



# River Valley Community National School

## Covid -19 Response Plan

### Introduction

This Covid-19 Response Plan is designed to support the staff and Board of Management (BOM)/Education Training Board (ETB) in putting measures in place that will prevent the spread of Covid-19 in River Valley Community National School.

The Covid-19 Response Plan details the policies and practices necessary for a school to meet the Government's 'Return to Work Safely Protocol', the Department of Education and Skills plan for school reopening and to prevent the spread of Covid-19 in the school environment. The plan incorporates current advice about measures to reduce the spread of Covid-19 in the community issued by the National Public Health Emergency Team (NPHE). It is important that the resumption of school-based teaching and learning and the reopening of school facilities comply with the protocol to minimise the risk to students, staff and others. As the advice issued by NPHE continues to evolve, this protocol and the measures management and staff need to address may also change. The response plan will support the sustainable reopening of our school where the overriding objective is to protect the health of staff and pupils while promoting the educational and development needs of the children in the school. In line with the Return to Work Safely Protocol, the key to a safe and continued return to work, and re-opening of our schools requires strong communication and a shared collaborative approach between the Board of management, staff, pupils and parents.

This document aims to provide details of:

1. COVID-19 School Policy Statement
2. Planning and Preparing for Return to School
  - a. *School Building*
  - b. *Signage*
3. Procedure for Returning to Work (RTW)
4. Return to work safely and Lead Worker Representative(s)
  - a. *Collaborative Approach*
  - b. *Role of the LWR*
  - c. *What can a LWR do*
  - d. *LWR*
  - e. *Support for the LWR*

*f. Procedures for Dealing with Issues*

5. Safety Statement and Risk Assessment
6. General advice to prevent the spread of the virus
7. Managing the Risk of Spread of Covid-19
8. Control Measures
  - a. Return to Work Form*
  - b. Induction Training*
  - c. Hand Washing / Sanitising*
  - d. Hygiene and Respiratory Etiquette*
  - e. Cleaning*
  - f. Resources*
  - g. Use of PPE*
  - h. Minimising Close Contact*
  - i. Access to the School Building / Contact Log*
9. Dealing with a suspected case of Covid-19
10. Staff Duties
11. Covid related absence management
12. Employee Assistance and Wellbeing Programme

The assistance and cooperation of all staff, pupils, parents/guardians, contractors and visitors is critical to the success of the plan. Every effort is made to ensure the accuracy of the information provided in this document. However, should errors or omissions be identified, please notify us so that appropriate measures can be taken to rectify same.

Note: The plan is a live working document and may be reviewed and amended to take into account new guidance from [www.Gov.ie](http://www.Gov.ie), [www.dbei.ie](http://www.dbei.ie) [www.hse.ie](http://www.hse.ie), [www.hpsc.ie](http://www.hpsc.ie), [www.hsa.ie](http://www.hsa.ie); [www.education.ie](http://www.education.ie);



# River Valley Community National School

## Covid-19 Policy Statement

### 1. Policy Statement

River Valley Community National School is committed to providing a safe and healthy workplace for all our staff and a safe learning environment for all our pupils. To ensure that, we have developed the following COVID-19 Response Plan. The BOM 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 pupils on the Public Health advice issued by the HSE and Gov.ie
- display information on the signs and symptoms of COVID-19 and correct hand-washing techniques
- agree with staff, a worker representative who is easily identifiable to carry out the role outlined in this plan
- inform all staff and pupils 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
- keep a contact log to help with contact tracing
- ensure staff engage with the induction / familiarisation briefing provided by the Department of Education
- implement the agreed procedures to be followed in the event of someone showing symptoms of COVID-19 while at school
- provide instructions for staff and pupils to follow if they develop signs and symptoms of COVID-19 during school time
- implement cleaning in line with Department of Education advice

All school staff will be consulted on an ongoing basis and feedback is encouraged on any concerns, issues or suggestions.

This can be done through the Lead Worker Representative(s), who will be supported in line with the agreement between the Department and education partners.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

## **2. Planning and Preparing for Return to School**

The Board of Management aims to facilitate the resumption of school-based teaching and learning and the return to the workplace of staff. The return to the work must be done safely and in strict adherence to the advice and instructions of public health authorities and the Government. Details for the reopening of the school facility and the applicable controls are outlined in this document.

### *a. School Building*

The following measures will be put in place in the school building:

- Hot water, soap and paper towels will be available for hand washing.
- Hand sanitisers will be available throughout the school.
- Pedal bins will be available at all pods for safe disposal of tissues.
- All excess furniture will be removed from classrooms ensuring maximum space between pods.
- All soft furnishings and toys will be removed from classrooms.
- Outdoor Aistear equipment will be made available and Aistear will take place outside as much as possible.

