

Updated as per the following information published on Gov.ie:

Safe Return to on-site further and higher education and research (last updated 1st July 2021)

Back to School – Information for students, parents and families (last updated 24th August 2021)

Work Safely Protocol (last updated 15 June 2021)

Links:

[DFHERIS](#)

[Back to School](#)

[Work Safely Protocol](#)

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](#) was published in November 2020 and updated in December 2020. Since then additional measures have been brought in to address the continued risks and new variants and as a result, an update of the Work Safely Protocol is required to reflect these and other measures currently in place. The Work Safety Protocol continues to offer advice and guidance for employers and workers to put infection prevention and control (IPC) and other measures in place to prevent the spread of COVID-19 in the workplace. The Work Safety Protocol also covers the measures needed to both ensure the safe operation of workplaces and the re-opening of workplaces following temporary closure due to national, local and regional restrictions.

As the roll-out of the National Vaccination Programme continues, employers and employees are encouraged to maintain their adherence to all the Public Health advice and recommendations. The best ways to prevent the spread of COVID-19 in a workplace or any setting is still to practice physical distancing, adopt proper hand hygiene, follow respiratory etiquette and increase ventilation.

The key to a safe and continued return to work, requires communication and a shared collaborative approach between the RIAM Governing Body, staff, students and parents.

This response plan will support the 'Recovery and Resilience: The Path Ahead' Government plan. The objective of the RIAM 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. Antigen Testing

14. Vaccination

15. CBS

16. MoLi

17. Information circulated to Junior RIAM students and Tertiary Students

18. Employee Assistance and Wellbeing Programme

Appendices 1 - 4

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 will 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, <https://www.gov.ie/en/organisation/department-of-higher-education-innovation-and-science/>

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
- 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 from Gov.ie and the HSE.
- keep a contact log to help with contact tracing (TBC in line with current guidelines)
- 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: 24/08/2021

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.

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

Cleaning

The RIAM will ensure that regular cleaning is carried out 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 use by opening a window. During the winter months, if your room becomes too cold for you, please close the window, and ventilate intermittently.

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
- A New Cough
- Shortness of breath or breathing difficulties
- Loss of smell, of taste or distortion of taste

You may not have all these symptoms and it can take up to 14 days to show (HSE.ie).

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 a 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. It is why keeping adequate physical distancing from other people is so effective in reducing the spread of the virus. To minimise this risk, keep indoor spaces well ventilated (aired out) by opening windows and doors if possible.

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. Getting COVID-19 from surfaces is not as common as getting it through close contact with someone who has the virus. But it's still important to wash your hands properly and often.

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: or after coughing and sneezing,
- before and after eating,

- before and after preparing food,
- before and after removing their face covering,
- if in contact with someone who is displaying any COVID-19 symptoms,
- before and after being on public transport,
- before and after being in a crowd,
- when arriving and leaving the workplace/other sites,
- when entering and exiting vehicles,
- 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.

Guidance on the physical distancing requirements is informed by public health advice.

People at very high risk (extremely vulnerable):

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

At Risk Workers

Infection with the virus that causes COVID-19 can cause illness, ranging from mild to severe, and, in some cases, can be fatal. For some people and workers, the risks are higher. There are two levels of higher risk – very high risk (extremely vulnerable) and high risk. Details of which can be found here:

[High Risk Groups HSE](#)

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 which is called 'Attending RIAM in Person'**. For ease of completion the form is available electronically [HERE](#)

If there is a visitor coming to RIAM such as examiner, consultant, specialist, musician giving a masterclass etc they must also complete the form. It is the responsibility of the RIAM employee who engages the external specialist/visitor to ensure they access the form.

The form is also available online www.riam.ie/Covid and can be completed and emailed 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.

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.

Travel

Travel within the island of Ireland can continue as normal, subject to domestic public health restrictions on gov.ie.

