

Updated as per the **Government's Resilience
And Recovery 2020-2021: Plan for Living with Covid 19**

Covid-19 Response Plan 03/11/2020

Introduction :

The Covid-19 Response Plan details the policies and practices necessary for the RIAM to meet the Government Guidelines and to prevent the spread of Covid-19 in the school environment.

The Work Safely Protocol is a revision of the Return to Work Safely Protocol published in May 2020. The revised Protocol incorporates the current advice on the Public Health measures needed to reduce the spread of COVID-19 in the community and workplaces as issued by the National Public Health Emergency Team (NPHE), the Department of Health and Government.

The revision of the Protocol was necessary to reflect the government's Plan for Living with COVID-19, which was published in September.

The main updated Public Health advice includes information on the management and control of outbreaks, selection of hand sanitisers, wearing of masks, ventilation of workplaces. These are areas where knowledge has developed since the start of the pandemic.

The key to a safe and continued return to work, requires communication and a shared collaborative approach between the Board of Governors, staff, students and parents.

The response plan will support the 'National Framework for Living with Covid-19' where the overriding objective is to protect the health of staff and students while promoting the educational and development needs of the children in the school.

This document aims to provide details of:

- 1. COVID-19 Royal Irish Academy of Music Policy**
- 2. Working together to suppress Covid-19 in the workplace**
- 3. Lead Worker Representative**
- 4. Safety Statement and Risk Assessment**
- 5. General advice to prevent the spread of the virus**
- 6. Pre-Return to Work Forms**
- 7. Control Measures**
- 8. Dealing with a suspected case of Covid-19**
- 9. Working from home and Staff Duties**
- 10. Covid related absence management**
- 11. Reporting Requirements**
- 12. Heating Ventilation and Air Conditioning (HVAC)**
- 13. CBS**

14. MoLi

15. Information circulated to Junior RIAM students and Tertiary Students

16. Employee Assistance and Wellbeing Programme

The assistance and cooperation of all staff, students, parents/guardians, contractors and visitors is critical to the success of the plan.

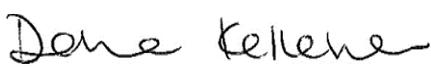
Note: The plan is a live working document and may be reviewed and amended to take into account new guidance from www.gov.ie, www.dbei.ie, www.hse.ie, www.hpsc.ie, www.hsa.ie; www.education.ie.

1. Royal Irish Academy of Music COVID-19 Policy

This COVID-19 policy outlines our commitment as a school to implement the Covid response plan and help prevent the spread of the virus. The policy will be signed and dated by the Director of the RIAM and brought to the attention of staff, students, parents and others.

COVID 19 Policy Statement RIAM 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 Board of Governors 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
- appoint 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 guidance and direction of the Department of Education and Skills
- keep a contact log to help with contact tracing
- ensure staff engage with the induction briefing provided by the Royal Irish Academy of Music
- 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 current Government recommendations

Signed: 

Deborah Kelleher

Director

Date: 03/12/2020

All RIAM staff will be consulted on an ongoing basis and feedback is encouraged on any concerns, issues or suggestions, please contact the Lead Worker Representative: Ruth Meehan (ruthmeehan@riam.ie) in this regard.

2. Working Together to Suppress Covid-19 in the Workplace

Working safely relies on communication between employers and employees. The RIAM will provide up to date information and guidance to employees, including:

- the signs and symptoms of COVID-19,
- how COVID-19 spreads,
- advice about hand and respiratory hygiene and physical distancing,
- the importance of not going to work if displaying signs or symptoms of COVID-19 or feeling unwell,
- use of face coverings/masks, Personal Protection Equipment (PPE),
- cleaning routines

Signage

The RIAM has displayed signage outlining the signs and symptoms of COVID-19 and to support good hand and respiratory hygiene. Signage will be displayed in prominent areas such as offices, corridors, teaching rooms and toilets. Additional signage is displayed in the front entrance of RIAM and CBS reminding everyone to wear face coverings in public areas of the building.

Signs will be used to mark out safe social distancing from the Reception Desk and one way systems on the stairs in the main teaching block will be implemented.

A protective screen is in place at the main reception area.

Cleaning

The RIAM will ensure that cleaning is carried out twice per day with special attention paid to high contact areas such as door handles, hand rails, bannisters etc.

Anti-Bacterial cleaning wipes will be available in each teaching room and office so that regular 'on the spot' cleaning may be carried out. Tissues will be placed in all teaching rooms to assist with respiratory hygiene. Please ventilate your room during and after use by opening a window. During the winter months, if your room becomes too cold for you, please close the window, and ventilate intermittently or between classes.