### *b. Signage*

Signage displaying the signs and symptoms of COVID-19 and to support good hand and respiratory hygiene will be visible throughout the school. Outdoor signage reminding the school community to maintain 2 metres physical distance will also be displayed in the school grounds.

## **3. Procedure for Returning to Work (RTW)**

In order to return to the workplace, staff must complete a Return to Work (RTW) form, which is available electronically or from the Principal. A hard copy is attached also at Appendix 1. A RTW form should only be completed at least 3 days prior to any proposed date of return to the workplace. On receipt of the completed form the Principal will provide: details of the Induction Training for completion by staff prior to the return to the workplace and details of any additional health and safety measures in place in the school to facilitate the staff member's return to the school facility.

Note: Induction Training for staff will be developed by the Department in consultation with stakeholders and made available for all schools and staff.

## **4. Lead Worker Representative (LWR)**

The LWR will work in collaboration with the employer to assist in the implementation of measures to prevent the spread of COVID -19 and monitor adherence to those measures and to be involved in communicating the health advice around COVID-19 in the workplace.

### *a. Collaborative Approach*

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

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

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

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

In summary, the role of the LWR is to:

- Represent all staff in the workplace regardless of role, and be aware of specific issues that may arise in respect of different staff cohorts;
- Work collaboratively with school management to ensure, so far as is reasonably practicable, the safety, health and welfare of employees in relation to COVID-19;
- Keep up to date with the latest COVID-19 public health advice;
- In conjunction with school management, 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 school management with the implementation of measures to suppress COVID-19 in the workplace in line with the Return to Work Safely Protocol and current public health advice;
- In conjunction with school management, monitor adherence to measures put in place to prevent the spread of COVID-19;
- Conduct regular reviews of safety measures;

- Report any issues of concern immediately to school management and keep records of such issues and actions taken to rectify them;
- Consult with the school management on the school’s COVID-19 Response Plan in the event of someone developing COVID-19 while in school including the location of an isolation area and a safe route to that area;
- Following any incident assess with the school management any follow up action that is required;
- Consult with colleagues on matters relating to COVID-19 in the workplace;
- Make representations to school management on behalf of their colleagues on matters relating to COVID-19 in the workplace.

*c. What can a Lead Worker Representative Do?*

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

- Cleaning protocols and their implementation
- Physical Distancing
- Implementation of one-way systems in the school to ensure social distancing including when entering and exiting the school
- Hand Hygiene facilities including their location and whether they are stocked and maintained
- Hand sanitising
- Staff awareness around hand hygiene in the school
- Respiratory hygiene
- Personal Protective Equipment
- At Risk Groups
- Visitors/Contractors
- 

*d. Lead Worker Representative*

The LWR for River Valley CNS is

<b>Maria Kildea</b>	<a href="mailto:mariakildea@rivervalleycns.ie">mariakildea@rivervalleycns.ie</a>
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*e. Supports for the Lead Worker Representative*

The LWR shall be entitled to:

- Receive information and training in respect of their role

- Be consulted by school management on the control measures being put in place by the school to minimise the risk of being exposed to COVID-19;
- Regular communication with school management on issues related to COVID-19;
- Be informed of changes in practice arising from COVID-19 response measures;

Where the LWR/ Assistant LWR is a teacher (including a postholder), the 10 Croke Park hours which can currently be used for planning on other than a whole school basis will be utilised by the LWR and Assistant LWR to carry out their duties in that role.

*f. Procedure for dealing with issues that arise*

Where an issue of concern is identified by the LWR (or is notified to the LWR by a staff member), the LWR should bring this to the attention of the Principal. Action points for addressing the issue should where possible be agreed between the LWR and the Principal. Staff should be informed of the outcome.

All staff, parents/guardians, contractors and visitors have a responsibility both as individuals and collectively to have due regard for their own health and safety and that of others and to assist with the implementation of the Covid-19 Response Plan and associated control measures.