Note: The current advice from Government remains that there should be no overseas travel for non-essential purposes. For up to-date information on travel overseas, please refer to the Government website [DFA Travel Advice](#). A range of new measures and requirements, including mandatory quarantine for travel from certain countries, for those travelling to Ireland is available at <https://www.gov.ie/en/publication/b4020-travelling-to-ireland-during-the-covid-19-pandemic/>. It is important for employers and workers to keep up to-date on travel restrictions and requirements in and out of the country as these may be subject to change on a regular basis.

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.

The key message remains that a worker should not attend work if they are displaying any signs or symptoms of COVID-19 or are feeling unwell.

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 the 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 36-38 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 CBS, Westland Row. Students (Over 12 years of age) must wear face coverings for lessons unless performing when social distancing must 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, toilets, 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.

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 (TBC in relation to changes announced on 1st September 2021 – ‘Reframing the Challenge’).

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

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.

From the 20th September in person attendance in offices and other places of work is permitted.

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 adequate 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.

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. In addition, workers who may share accommodation outside of work should be advised to adhere to public health and Government advice.

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. [RIAM Sick Leave Policy](#)

11. 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).

12. 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). Adequate ventilation reduces how much virus is in the air. It helps reduce the risk from aerosol transmission.

- 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.

Use of carbon dioxide (CO2) monitors as a proxy to identify poorly ventilated areas

Checking CO2 levels may also help determine if ventilation is poor in an area where people work. For example, where there is no mechanical ventilation or natural ventilation in place or for areas that are stuffy or smell bad. However, while checking CO2 levels may be useful in a number of limited settings, they are less effective in work areas used by few people or in large work spaces. The use of CO2 measurements as an indicator of building ventilation when there are CO2 sources other than people, such as fuel combustion (fires and stoves) and cooking is also not recommended.

Checking CO2 levels is also not a good proxy for transmission risk in spaces where there is additional air cleaning (e.g., HEPA filtration) as these remove the virus but not exhaled CO2. Additional research is needed to determine overall how levels of CO2 can provide a more reliable indicator to show that ventilation is adequate to mitigate transmission risks.

CO₂ monitors should never be used as a means to avoid adherence to the infection prevention and control measures recommended by Public Health.

The RIAM are not adopting the use of CO2 monitors at this time but will continue to review the use of CO2 monitors in line with government policy.

13. Antigen Testing

As previously outlined, 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, follow respiratory etiquette and increase ventilation. Some employers, with the agreement of their workers, have sought to implement additional checks as a way of strengthening their COVID-19 response and providing reassurance to their workers and customers.

The RIAM is not currently implementing rapid antigen diagnostic testing but will take account of existing and emerging public health information in relation to use of RADTs and in line with guidelines informed by the Government and in agreement with employees and their representatives.

14. Vaccination

Irrespective of the vaccination roll-out, Public Health infection prevention and control measures (such as physical distancing, hand hygiene, face coverings, adequate ventilation) will remain in place. In that regard, the RIAM and all employees should continue to adhere to the requirements set out in the Work Safely Protocol. The RIAM will ensure that their COVID-19 response plan and workplace risk assessments are kept up to-date.

The current Public Health advice is that all existing infection prevention and control measures must also remain in place for individuals even following their vaccination.

The decision to get a vaccination against COVID-19 is voluntary and employees will therefore make their own individual decisions in this regard.

15. CBS

All our guidelines also apply to any teaching in CBS Westland Row:

- 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.

16. MoLi

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

- 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.

17. Information for Junior RIAM Students and Tertiary Students

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

18. Employee Assistance and Wellbeing Programme

The RIAM Governing Body 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

General COVID-19 Travel Advisory in Operation

There is a Government Advisory in operation against all non-essential international travel. Travel restrictions are in place to protect public health and to mitigate the risk of new variants of COVID-19 entering the country. Details of these measures are available on the travel section of the [gov.ie](https://www.gov.ie) website.