If there are no supplies in your room please contact ruthmeehan@riam.ie so they can be replenished. The porter on duty will also be responsible for checking teaching rooms daily to make sure supplies are in place. Additional supplies are available at the front desk.

Cleaning of Piano Keys

Following advice from our Piano Technician, teachers and students should use the following system:

- Students and teachers should wash their hands thoroughly with warm soapy water for a minimum of 20 seconds immediately before and after using the pianos. Hands should be thoroughly dried and hand sanitiser used.
- Keyboards should be cleaned using the wipes which will be provided in each room, these are specialist wipes and will be labelled for piano use and should be used on piano keys only. They are not for use on hands or other surfaces. Caps should be tightly replaced after use and under no circumstances should they be removed from the teaching rooms. Please contact ruthmeehan@riam.ie if you would like copies of the Safety Data Sheets for the wipes.

3. Lead Worker Representative

The role of the LWR is to work together with the employer to assist in the implementation of and monitor adherence to the IPC (infection prevention and control) measures in this Protocol to prevent the spread of COVID-19 in their workplace. Ruth Meehan is the LWR for RIAM.

- Work collaboratively with the employer to ensure, so far as is reasonably practicable, the safety, health and welfare of employees in relation to COVID-19.
- Promote good hygiene practices such as washing hands regularly and maintaining good respiratory etiquette along with maintaining social distancing in accordance with public health advice.
- Assist with the implementation of measures to suppress COVID-19 in the workplace.
- Monitor adherence to measures put in place to prevent the spread of COVID-19.
- Consult with colleagues on matters relating to COVID-19 in the workplace.
- Make representations on behalf of their colleagues on matters relating to COVID-19 in the workplace.

4. Safety Statement and Risk Assessment

COVID-19 represents a hazard in the context of health and safety in the school environment. A risk assessment to identify the control measures required to mitigate the risk of COVID-19 in the RIAM has been carried out and the RIAM Health and Safety Policy has been updated accordingly and published on the RIAM website.

5. General advice to prevent the spread of the virus

In order to prevent the spread of COVID-19 it is important to know and recognise the symptoms. They are:

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

The best way to prevent the spread of COVID-19 in the RIAM is to minimise the risk of introduction of the disease into the school setting in the first place.

The RIAM will:

- Promote awareness of COVID-19 and its symptoms amongst staff, students, parents and visitors through appropriate signage and email communication

- Advise staff and parents of students who have symptoms of COVID-19 or other acute infectious diseases not to attend the RIAM, to phone their GP and follow the HSE guidance on self-isolation.
- Advise staff and parents of students who have been identified by the HSE as contact of a person with COVID-19 not to attend the RIAM and to follow the HSE advice on restriction of movement.
- Ensure that staff and students know what to do if they develop symptoms at school by sending out an email communication regarding same and making the information available on the RIAM website.
- Everyone entering the building should be required to perform hand hygiene with hand sanitiser. Hand sanitisers are placed prominently in the reception area and are available at points throughout the building.

Staff, students and visitors should at all times adhere to the up to date advice and instructions of the public health authorities in relation to protecting oneself and others against the risk posed by the Covid-19 virus.

Managing the risk of spread of COVID-19

You can get COVID-19 if you come into close contact with someone who has the virus.

COVID-19 is mainly spread through close contact and droplets that come from your nose and mouth. For example, from someone who is talking loudly, shouting, coughing or sneezing. This happens most when people are less than 2 metres from each other. It is why keeping a 2-metre distance from other people is so effective in reducing the spread of the virus.

You can also get the virus from surfaces. For example, when someone who has the virus sneezes or coughs, droplets with the virus can fall onto surfaces around them. If you touch that surface and then touch your eyes, nose or mouth, you could become infected too.

Airborne transmission is the spread of a virus in very tiny respiratory particles. This can happen over a longer distance and persist for a longer time than droplets, such as within a room. Airborne transmission does not appear to play a major role in the spread of COVID-19. However, it can happen in some situations. To minimise this risk, keep indoor spaces well ventilated (aired out) by opening windows and doors if possible.

COVID-19 (coronavirus) can survive:

- up to 72 hours on plastic and stainless steel
- less than 4 hours on copper
- **less than 24 hours on cardboard**

Common household disinfectants will kill the virus on surfaces. Clean the surface first and then use a disinfectant.

Wash your hands frequently

Regular hand washing with soap and water is effective for the removal of COVID-19.

Hand Hygiene and Hand Sanitisers

Clean your hands

Use soap and water or alcohol hand sanitiser to clean your hands regularly.