## **5. Safety Statement and Risk Assessment**

COVID-19 represents a hazard in the context of health and safety in the school environment. A Covid-19 risk assessment pertaining to River Valley CNS is attached as Appendix 2 of this plan. (To be complete when we gain access to the Main St site)

## **6. General advice to prevent the spread of the virus**

In order to prevent the spread of COVID-19 it is important that members of staff and parents 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 introduction and spread of COVID-19 in River Valley CNS is to minimise the risk of introduction of the disease into the school setting in the first place. This can be achieved through the following measures:

- Awareness of COVID-19 and its symptoms (as stated above) amongst staff, pupils, parents and visitors.
- Under no circumstances should staff, pupils and parents of pupils who have symptoms of COVID-19 or other acute infectious diseases attend school.
- Staff, pupils and parents of pupils who have been identified by the HSE as contact of a person with COVID19 not to attend schools and to follow the HSE advice on restriction of movement.
- Parents of pupils who display respiratory symptoms while at school will be contacted and asked to collect their child without delay.
- Everyone entering the school building should be required to perform hand hygiene with hand sanitiser.
- Staff members should wear face coverings when 2 metres social distance cannot be maintained.
- Students will not share resources outside of their pods (small groups of between 4 and 6 children)
- Classes (bubbles) will have staggered play times thus limiting interactions between bubbles
- Visitors to school during the day should be by prior arrangement and should be received at a specific contact point. Communication with class teachers / principal can be made via email/see-saw message/phone call
- Staff, pupils 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. Updated advice from the HSE is available on its website – <https://www2.hse.ie/coronavirus/> The Department of Education and Skills will ensure all updated advice is circulated to schools. River Valley CNS arrange for this advice to be circulated to staff, pupils and visitors in a timely manner.

## **7. Control Measures**

### ***a. Return to Work Form***

Staff will be required to complete a RTW form at least 3 days prior to any return to the school facility (see section 2 above). The purpose of the RTW form is to get confirmation from staff 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.

### ***b. Induction Training***

All staff will undertake and complete Covid-19 Induction Training prior to returning to the school building. The aim of such training is to ensure that staff have full knowledge and understanding of the following:

- Latest up to-date advice and guidance on public health
- Covid-19 symptoms
- What to do if a staff member or pupil develops symptoms of Covid-19 while at school
- Outline of the Covid-19 response plan

Staff will be kept fully informed of the control measures in place in the school 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 Principal.

### ***c. Hand-washing/Sanitising***

Hot water, soap and paper towels will be available in all toilets. Hand sanitiser will be available at all entrance points, communal areas and at each class pod.

Hands must be sanitised before entering the classroom each morning.

Hand washing with hot water and soap / sanitising (if hands are visibly clean) will take place:

- After using the toilet
- Before eating
- Before and after Aistear
- After play time in the yard

### ***d. Hygiene and Respiratory Etiquette***

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

and Information posters will be available at various locations within the school facility. Information posters will be prominently displayed at appropriate locations within the school facility including offices, corridors, staffroom area, classrooms and toilet areas. Such 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.

***e. Cleaning***

- Regular and thorough cleaning of areas and surfaces within the school will be made.
- Regular and thorough cleaning of communal areas and frequently touched surfaces shall be conducted, in particular, toilets and door handles.
- All staff will have access to cleaning products and will be required to maintain cleanliness of their own work area.
- Staff should thoroughly clean and disinfect their work area before and after use each day.
- There will be daily collection of used waste disposal bags from classrooms, offices and other areas within the school facility.

Please see cleaning checklist template available as appendix 3 of this plan.

***f. Resources***

- All soft resources will be removed from classrooms.
- Aistear equipment will be cleaned every 2<sup>nd</sup> day (as pods move).
- Outdoor Aistear equipment will be cleaned before use.
- Where possible each student will have their own individual resources such as playdough/ bag of lego, paints and brushes/ pencils, colours, scissors, glue, whiteboard markers etc.
- Equipment which is shared within a pod will be cleaned regularly.
- Books which are sent home will be quarantined for 3 days before being used again.

***g. Use of Personal Protective Equipment (PPE)***

Where physical distance of 2 metres cannot be maintained, staff will wear face coverings. Gloves and disposable aprons will also be available for staff (if needed).

***h. Minimising Close Contact***

Classes (bubbles) will be divided up into smaller groups (pods). There will be a maximum of 6 students in each pod. 1 metre distance will be maintained between pods when indoors. Resources will only be shared (when necessary) between pods. Students will have individual resource packs containing pencils, colours, whiteboard markers, glue, scissors, playdough,

lego, counters, etc to avoid sharing. Classes (bubbles) will have staggered play times and toilet times limiting interaction outside bubbles.

Junior infant play time - 9.50am to 10am; 11.40am – 12.00

Senior infant play time 10am – 10.10 am ; 12.00pm – 12.20pm

Floor markings will indicate the space in which pods should remain (where possible). A 2 metre floor marking between the teachers work space and closest pod will also be visible.