Appendix 3

Management of a case or cases outbreak in the workplace

An outbreak of COVID-19 is when two or more cases of the disease are linked by time, place or person. The management of an outbreak is managed by the local Departments of Public Health to enable the outbreak to be brought under control as quickly as possible. It also requires close engagement and cooperation between the employer, the LWR, the staff, representatives and in particular with the worker(s) affected. Outbreaks in a single workplace, which are not managed and brought under control quickly, can rapidly spread to other workplaces and/or the wider community. Continuous and effective communication between all parties is essential.

While the Departments of Public Health are responsible for managing an outbreak, employers and/or workers may, for example, need to:

- co-operate with their local Department of Public Health if there is a case or number of cases in their workplace.
- continue to strictly follow all IPC measures and the steps advised in response to an individual case of COVID-19 during an outbreak.
- assign a designated manager/HR staff member to liaise with staff on COVID-19 issues and liaise directly with the local Department of Public Health for advice and support during an outbreak.
- communicate and liaise with staff, Lead Worker Representative and others as required.

Additional advice on dealing with a suspected case or managing an outbreak are available from the HPSC website.

Appendix 4

Face Coverings

By law (S.I. No. 296 of 2020), you have to wear a face covering on public transport and a range of other locations. The wearing of face coverings or masks in general is not a substitute for other measures outlined above (physical distancing, hand hygiene, respiratory etiquette, adequate ventilation, minimising contacts) but they may be used in addition to these protective measures, especially where maintaining physical/social distancing is difficult.

A face covering is a material you wear that covers the nose and mouth. Wearing a face covering reduces the spread of COVID-19 in the community. It helps to reduce the spread of respiratory droplets from people infected with COVID-19. This helps to stop people who do not know they have the virus from spreading it to others. If a face covering or mask is worn, it should be clean and they should not be shared or handled by other colleagues. Further information on the handling and care of cloth face coverings can be found here.

Visors are not the best option for protecting yourself and others from COVID-19. Visors may stop some spread of droplets from your nose or mouth. This is better than not wearing any face covering. Visors should only be worn if you have an illness or impairment that makes wearing a face covering difficult or if you are dealing with people with particular needs (e.g., hard of hearing). Where visors are used, they should cover the entire face (above the eyes to below the chin and wrap around from ear to ear) and be correctly applied. Reusable visors should be cleaned after each use and then stored in a clean place until needed.

By law (S.I. No. 296 of 2020), you have to wear a face covering on public transport, and in the following locations. **Note:** this Regulation is now in place until 9 June 2021 (The Health Act 1947 (Section 31A – Temporary Restrictions) (Covid-19) (Face Coverings in Certain Premises and Businesses) (Amendment) (No 2) Regulations 2020 (S.I. No. 511 of 2020)).

- shops, including pharmacies
- shopping centres

- libraries
- cinemas and cinema complexes
- theatres
- concert halls
- bingo halls
- museums
- nail salons
- hair salons and barbers
- tattoo and piercing parlours
- travel agents and tour operators
- laundries and dry cleaners
- bookmakers

It is generally recommended that in public settings, cloth face coverings should be worn especially where the wearer is at a high level (standing) than those potentially exposed at a lower level (sitting).

The National Standards Authority of Ireland (NSAI) advise that face coverings made to the SWiFT 19 or CEN/CWA 17553 specifications should be the preferred option for masks and coverings used by consumers in public settings such as public transport, supermarkets and shops, and other enclosed areas where it may be difficult to maintain social distancing guidelines.

It is recommended that face coverings be used in crowded workplaces. In addition to this recommendation, consideration may be given to wearing face coverings in places or situations where it may also be difficult to achieve or maintain adequate physical/social distancing. This might include:

- When entering and exiting buildings
- Public access areas in buildings, including receptions/foyers
- When moving throughout buildings to toilets, photocopiers, on stairwells etc.
- Canteens and kitchen areas (prior to and after eating) or when using facilities such as boilers, toasters.

Employers and workers should keep up to date with the latest public health advice and regulations in relation to use of face coverings. The HPSC have published general advice around the use of face

masks by the general public as well as on the efficacy of visors compared with masks in the prevention of transmission of COVID-19 in non healthcare settings (refer to the HPSC website).