Many hand sanitisers are alcohol-based and highly flammable. Do not use alcohol-based sanitiser near heat or a naked flame.

How to wash your hands with soap and water

1. Wet your hands with warm water and apply soap.
2. Rub your hands together palm to palm until the soap forms a lather.
3. Rub the back of one hand with your palm and fingers spread so you wash between fingers. Repeat with the other hand.
4. Interlock the top of your hands and rub your fingertips - this cleans your fingertips and knuckles.
5. Then finally grasp your thumb tightly and twist to make sure your thumbs are cleaned. Repeat with the other hand.
6. This should take at least 20 seconds.
7. Rinse your hands under running water.
8. Dry your hands with a clean towel or paper towel.

If you have dry skin or a skin condition, apply moisturiser after washing your hands and at night.

RIAM will:

- ensure that appropriate hygiene facilities and materials are in place to accommodate workers adhering to hand hygiene measures.
- make available advice and training on how to perform hand hygiene effectively.
- display posters on how to wash hands in appropriate locations throughout the workplace.
- provide hand sanitisers (alcohol or non-alcohol based) where washing facilities cannot be accessed. In choosing an alcohol-based sanitiser, a minimum of 60% alcohol is required. Note: alcohol-based hand sanitisers are highly flammable and must not be stored or used near heat or a naked flame. Refer to the Appendix for advice on choosing a hand sanitiser.

Employees will:

- be familiar with and follow hand hygiene guidance and advice.
- wash their hands with soap and water or with hand sanitiser (alcohol (minimum of 60%) and or non-alcohol based) for at least 20 seconds and in particular:
 - o after coughing and sneezing,
 - o before and after eating,
 - o before and after preparing food,
 - o before and after removing their face covering,
 - o if in contact with someone who is displaying any COVID-19 symptoms,
 - o before and after being on public transport,
 - o before and after being in a crowd,
 - o when arriving and leaving the workplace/other sites,
 - o when entering and exiting vehicles,
 - o before having a cigarette or vaping,

- when hands are dirty. If visibly dirty, wash hands with soap and water, and
- after toilet use.
- avoid touching their eyes, mouth, or nose.
- have access to facilities to support hand hygiene (for example hand sanitiser/hand wipes/hand washing facilities).
- not share objects that touch their mouth, for example, bottles or cups.
- use own pens for signing in/out.

Respiratory Hygiene

RIAM will

- provide tissues as well as bins/bags for their disposal.
- empty bins at regular intervals.
- provide advice on good respiratory practice including the safe use, storage and disposal of face masks/coverings and the safe cleaning of face coverings

<https://youtu.be/T6ZqdpLfSqw>

Employees will

- adopt good respiratory hygiene and cough etiquette.
- be familiar with and follow respiratory hygiene guidance.
- follow good practice on the safe use, storage, disposal and cleaning of face masks/coverings

Physical distancing

Physical distancing is recommended to reduce the spread of infection in the workplace.

The current recommended distance to be maintained between people to minimise risk of transmission is 2 metres.

Guidance on the physical distancing requirements will be informed by public health advice for schools and is likely to be updated over the summer. Currently max room occupancy has been developed for teaching rooms and offices in the RIAM to allow for 2 meters of distancing. Max room occupancy numbers will be displayed on each door. Detailed drawings of rooms/measurements are available on request.

People at very high risk (extremely vulnerable):

<https://www2.hse.ie/conditions/coronavirus/people-at-higher-risk.html>

Current public health guidelines have identified groups who are defined as being at very high risk. The HSE has set out these groups, which include people who:

The list of people in very high risk groups include people who:

- are over 70 years of age - even if you're fit and well
- have had an organ transplant
- are undergoing active chemotherapy for cancer
- are having radical radiotherapy for lung cancer

- have cancers of the blood or bone marrow such as leukaemia, lymphoma or myeloma who are at any stage of treatment
- are having immunotherapy or other continuing antibody treatments for cancer
- are having other targeted cancer treatments which can affect the immune system, such as protein kinase inhibitors or PARP inhibitors
- have had bone marrow or stem cell transplants in the last 6 months, or who are still taking immunosuppression drugs
- severe respiratory conditions including cystic fibrosis, severe asthma, pulmonary fibrosis, lung fibrosis, interstitial lung disease and severe COPD
- have a condition that means you have a very high risk of getting infections (such as SCID, homozygous sickle cell)
- are taking medicine that makes you much more likely to get infections (such as high doses of steroids or immunosuppression therapies)
- have a serious heart condition and you are pregnant

The advice for this group is available from the HSE. Staff who are in this group should self-declare on the Return to Work form if they believe that they are at very high risk. As per the guidelines received from the Department of Education and Skills if an employee is over 70 years of age and still wishes to return to work in person, the RIAM will ensure all applicable controls are in place in the work environment by way of Risk Assessment. The RIAM will also seek medical certification from the employee's GP and/or the RIAM OHS (Occupational Health Specialist).