Parents/guardians will be asked to maintain 2 metre social distance from others on drop off and collection. Parents/guardians are not permitted to enter the school building at drop off or collection. A collection point for each class will be allocated.

#### ***i. Access to the school building /contact log***

Access to the school facility will be limited to those who have obtained prior approval from the principal. Communication with the school should be via email, phone call or see-saw message. Where necessary appointments can be made for face to face meetings with teacher/principal.

As 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 sign in/sign out log of those entering the school facilities should be maintained. See Appendix 4 of this document.

## **8. Dealing with a Suspected Case of Covid-19**

Staff or pupils should not attend school if displaying any symptoms of Covid-19. The following outlines how River Valley CNS will deal with a suspected case that may arise during the course of work.

A designated isolation area has been identified (SET Room)

- If the person with the suspected case is a pupil, the parents/guardians should be contacted immediately
- The individual will be accompanied to the designated isolation area via the isolation route, keeping at least 2 metres away from the symptomatic person and also making sure that others maintain a distance of at least 2 metres from the symptomatic person at all times
- A mask will be provided 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. A mask should also be worn by the person accompanying him/her to the isolation room.

- 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. 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. 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:

- 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
- Coordinate and work with their colleagues to ensure that physical distancing is maintained
- Make themselves aware of the symptoms of Covid-19 and monitor their own wellbeing
- Self-isolate at home and contact their GP promptly for further advice if they display any symptoms of Covid19
- Not return or attend school if they have symptoms of Covid-19 under any circumstances.
- If they develop any symptoms of Covid-19 whilst within the school facility, they should adhere to the procedure outlined above
- Complete the RTW form before they return to work
- Must inform the Principal 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

- Must complete Covid-19 Induction Training and any other training required prior to their return to school
- Must be aware of, and adhere to, good hygiene and respiratory etiquette practices
- Keep informed of the updated advice of the public health authorities and comply with same.

## **10.Covid Related Absence Management**

The management of a Covid-19 related absence will be managed in line with agreed procedures with DES as outlined in circular 0049/2020

## **11.Employee Assistance and Wellbeing Programme**

The Board of Management aims to protect and support the health and wellbeing of all staff (physical, mental, spiritual etc.) both at work, whether in the school facility or at home and outside of work. The Board of Management 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 of Management 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. These are challenging times for everyone. Should a staff member experience any stress or anxiety in respect of work or work arrangements, he/she should feel free to speak to the principal.



**Appendix 1:**  
**River Valley Community National School**  
**Return to Work Form**

This questionnaire must be completed by staff **at least 3 days** in advance of returning to work. If the answer is Yes to any of the below questions, you are advised to seek medical advice before returning to work.

Name: \_\_\_\_\_  
 Name of School: \_\_\_\_\_  
 Name of Principal: \_\_\_\_\_ Date: \_\_\_\_\_

Questions	YES	NO
1. Do you have symptoms of cough, fever, high temperature, sore throat, runny nose, breathlessness or flu like symptoms now or in the past 14 days?		
2. Have you been diagnosed with confirmed or suspected COVID-19 infection in the last 14 days?		
3. Have you been advised by the HSE that you are you a close contact of a person who is a confirmed or suspected case of COVID-19 in the past 14 days?		
4. Have you been advised by a doctor to self-isolate at this time?		
5. Have you been advised by a doctor to cocoon at this time?		
6. Have you been advised by your doctor that you are in the very high risk group? If yes, please liaise with Principal re return to work and follow the agreed DES arrangements for very high risk groups		

I confirm, to the best of my knowledge that I have no symptoms of COVID-19, am not self-isolating or awaiting results of a COVID-19 test and have not been advised to restrict my movements.

Please note: The school is collecting this sensitive personal data for the purposes of maintaining safety within the workplace in light of the COVID-19 pandemic. The legal basis for collecting this data is based on vital public health interests and maintaining occupational health and this data will be held securely in line with our retention policy.

