.*

*11.4 An employee who has been advised by the OHS not to attend the workplace, the administrative processes at paragraph 10 will apply.*

##### Extract from Circular 50/2020 - Section 11

###### 11.1

*The HSE advice on the 'high risk' group is at: <https://www2.hse.ie/conditions/coronavirus/people-at-higher-risk.html>. An employee in the 'high risk' group who is not ill must attend the workplace, unless advised otherwise by the OHS.*

###### 11.2

*In accordance with HSE advice, an employee in the 'high risk' group should take extra care to practice social distancing and hand hygiene. The use of face coverings and personal protective equipment may also be considered where maintaining social distancing is difficult.*

###### 11.3

*Where concerns remain, particularly where an employee in the 'high risk' group has a role that*

*requires close contact with learners for prolonged periods, the employee must immediately contact their employer's HR Department for details of the ETB's OHS provider and the process at section 10 above will be followed.*

*11.4 Where an employee who has been advised by the OHS not to attend the workplace, the administrative processes at paragraph 10 will apply.*

#### Process

Where there is confirmation by the OHS that an employee is in the "very high-risk group", the measures outlined in section 10 of the Circulars 49 and 50 of 2020 will apply. Where possible, this may include alternative working arrangements such as working from home or a change in the core duties (section 10.5).

In the event that a staff member is deemed high risk under Circular Letter 49/2020 or 50/2020 the following risk assessment should be carried out to facilitate a safe return to work.

This form should be completed **before** returning to work by the individual staff member working with their Line Manager.

Control measures to ensure a safe environment can be noted on the form where known.

Where concerns remain following this risk assessment process, the staff member should follow the advice as per section 11 of circular 49/2020 or 50/2020

Question	Yes or No
Have you been advised by a doctor to cocoon at this time?	
In accordance with the circulars, have you had to seek advice from your doctor on your return to the workplace?  If yes, were there any specific recommendations made that require action by the employer to ensure your safe return to work?	
<b>Physical Distancing</b>	
Are you satisfied that 2 metre physical distancing is maintained in your work area, office, classroom, workshop or practical room?	
Are there exceptional circumstances where your work requires close contact of less than 2m but no less than 1m for over 15 minutes?  These exceptions should only in very limited circumstances and confined to situations where 2m distancing is not possible. Staff in high risk categories should avoid these situations in all circumstances possible.  Please detail here the circumstances and control measures that may be taken in line with the current advice:	

	Are you satisfied that you can adhere to 2 metre physical distancing in common areas you use for your work such as staffrooms, photocopy rooms etc.?	
	<b>Hygiene</b>	
<b>3.</b>	Are there appropriate hand-hygiene measures in place in the building and in your area of work? This can include handwashing and hand-sanitiser stations.	
	Do you have access to appropriate cleaning materials provided to allow you clean your work area? This can include sanitiser gel, suitable disinfectant, alcohol cleaning wipes etc.?	
	Is there an appropriate cleaning plan for your work area i.e. cleaning of the area regularly, removal of waste etc. There is a requirement on staff to ensure they take the necessary steps to maintain hygiene in their own work area.	
	<b>Personal Protective Equipment</b>	
	Have you been provided with a suitable mask or visor to facilitate your movement around the building, along corridors and stairwells etc.?	
	<b>Specific Recommendations</b>	
	Are there any other reasonable and practicable measures that you are aware of that we may be put in place to facilitate you to return to work safely?	

<b>Outcome of risk assessment:</b>	<ul style="list-style-type: none"> <li>• It is safe to return to work at this time</li> <li>• It is not safe to return to work and I will work remotely until it is safe and all required measures are in place</li> <li>• It is not safe to return to work, but my role cannot be performed remotely. Alternative working arrangements have been/are being considered??</li> <li>• It is not clear from the assessment process. Concerns remain and I should seek further advice and/or OHS assessment</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b>Employee Name:</b>	Signature: Print Name:	
<b>Manager/Principal Name:</b>	Signature: Print Name:	
<b>FET Centre:</b>		
<b>Date:</b>		

**Please return the completed form by email to your Principal/Line Manager at least 3 days before you return to the workplace.**