If an employee, who is under 70, is required to return to work to perform their duties in person but is in the very high-risk category, medical certification must be sought from the RIAM OHS. Please email ruthmeehan@riam.ie for the relevant forms and details of the procedure involved.

6. Pre-return to Work Forms or Visiting RIAM

In order to return to the workplace, staff must complete a **Pre-Return to Work form**, members of staff have all received a copy of this form and a copy is also available on www.riam.ie/Covid.

If there is a visitor coming to RIAM such as examiner, consultant, specialist, musician giving a masterclass etc. They must complete a similar form which is also available on www.riam.ie/Covid. It is the responsibility of the RIAM employee who engages the external specialist/visitor to ensure they access the form online. The form must be completed and returned to ruthmeehan@riam.ie 1 to 2 days prior to their onsite visit to RIAM.

A RTW form should only be completed **1 to 2 days** prior to any proposed date of return to the RIAM.

Travel within the island of Ireland can continue as normal, subject to domestic public health restrictions on gov.ie. New travel arrangements have been in place since 9th November 2020 (see appendix 2)

After a prolonged absence from work an employee will be asked to confirm the details of the pre-return to work form remain the same. Forms will also need to be completed after required workplace closures.

Employees must:

- complete and submit the pre-return to work form before they return to work.
- inform their employer 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. For example, if they are in the very high-risk category.
- stay at home if displaying any signs or symptoms of COVID-19 or feeling unwell.
- self-isolate or restrict their movements at home in line with their family doctor and/or public health advice.
- contact their family doctor promptly if they have any COVID-19 symptoms.
- undergo any COVID-19 testing that may be required in their workplace as part of mass or serial testing as advised by Public Health and implemented by their employer.
- restrict their movements if they:
 - o are a close contact of a confirmed case of COVID-19 (even if a test or tests performed within the 14-day period of restricted movements comes back as “not-detected”) .
 - o live with someone who has symptoms of the virus.
 - o have travelled outside of Ireland, unless they fall into certain defined categories (refer to **Note** above on travel and keep up to date with advice on travelling outside Ireland and returning to Ireland.
- self-isolate for the advised period and not return to work until symptom free and free from fever for the last 5 days of the period if they have had a positive test for COVID-19.
- participate in any induction training provided by the employer on their return to the workplace.
- cooperate with their employer in relation to prevention measures including physical distancing, hand hygiene and wearing of Personal Protective Equipment (PPE) where required.

7. Control Measures

A range of essential control measures have been implemented to reduce the risk of the spread of Covid-19 virus and to protect the safety, health and welfare of staff, students, parents/guardians and visitors as far as possible within the RIAM.

These control measures are outlined in this document.

The control measures shall continue to be reviewed and updated as required on an ongoing basis.

It is critical that staff, students, parents/guardians and visitors are aware of, and adhere to, the control measures outlined and that they fully cooperate with all health and safety requirements.

Staff, in particular, should note that they have a legal obligation under Section 13 of the Safety, Health and Welfare at Work Act 2005 to comply with health and safety requirements and to take reasonable care for the health and safety of themselves, their colleagues and other parties within the workplace.

The following control measures have been put in place:

i. Pre-Return to Work Form

Staff and visitors will be required to complete a RTW form at least 1 to 2 days prior to any return to the RIAM (see section 6 above). The purpose of the RTW form is to get confirmation from staff or visitors that, to the best of his/her knowledge, he/she has no symptoms of Covid-19 and is not self-isolating or cocooning or awaiting the results of a Covid-19 test.

ii. Induction Training

Staff received slides with induction training details, if you have not received them please email ruthmeehan@riam.ie to request a copy.

Staff and visitors are asked to complete the following 20 minute HSA guide <https://www.hsa.ie/RTWS/#/> and email certification to ruthmeehan@riam.ie. This should be viewed in conjunction with RIAM specific Covid-19 practices.

If an external specialist or visitor has been engaged by a member of staff, they are responsible for sending them the details of this course to complete.

Staff will be kept fully informed of the control measures in place in the RIAM and their duties and responsibilities in preventing the spread of Covid-19 and with any changes to the control measures or guidance available from the public health authorities.