Signed: \_\_\_\_\_



## River Valley Community National School

### Appendix 2 Risk Assessment

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H=High M=Medium L=Low	Controls (When all controls are in place risk will be reduced)	Is this control in place?	Action/to do list/outstanding controls <small>*Risk rating applies to outstanding controls outlined in this column</small>	Person responsible	Signature and date when action completed	
COVID-19	N	Illness	H	School Covid19 Response Plan in place in line with Department of Education guidance and the Return to Work Safely Protocol and public health advice		<i>Examples of Actions</i>  Follow public health guidance from HSE re hygiene and respiratory etiquette  Complete School COVID-19 Policy Statement  Return to Work Forms received and reviewed  Induction Training provided  Contact log in place  Complete checklists as required: School Management  How to deal with a suspected case  Cleaning Checklist			

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

Risk Assessment carried out by: \_\_\_\_\_

Date: / /



## River Valley Community National School

### Appendix 3 Cleaning Check List

		Yes	No
<b>1</b>	Have you a system in place for checking and keeping up to date with the latest public health advice from Government and the Department of Education, to ensure that advice is made available in a timely manner to staff and students and to adjust your cleaning procedures in line with that advice?		
<b>2</b>	Have you reviewed the HPSC health advice for the safe reopening of schools, in particular Section 5.6 Environmental Hygiene?		
<b>3</b>	Have you explained the need for the enhanced cleaning regime to staff and students?		
<b>4</b>	Are you aware that cleaning is best achieved using a general purpose detergent and warm water, clean cloths, mops and the mechanical action of wiping and cleaning, following by rinsing and drying?		
<b>5</b>	Have you sufficient cleaning materials in place to support the enhanced cleaning regime?		
<b>6</b>	Have you provided training for cleaning staff on the enhanced cleaning regime? (DES intends to provide online training for cleaning staff)		
<b>7</b>	Have you made arrangements for the regular and safe emptying of bins?		
<b>8</b>	Are you familiar with the cleaning options for school settings set out in the HPSC health advice for schools for surfaces, toilets, cleaning equipment, PPE and waste management?		
<b>9</b>	Are you aware that each school setting should be cleaned once per day?		
<b>10</b>	Have you in place a system for regular cleaning of the following frequently touched surfaces?		
	Door handles,		
	Hand rails		
	Chairs/arm rests		
	Communal eating areas		
	Sinks		
	Toilets facilities		
<b>11</b>	Have you provided cleaning materials to staff and students so that they can clean their own desk or immediate workspace?		

<b>12</b>	Have you advised staff that they are responsible for cleaning personal items that have been brought to work and are likely to be handled at work or during breaks? E.g. mobile phone laptop and to avoid leaving them down on communal surfaces or they will need to clean the surface after the personal item is removed.		
<b>13</b>	Have you advised staff and students to avoid sharing items such as cups, bottles, cutlery, pens		
<b>14</b>	Have you put in place a written cleaning schedule to be made available to cleaning staff including:		
	Items and areas to be cleaned		
	Frequency of cleaning		
	Cleaning materials to be used		
	Equipment to be used and method of operation		
<b>15</b>	Details of how to clean following a suspected case of COVID-19 are at Section 7 of the Plan above (can be added here again if considered useful)		
<b>16</b>	If disinfection of contaminated surfaces is required, is a system in place to do this following cleaning?		
<b>17</b>	If cleaning staff have been instructed to wear gloves when cleaning are they aware of the need to wash their hands thoroughly with soap and water, both before and after wearing gloves?		
<b>18</b>	Have you a system in place for the disposal of cleaning cloths and used wipes in a rubbish bag? Current HSE guidance recommends waste such as cleaning waste, tissues etc. from a person suspected of having COVID-19 should be double bagged and stored in a secure area for 72 hours before being presented for general waste collection.		
<b>19</b>	Have you ensured there is a system in place to make sure reusable cleaning equipment including mop heads and non-disposable cloths are clean before re-use?		
<b>20</b>	Have you ensured there is a system in place to ensure that equipment such as buckets are emptied and cleaned with a fresh solution of disinfectant before re-use?		



## River Valley Community National School

### Appendix 4 Contact Log

<b>Name of School</b>				<b>School Contact Person</b>	
<b>Address of School</b>				<b>For Queries only: Phone No</b>	
				<b>Email</b>	
<b>Name of Visitor</b>					Was the visit pre-arranged with the Principal? Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Date of Visit</b>	___/___/_____	<b>Time</b>	<b>Entry to school</b> _____ am <input type="checkbox"/> pm <input type="checkbox"/>	<b>Exit from School</b> _____ am <input type="checkbox"/> pm <input type="checkbox"/>	
<b>Visitor Status</b>	Contractor <input type="checkbox"/>	Parent/Guardian <input type="checkbox"/>	Other <input type="checkbox"/> Please complete: _____		
<b>Contact details of visitor</b>	Company Name <small>(if applicable)</small>				
	Address				
	Contact No.		Email Address		
	Reason for Visit				
<b>Who the visitor met (separate line required for each person the visitor met)</b>					
<b>Name of Person visited</b>					<b>Length of time spent with each person in the school</b>