If a staff member is unsure about any aspect of the Covid-19 Response Plan, the associated control measures, or his/her duties, he/she should immediately seek guidance from the Director or Lead Worker Representative.

iii. Hygiene and Respiratory Etiquette

The best way to prevent the spread of COVID-19 in a workplace or any setting is to practice physical distancing, adopt proper hand hygiene and follow respiratory etiquette.

It is crucial that all staff, students, parents/guardians, contractors and visitors are familiar with, and adopt, good hand and respiratory hygiene practices.

Information posters will be prominently displayed at appropriate locations within the RIAM including offices, corridors, classrooms and toilet areas. These are intended to inform but also remind everyone about the importance of hygiene in preventing the spread of Covid-19 virus and protecting health and safety.

Handwashing facilities and/or hand sanitisers will be available at multiple locations within the RIAM.

iv. Use of Personal Protective Equipment (PPE)

Face coverings should be worn at all times when on the RIAM premises (No 36 Westland Row) or associated buildings such as the library at No 40 Westland Row, MoLi, St Stephen's Green, Percussion Teaching Rooms, North Great Georges Street and the Exams Office at No 47 Westland Row. Students must wear face coverings for lessons unless performing when social distancing must be maintained. The Department of Education does not recommend the use of face coverings for primary aged children (under 13 years of age).

Primary aged children are not required to wear face coverings for lessons but should maintain physical distance and their teacher may request they wear a face covering.

Protective screens have been provided in smaller rooms in the RIAM where physical distancing cannot be maintained.

Staff and students will likely have their own face coverings but disposable single use coverings will be available in RIAM if required.

Staff will be provided with a face covering if physical distancing cannot be maintained, single use masks are available at the Front Desk.

Appropriate PPE will be available for dealing with suspected COVID-19 cases.

Wearing of a visor as an alternative to a facial covering is not considered as effective as wearing a suitable facemask. Visors are only recommended as a measure of protection for those who cannot wear a face covering for medical reasons/due to sensory issues.

Wearing of Gloves:

The use of disposable gloves in the education setting by students or staff is not appropriate. It does not protect the wearer and may expose others to risk from contaminated gloves. Routine use of disposable gloves is not a substitute for hand hygiene.

v. Cleaning

Regular and thorough cleaning of communal areas and frequently touched surfaces shall be conducted, in particular, toilet, door handles and kitchens. Cleaning will be performed regularly and whenever facilities or surfaces are visibly dirty.

All staff will have access to cleaning wipes in their room and will be required to maintain cleanliness of their own work area. Under no circumstances should these cleaning materials be removed from the building. Safety Data sheets on all cleaning wipes can be requested by emailing ruthmeehan@riam.ie.

Staff should thoroughly clean and disinfect their work area, and ventilate it, before and after use each day.

Note: In relation to routine disposal of waste in the workplace, waste such as used tissues, wipes and cleaning material should be disposed of in the regular domestic waste stream. Hands should be cleaned immediately after disposal of these items.

In relation to disposal of waste from a worker who becomes symptomatic while at work, this waste should be disposed of in a disposable refuse bag. When the waste bag is three quarters full, it should be tied securely and placed into a second refuse bag and tied again. The bag should then be left in a safe location for three days (72 hours) before putting out for collection

vi. Access to the school building /contact log

Access to the RIAM will be in line with agreed procedures.

Arrangement for necessary visitors such as contractors and parents/guardians should be limited as much as possible. Parents/Guardians will be asked not to wait in corridors during lessons and contractors must submit their Covid-19 safety document to the lead worker representative prior to commencement of works.

Parents and Guardians will be asked to make an appointment with teachers or staff if they need to speak to them about a particular issue relating to their child's lessons. A parent or guardian may

attend their child's lesson only with prior agreement from their teacher, a face covering should be worn and physical distancing maintained.

All teachers must make their student list and timetable available to reception staff for the purposes of contact tracing.

The prompt identification and isolation of potentially infectious individuals is a crucial step in restricting the spread of the virus and protecting the health and safety of the individuals themselves and other staff, contractors and visitors at the workplace. A detailed log of those entering the RIAM will be maintained at reception.

Personal information collected will be in line with GDPR requirements

<https://www.dataprotection.ie/en/dpc-guidance/blogs/processing-customer-data-covid-19-contact-tracing>

vii. First Aid/emergency procedure

The standard First Aid/Emergency procedure shall continue to apply in the RIAM

First Aid responders are: Ruth Meehan (tel: 085 1411592); Ben Fox (tel: 087 774 1921) and Maurice Slater (tel: 086 895 9820)

In an emergency or in case of a serious incident, call for an ambulance or the fire brigade on 112/999

Contact the nearest first aider giving details of location and type of medical incident.

Primary Health Centres in Dublin South City are listed in Appendix 1 with all relevant contact information.

viii. Temperature Checks

The public health advice is that temperature checking is not recommended because fever is not a consistent symptom of COVID-19 in children. Parents and/or schools do not need to take children's temperatures every morning.

8. Dealing with a suspected case of Covid-19

Staff or students should not attend the RIAM if displaying any symptoms of Covid-19.

Employees must:

- make themselves aware of the signs and symptoms of COVID-19 and monitor their own wellbeing.
- not go to work if they are displaying signs or symptoms of COVID-19 or if feeling unwell.
- immediately self-isolate or restrict their movements at home if they display any signs or symptoms of COVID-19 and contact their family doctor to arrange a test.
- stay at home, if identified as a close contact of a confirmed case of COVID-19, and not go to work. In such instances, they must also restrict their movements for 14 days.
- report to managers immediately if any symptoms develop during work.
- cooperate with any public health personnel and their employer for contact tracing purposes and follow any public health advice given in the event of a case or outbreak in their workplace

Note: Downloading and using the HSE COVID-19 tracker app is also an important measure and the RIAM encourages all employees to do this as per the Government Guidelines.

The following outlines how the RIAM will deal with a suspected case that may arise during the course of work.

Percussion Room 3 is the designated isolation area.

If a staff member/student displays symptoms of Covid-19 while at work in the RIAM the following are the procedures to be implemented:

- If the person with the suspected case is a young person under 18 years of age, the parents/guardians should be contacted immediately
- The person will be accompanied to the isolation area by a First Aid responder, both will wear face coverings, keeping 2 meters distance and also making sure that others maintain a distance of at least 2 metres from the symptomatic person at all times
- Provide a mask for the person presenting with symptoms if one is available. He/she should wear the mask if in a common area with other people or while exiting the premises
- Assess whether the individual who is displaying symptoms can immediately be directed to go home/be brought home by parents and call their doctor and continue self-isolation at home
- Facilitate the person presenting with symptoms remaining in isolation if they cannot immediately go home and facilitate them calling their doctor. 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. Public transport of any kind should not be used
- If they are too unwell to go home or advice is required, contact 999 or 112 and inform them that the sick person is a Covid-19 suspect.
- Carry out an assessment of the incident which will form part of determining follow-up actions and recovery
- Arrange for appropriate cleaning of the isolation area and work areas involved.

Designated contact person (s) for dealing with suspected cases: Ruth Meehan (tel: 085 1411592); Ben Fox (tel: 087 774 1921) and Maurice Slater (tel: 086 895 9820)

The HSE will inform any staff/parents 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 confidentiality is essential at all times.

9. Working From Home and Staff Duties

Administration staff should continue to work from home where possible unless required to attend the office to carry out duties essential to the operations of RIAM. Guidelines have been issued separately in relation to remote working during the pandemic.

The National Framework for Living with Covid-19 continues to allow for travel for education and other essential purposes, schools remaining open and the continuance of practice based teaching, with protective measures in place.

The Director of the RIAM will continue to communicate with staff on the RIAM's position in relation to the different levels as informed by Government policy

Staff Duties

Staff have a statutory obligation to take reasonable care for their own health and safety and that of their colleagues and other parties. In order to facilitate a safe return to work, these duties include, but are not limited to, the following:

- i. Adhere to the School Covid-19 Response Plan and the control measures outlined. The cooperation and assistance of all staff is essential to reduce the risk of spread of Covid-19 and to protect health and safety as far as possible within the school. All staff have a key role to play.
- ii. Coordinate and work with their colleagues to ensure that physical distancing is maintained.
- iii. Make themselves aware of the symptoms of Covid-19 and monitor their own wellbeing.
- iv. Self-isolate at home and contact their GP promptly for further advice if they display any symptoms of Covid-19.
- v. Not return or attend the RIAM if they have symptoms of Covid-19 under any circumstances.
- vi. If they develop any symptoms of Covid-19 whilst within the RIAM, they should adhere to the procedure outlined above.
- vii. Complete the Pre-Return to work form before they return to work.
- viii. Must inform the Director if there are any other circumstances relating to Covid-19, not included in the form, which may need to be disclosed to facilitate their safe return to the workplace.
- ix. Must complete Covid-19 Induction Training
- x. Must be aware of, and adhere to, good hygiene and respiratory etiquette practices.
- xi. Keep informed of the updated advice of the public health authorities and comply with same.

10. Workplace and Community Settings

In the RIAM, employees should follow the requirements set out in this Protocol. Employees should also communicate and engage with the Lead Worker Representative as appropriate.

They should also adopt physical distancing and good hygiene practices, such as frequent hand washing, respiratory etiquette to protect themselves and their work colleagues against infection and should seek medical advice if unwell. If an employee has any signs or symptoms of COVID-19 or if feeling unwell, they should not attend work.

Community Settings

Outside of work, employees should be encouraged to travel alone if using their cars to get to and from work. If this is not possible, employees travelling to/from work together should travel as a team/pod and use face coverings.

Those travelling on public transport to and from work must wear face coverings and follow physical distancing guidelines. In addition, workers who may share accommodation outside of work should be advised to adhere to public health and Government advice.

Employees should avoid congregating in particular settings outside of work. For example, congregating in shops when buying lunch. Similarly, congregating in particular social settings in and

out of the home is also something that employees should avoid as such settings (household gatherings, parties) are known areas where COVID-19 transmission is very high.

Outside of work, employees should practice the same IPC measures, physical distancing, hand washing and respiratory etiquette and adhere to the specific requirements of the Resilience and Recovery 2020-2021: Plan for Living with COVID-19 as announced by Government.

10. Covid related absence management

The management of a Covid-19 related absence will be informed by statutory obligations in line with existing Department of Education guidelines.

The link for Covid-19 illness benefit can be found here <https://www.gov.ie/en/service/df55ae-how-to-apply-for-illness-benefit-for-covid-19-absences/> and the RIAM sick leave policy should be adhered to in relation to sick pay and remittance of benefits.
<https://www.riam.ie/sites/default/files/media/file-uploads/2020-06/Sick-Leave-Policy-final-acceptance-by-TCD-May-2020.pdf>

12. Reporting Requirements

COVID-19 is reportable under the Infectious Diseases (Amendment) Regulations 2020 by a medical practitioner who becomes aware of or suspects an instance of such disease. Such a report should be sent to the Medical Officer of Health/Director of Public Health at the local Public Health Department.

There is no requirement for an employer to notify the HSA if a worker contracts COVID-19. Diseases or occupational illnesses are not reportable under the Safety, Health and Welfare at Work (Reporting of Accidents and Dangerous Occurrences) Regulations 2016 (S.I. No. 370 of 2016).

13. Heating Ventilation and Air Conditioning (HVAC)

Ventilation refers to the movement of outdoor air into a building, and the circulation of that air within the building or room. This can be achieved through natural means (e.g. opening a window) or mechanical means (e.g. a central heating, ventilation and air conditioning).

- Natural ventilation through the introduction of fresh air into the workplace e.g. opening doors and windows. Cross-ventilation is a good option for window ventilation as it facilitates the quick exchange of room air for fresh air through widely opened windows opposite to each other where possible. Propping open internal doors may increase air movement and ventilation rate. (Note: fire doors should not be propped open unless fitted with approved automatic closers so that they function as fire doors in the event of an alarm or fire).
- Mechanical ventilation through the use of HVAC (Heating, Ventilation and Air Conditioning) systems. These provide comfortable environmental conditions (temperature and humidity) and clean air in indoor settings such as buildings and vehicles. Switching off air conditioning is not required to manage the risk of COVID-19. However, as many air conditioning units just heat, cool and recirculate the air, it is important to check ventilation systems to ensure that there is an adequate supply of fresh air (from a clean source) and that recirculation of untreated air is avoided.

11. CBS

All our guidelines also apply to any teaching in CBS Westland Row with these specific additions:

- Please give your name and number to the porter on duty when you enter the main door of the school to assist with contact tracing.

- There will be no waiting areas available, students should be dropped to lessons and parents or guardians should leave the premises and collect students immediately following lessons. If parents have agreed with their teacher to attend their lesson, a face covering should be worn.
- If you or your student should become unwell during their lesson, please contact the porter at the front entrance who will accompany you or your student safely to an area to isolate and the parent or guardian will be contacted by mobile phone immediately. The woodwork room beside Room B2 is the designated isolation area.
- Hand sanitisers are available throughout the school and the front hall.
- CBS teachers finish teaching at 3.30pm each day, the porter on duty will go to each of the rooms prior to the commencement of RIAM teaching to ventilate them and wipe down the handles and area with antibacterial wipes or spray.
- You may collect specialist wipes for the piano keys, antibacterial wipes for cleaning, and tissues, from the porter when you commence teaching and return them to the porter once you finish.

12. MoLi

All our guidelines also apply to any teaching in MoLi with these specific additions:

- Contact tracing will be by teacher roll book.
- MoLi will be providing cleaning services, including additional cleaning during the day of high contact points.
- Speciality wipes for piano keys, antibacterial wipes and tissues will be available in each room. If any of these items require replenishment, please contact ruthmeehan@riam.ie.
- If you or your student become unwell during a lesson please contact the shift manager. The Shift Manager carries a radio and a mobile phone (085 228 7452) and can be contacted at any time. They will be able to safely escort you or your student to the isolation room.
- The isolation room is the Rococo Room, immediately below the Whaley Room on the ground floor. This space is occasionally hired out, and in that instance we use the Bishop's Room adjacent to the Whaley Room as our isolation room.

13. Information for Junior RIAM Students and Tertiary Students

As and when the guideline information for Junior and Tertiary students is updated, copies will be be circulated to staff for their information.

14. Employee Assistance and Wellbeing Programme

The Board of Governors aims to protect and support the health and wellbeing of all staff (physical, mental, spiritual etc.) both at work, whether in the RIAM or at home and outside of work. The Board is mindful that the support and promotion of staff health and wellbeing is particularly important in the current context where the Covid-19 pandemic has caused considerable challenges for, and disruption to, people's personal, family and social lives as well as their work arrangements.

The Board aims to foster a culture and work environment that support healthy behaviours and staff wellbeing and shall continue to make health and wellbeing tools and guidance available to staff as well as organising suitable support programmes, initiatives and events. The VHI EAP programme is available to all staff who wish to avail of its services. Further details can be obtained from the Secretariat office by emailing ruthmeehan@riam.ie.

Appendix 1

Health Centres in Dublin South City

Meath Primary Care Centre, 1-9 Heytesbury Street, Dublin 8, D08 Y1TW Telephone: [01 708 5700](tel:017085700)

Liberties Primary Care Team located in The Meath Primary Care Centre, 1-9 Heytesbury St, Dublin 8 D08 Y1TW Telephone: [017958000](tel:017958000) or [01 708 5700](tel:017085700)

Cathedrals Primary Care Team located in The Meath Primary Care Centre, 1-9 Heytesbury St, Dublin 8 D08 Y1TW Telephone: [017958000](tel:017958000) or [01 708 5700](tel:017085700)

Irishtown Health Centre, Irishtown Road, Irishtown, Dublin 4 D04 HW30 Telephone: [01 232 0600](tel:012320600)

Pearse Street Health Centre, Mark's Lane, Off Lombard St East, Dublin, D02 TD23 Telephone: [01 642 7700](tel:016427700)

Rathfarnham Health Centre, 4 Dispensary Lane, Off Grange Road, Rathfarnham, Dublin 14, D14 AY79 Telephone: [01 493 3431](tel:014933431)

Rathmines Health Centre, Unit 46, The Swan Centre, Lower Rathmines Road, Rathmines, Dublin 6 Telephone: [01 497 3322](tel:014973322)

South Earl Street Health Centre, is closed and has changed locations to Thomas Court Primary Care Centre, 1st Catherine's Lane West, Dublin 8, D08 WTW0 Telephone: [01 708 3200](tel:017083200)

Terenure Health Centre, 68 Terenure Road North, Terenure, Dublin 6 West, D6W DC67 Telephone: [01 490 4648](tel:014904648)

Rialto Primary Care Team – located in Thomas Court primary Care Centre, 1 St. Catherine's Lane West, Dublin 8, D08 WTW0 Telephone: [01 708 3200](tel:017083200)

James St Primary Care Team - located in Thomas Court primary Care Centre, 1 St. Catherine's Lane West, Dublin 8, D08 WTW0 Telephone: [01 708 3200](tel:017083200)

Coombe Primary Care Team - located in Thomas Court primary Care Centre, 1 St. Catherine's Lane West, Dublin 8, D08 WTW0 Telephone: [01 708 3200](tel:017083200)

Appendix 2

From 9 November, Ireland is implementing the new EU “traffic lights” approach to travel, which applies to countries in the EU/EEA (+UK). The advice for travel to these countries remains “exercise a high degree of caution.” The general advice for any other overseas travel remains “avoid non-essential travel” or some cases, “do not travel.” Travel within the island of Ireland can continue as normal, subject to domestic public health restrictions on gov.ie. Workers who have travelled abroad – only in certain defined circumstances – may be able to return to work after their arrival back in Ireland. Details on the defined circumstances are available at gov.ie.